## MANAGING FOOD ALLERGEN INFORMATION



How you handle allergens is important for food safety.

The introduction of allergen rules in December 2014, means it is a legal requirement for food businesses to provide information about the allergenic ingredients used in the food and drink they serve. You need to be able to supply information for each item on your menu that contains, as an ingredient, any of the 14 main allergens. (See Allergies Safe method in Cross—contamination Safe method)

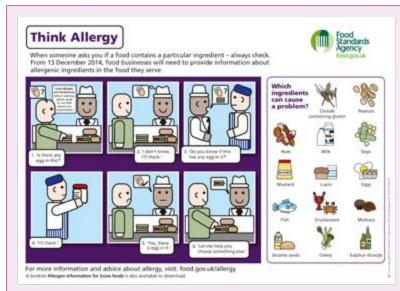
WHAT TO DO	WHY?	
Customer information  Allergen information should be provided. You can do this  • in writing and up front, e.g. on a menu or chalkboard  • by asking a member of staff.  Staff should know where allergen information can be found or be able to handle allergen information requests.  If the information is provided by staff, it must be accurate, consistent and up-to-date, e.g. using recipe sheets or a record of food labels.	Customers with allergies need to know this information so they can make safe food choices to avoid an allergic reaction.  There should be a way to check that the information provided is correct and complete.	
There should be clear signposting letting customers know where to obtain allergen information if they need it. It's a good idea to have a sign in your business to tell customers to ask for allergen information if they need it.	Customers should let you know if they need allergen information so you can help them make safe food choices.	FOOD ALLERGIES and INTOLERANCES  Please speak to our staff about the ingredients in your meal, when making your order. Thank you.
If your menu changes, make sure you change the list of ingredients with allergens for that food or drink.	If you do not have the correct ingredients listed, customers could get the wrong information and become ill from eating the food.	Ingredients  Water, Carrots, Onions, Red Lentils (4.5%)  Potatoes, Cauliflower, Leeks, Peas, Cornflour, Wheatflour, Salt, Cream, Yeast Extract, Concentrated Tomato Pasta, Garlic, Sugar, Celery Seed, Vegetable Oil (Sunflower), Herbs and Spice, White Pepper, Parsley.
Labelling and storage Ingredient containers need to be labelled clearly so you know what allergens are in them. Careful storage will help you do this. Check pre-packed food labels so you know what allergens are in them.	If food is not labelled clearly, you could use ingredients that might be harmful to a customer who has an allergy to them.	
Deliveries  Check deliveries to make sure you have the correct order and labelling information is provided.	If you receive the wrong order or a different product, there may be different allergens in the food.	

## THINK TWICE!

You need to know what allergens are in the food you prepare and have accurate information to give customers, if they ask. All staff should know how to handle requests for allergen information. Allergies can be life threatening.



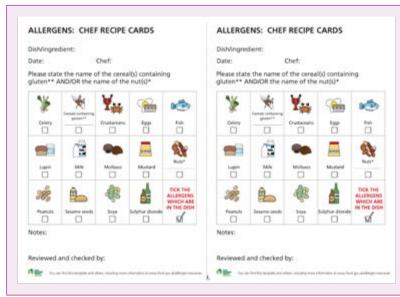
There are some helpful tools and templates to help you record allergenic ingredients in your dishes. You can find this and other tools at: **food.gov.uk/allergen-resources** 



You can use this Think Allergy poster to help with staff training. This poster is also available in Simplified Chinese, Punjabi, Bengali and Urdu.



Use this allergen recipe chart to help you keep a record of the allergens in the food you prepare. Staff can also use this to give information to customers.



These individual allergen menu records can be used for one-off dishes, for example when you have 'specials' or when ingredients run out or are changed.