

**Date**

**Unit Name**

**Unit No.**

**Allergen Risk Assessment**

This risk assessment forms part of the Compass **Food Safety Management System**. Where required it is to be completed by the Unit Manager as part of their annual HACCP review2222222222222222

**As a responsible business we have a duty to assess the degree of allergens used upon the premises and reduce the likelihood of any cross contamination within the food we serve**

* Unit Managers should use this document to determine the nature and degree of allergen ingredients present within the catering operation and self-assess the implementation of control measures available to help minimise allergen risks
* Compass guidance is provided for each self-assessment question to help understand what can be done to reduce allergen risks
* Note: not all the good practice highlighted may be achievable within any given unit depending upon its size, layout and equipment available.
* Where additional actions are highlighted through the self-assessment further advice should be sought from your Regional HSE Manger

**Allergen Ingredients Used**

**Section 1**



Crustaceans

Milk

Lupin

Fish

Celery

Egg

There are 14 major UK food allergens potentially present within your kitchen, all of which could pose a serious risk to allergenic customers if they are unknowingly present within the food they eat. Please use the chart opposite and below to assess the extent each allergen poses before determining the control measures required

|  |  |  |
| --- | --- | --- |
| **Allergen** | **Amount Present** | **Frequency Used** |
| Peanuts |  |  |
| Tree Nuts |  |  |
| Crustaceans |  |  |
| Molluscs |  |  |
| Fish |  |  |
| Eggs |  |  |
| Milk |  |  |
| Cereals containing Gluten |  |  |
| Soya |  |  |
| Sesame Seeds |  |  |
| Celery |  |  |
| Mustard |  |  |
| Lupin |  |  |
| Sulphur Dioxide |  |  |

Cereals containing Gluten



Molluscs

Mustard

Peanuts

Tree Nuts

Sesame

Soya Beans

Sulphur Dioxide

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| --- | --- | --- |
| **Key** | **Amount Present** | **Frequency Used** |
| **Not Present** | **Occasionally** |
| **Trace “May Contain”** | **Weekly** |
| **Known Ingredient** | **Daily** |

**Information, Instruction & Training**

**Section 2**

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| **Question** | **Self Assessment** | | **Guidance** | **Further Action** | **Date Complete** |
| Has the Compass Food Safety Management System been fully implemented within the unit? | Yes | No | * The Food Safety Management System contains a HACCP to identify specific food safety & allergen hazards and determine necessary controls. * All staff should be briefed upon the contents of the FSMS via the Food Safety Conversations. * All relevant colleague posters displaying the Hazards / Controls / Monitoring and Good Hygiene Practices should be displayed in the appropriate places. |  |  |
| Have staff been briefed upon the contents of Good Hygiene Practice Guide No13: Allergens? | Yes | No | * Using Food Safety Conversation No13: Allergens, brief all staff on the significant points from the guidance around the control and management of allergens. This should be recorded upon the FSMS training matrix   **Good Practice:** Use Food Safety Conversation No13 to brief all agency staff before they start work |  |  |
| Have all staff completed the Allergen training as part of the Food Safety E-learning training program? | Yes | No | * All staff should complete their food safety e-learning training within the first 2 weeks of their employment. * All agency staff should arrive with basic food hygiene training completed. |  |  |
| Do you use a dedicated manager or Allergen Champion to manage all allergen or special dietary requests for large functions or hospitality? | Yes | No | **Good Practice:** Venues undertaking large functions or hospitality bookings can appoint Allergen Champions to manage special dietary requests See GHP13 for further information |  |  |
| Do all ingredients come from Compass managed vendor listed suppliers? | Yes | No | * All Compass approved suppliers provide accurate and up to date allergen information via Foodbuy Online for all approved product listed ingredients which automatically link to all Source recipes |  |  |
| Do you check that any food substitutes do not contain any additional allergen ingredients? | Yes | No | * Compass approved switches will aim to ensure that the replacement food product does not contain additional allergen ingredients, however allergen label checks should be undertaken for all new food products received into the unit |  |  |
| Is the Compass menu planning tool used to plan and create your daily menu offer? | Yes | No | * Menu and production planning must take place on the Source to utilise the allergen information contained for each product and ingredient * Recipe cards should be printed and followed accurately to ensure compliance to the allergens |  |  |
| Are daily allergen reports produced for all menu items? | Yes | No | * All Source recipes chosen within your Menu Plan will automatically populate an allergen report. * A manual allergen builder tool can be used if creating a bespoke recipe or of the Source system is unavailable. This must be checked by the Head Chef for accuracy before use. |  |  |

**Food Storage, Preparation & Cooking**

**Section 3**

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| **Question** | | **Self Assessment** | | **Guidance** | **Further Action** | **Date Complete** |
| **Storage** | Do you check food deliveries to ensure they are accurate to the order placed and there are no last minute substitutions? | Yes | No | * Food deliveries should be checked against the order manifest to ensure that the food items delivered match those ordered and therefore accurate system allergen information |  |  |
| Are allergen information discrepancies between the food label and the Source escalated and reported to the Foodbuy Helpdesk? | Yes | No | * All labelling discrepancies should be reported to the Foodbuy Helpdesk for immediate attention * If in doubt about the accuracy of allergen information provided via the product label or the recipe cards / allergen reports do not use |  |  |
| Are known allergen free ingredients segregated and stored separately? | Yes | No | * Where storage space allows any known allergen free ingredients should be stored separately from other allergen containing ingredients within the stockroom |  |  |
| Are opened, loose or decanted dry goods stored securely, and accurately labelled with any allergen containing ingredients? | Yes | No | * Food ingredients should be kept in their original manufacturers packaging wherever possible to ensure accurate allergen and ingredient information is present. * Decanted products must be accurately labelled with allergen containing ingredients clearly listed   **Good Practice:** Once opened, dry powdered or finely chopped ingredients should be decanted into plastic lidded containers to help minimise accidental spillage and cross contamination |  |  |
| **Food Preparation** | Does the kitchen layout avoid allergen cross contamination risks? | Yes | No | * Are food preparation areas laid out to avoid where possible cross contamination of foods containing allergens with allergen free foods. * Are enough worksurfaces provided to allow the preparation of multiple dishes within the kitchen. * Are food ingredients and equipment stored away from worksurfaces where open foods are handled |  |  |
| Is good personal hygiene and cleanliness observed within the kitchen? | Yes | No | * Frequent hand washing and clean uniform is an important way to remove food residue and prevent allergen cross contamination when handling food. * Clean all work surfaces before use to ensure traces of food residue are fully removed. * Clean up food spillages immediately to prevent cross contamination   **Good Practice:** Consider wearing disposable gloves and apron to protect the food from possible cross contamination from your hands or clothes |  |  |
| Is the preparation of ‘allergen free’ meals segregated from other food production areas? | Yes | No | * Where a known ‘allergen free’ meal is being prepared it must be segregated from other food production areas * Allergen free meals should be prepared 1st at the start of production before other meu items   **Good Practice:**  A separate work area should be dedicated to the preparation of allergen free meals only in order to avoid cross contamination |  |  |
| Are clean food equipment and utensils used for the preparation of each dish? | Yes | No | * To avoid food particle cross contamination a clean set of food equipment and utensils must be used between each food dish prepared * Cleaning of food utensils and equipment should be via a dishwasher to ensure a sufficient level of agitation during cleaning to remove food particles. * Avoid using shared utensils to serve or mix foods during preparation |  |  |
| Are food ingredients left in their original packaging or lidded containers until used? | Yes | No | * Ingredients required to make a dish should be left in their original packaging or ideally lidded plastic containers until ready for use to avoid accidental spillage and potential cross contamination of over other food ingredients or worksurfaces. * Re-seal and put away ingredients after use |  |  |
| Are pre-prepared foods adequately labelled with allergen containing ingredients clearly identified? | Yes | No | * Are all pre-prepared foods intended to be stored in a refrigerator or freezer for later use clearly labelled with any allergens present. * Use the Source recipe cards or allergen reports to identify all known allergen ingredients present within any prep-prepared food dish made.     **Good Practice:**  Use the new allergen food label available via Linney MyStore |  |  |
| **Cooking** | Are allergen free foods cooked separately in clean equipment? | Yes | No | * Cook any allergen free foods separately from other allergen containing foods to avoid cross contact   **Good Practice:**  Where possible use a separate fryer or new cooking oil to cook allergen free foods |  |  |
| Is allergen cross contamination managed during cooking? | Yes | No | * Always use clean cooking equipment, pans, trays etc for each dish made * Do not use shared spoons or other utensils to mix, stir or handle food during cooking * Cover food during cooking to avoid accidental spillage and cross contact, e.g. lidded pans or kitchen foil / cling film |  |  |

**Food Service & Display**

**Section 4**

**Important: It is a legal requirement for all food businesses to provide accurate information on foods that contain allergens when requested by a customer.**

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| **Question** | **Self Assessment** | | * **Guidance** | **Further Action** | **Date Complete** |
| Are foods segregated during service to avoid allergen cross contamination? | Yes | No | * All foods displayed for sale must be stored in clean crockery or containers * Separate service spoons or tongues are used for each food item * Display known allergen free foods on separate plates / platters to avoid possible cross contact * Known allergen containing hospitality foods are displayed separately on clean service platters   **Good Practice:**  Where possible use separate colour coded chopping broads and knives at a deli bar for the preparation of allergen containing foods |  |  |
| Is good personal hygiene and cleanliness observed during service? | Yes | No | * Sufficient hand wash basins are provided at food service points to promote frequent hand washing * Food spillages are cleaned up immediately * Clean overalls are worn by all service colleagues   **Good Practice:** Consider wearing disposable gloves and apron when serving known allergen free foods |  |  |
| Accurate allergen information is communicated clearly to all customers? | Yes | No | * Food service briefings are used to inform all front of house staff of the presence of known allergens within each dish served * When asked, all colleagues refer customers to the allergen report for further information. If further guidance is needed refer to the Head Chef * Customer facing point of sale used to identify food dishes are checked for accuracy prior to service * An allergen poster is displayed in a customer facing location identifying where further allergen information can be obtained   **Good Practice:** Consider using a tablet-based information screen to display your allergen report and avoid daily printing costs |  |  |

**Customer Identification**

**Section 5**

**Important: Where customers do not have the capacity to manage their own allergens, food businesses must have a system to accurately document individual customer allergens and a method to identify individual customers in order to know what foods they may have.**

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| **Question** | **Self Assessment** | | **Guidance** | **Further Action** | **Date Complete** |
| Does the unit have customers who do not have the capacity to manage their own allergens?  e.g.: Children, Senior, clinical? | Yes | No | E.g.   * Children * Seniors * Clinical * Other   **Good Practice:**  Identify whether the unit is in a setting where it is possible that individual customers may not have the capacity to manage their own allergens. |  |  |
| If Yes, then complete the following: | | | | | |
| Are individual customer allergen diets advised in an accurate and timely manner by the client(s)? | Yes | No | * The client gathers information on customers with allergen diets. * The client shares allergen information on customers and advises of any changes to existing customers or new customers.   **Good Practice:**  Liaise with the client regularly to check for any updates. |  |  |
| Do we maintain accurate and up to date allergen information on all allergen customers? | Yes | No | * Information is documented and updated with any changes. * The information is shared with all colleagues in a written format and in an accessible location.   **Good Practice:** Consider displaying your allergen information where is a readily accessible. |  |  |
| Do we have a reliable method of accurately identifying individual customers with known allergens at the point of service to ensure that they receive the correct food? | Yes | No | * Issue allergen customers with easily identifiable lanyards or wrist bands. * Use printed tray or place mats to identify the tray or place setting for allergen customers. * Other method used (please document the method) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Good Practice:** Make sure the method is capable of correctly identifying individual allergen customers where the food is served remotely, by client staff or via self-help. |  |  |



**Further Information**

Further information regarding allergens can be obtained from Good Hygiene Practice Guide No13: Allergens which is within the Food Safety Management System file

This can be obtained via the HSE website

Or via hard copy from Linney MyStrore

Alternatively, please contact your reginal HSE manager for further advice