



THE ORATORY

Food Allergen Policy & Protocols

Policy Aim

The aim is to ensure that the food provided by catering services within the Oratory School Association is stored, handled, prepared and served to ensure it is safe for all pupils, staff and visitors, including those who may have food allergies. Catering staff will have access to relevant training and/or education as required.

Legislation

Allergenic ingredients must be indicated in list of ingredients with clear reference to name of the substance or product as listed in Annex II of the Food Labelling Regulations. Annex II of the EU Food Information for Consumers Regulation No.1169/2011. The Annex II outlines the 14 allergens (and products thereof) that must be labelled or indicated as being present in foods. These are:

1. Crustaceans
2. Eggs
3. Fish
4. Gluten
5. Milk
6. Mustard
7. Nuts
8. Peanuts
9. Sesame
10. Soybeans
11. Sulphur dioxide
12. Lupin
13. Celery

14. Molluscs

Responsibilities

Managing suspected and confirmed food allergies requires a school-wide approach to ensure minimisation of risk. Overall management for allergens and food safety within the catering department of the schools is the responsibility of the Catering Manager. The **Catering Manager** will ensure there is someone on site throughout the times food is being served who can deal with all questions relating to allergenic ingredients and who knows where to get information. Catering staff unsure about questions being asked should pass them on to the colleague who can provide accurate and consistent information. There should be an up to date Allergen file which can be easily accessed to allow ingredients lists to be checked. Catering and Medical/HR Departments should work together to ensure information is shared and kept up to date.

Parents are responsible for providing ongoing and accurate medical information relating to any known allergies which their child suffers from.

House masters/mistresses are responsible for ensuring they are aware of children with known allergies, and what actions need to be taken (including in emergencies).

School excursion leaders are responsible for ensuring they are aware of any allergy sufferers on educational visits or trips away from school.

Medical staff are responsible for managing medicines including Epipens – refer to separate medicines policy

Training

The School is committed to ensuring that staff involved in the provision of food for customers with food allergy have appropriate training and that it is updated on a regular basis.

Allergen Management

Prior to the pupils starting at the Oratory school the parents are sent a link on the My School Portal (MSP). This link takes them to all the medical forms required to be completed before the pupil starts school. These medical forms include the required information from the parent regarding specific dietary and medical allergies that the pupil may have, and the information required to manage those allergies.

Once the School has been given this information the parent will be contacted from the Health Centre (HC) re Medical/dietary plan of care for their child and the HC will inform the kitchen of the allergies and whether an epipen is part of the pupils care plan. A spare individual epipen for each pupil is stored in the emergency box in the kitchen.

Staff will be made aware of allergens in all ingredients and products used and a record will be kept of these depending on the menus. Records will be updated when menus are reviewed and changed.

The contract caterer records all allergenic ingredients and the source of those ingredients on Form FS13. These will be updated as products change or their processing changes. Information on all products used will be made available on request.

All ingredients containing allergens will be appropriately labelled and stored in separate containers. In addition a spillage plan will be held in the department. Any decanting of products containing allergens must have the full product information with them in the new container.

In the preparation of all food care is taken to ensure that there is no cross contamination between food containing allergens and foods which are allergen free.

Labelling will be checked before any ingredients are used in food preparation.

Where possible, separate equipment and utensils will be used for preparation of allergen free foods. If not possible then all equipment and utensils will be thoroughly cleaned.

Catering staff will ensure that they follow adequate hand washing procedures to ensure no cross contamination.

Care will be taken on the servery to ensure that there is no cross contamination.

GUIDANCE AND GOOD PRACTICE

Purchasing

- Only purchase from approved suppliers who provide full ingredient lists that include allergens – this can include information on food labels.

- All food stuffs, from individual ingredients to complete meals, should be checked to ensure allergens are listed.

Storage and risk of cross contamination

- Safe storage practices must be used to avoid the cross contamination of other food stuffs. Keep allergens away from non-allergenic food, where possible.
- Keep food in sealed containers, and use clean, separate utensils to prevent cross contamination.
- Where possible, store allergenic ingredients on lower shelves, to prevent them falling into other foods.

Preparation and recipes

To be able to inform customers easily about the presence or absence of the 14 allergens, the use of standard recipes is best practice. If you do not use standard recipes with specified ingredients, you will need to note what ingredients and pack sizes are used each time you make a dish. When dishes are produced which are not served immediately, a system of batch coding, dating and ingredients logging should be used.

If you make a dish from scratch, you will know what ingredients go into it. Remember to think about the ingredients you use and what they contain. You must consider what you use:

- to cook the dish
- to thicken a sauce
- as a topping or garnish
- in a salad dressing

If preparing a meal for an allergy sufferer, clean and sanitise surfaces using

paper towel before starting. This avoids the risk of cross contamination by a trace of an allergen contaminating a surface used in food preparation. Food handlers must wash their hands with hot water and soap before they begin preparation. Avoid touching other types of food until they have finished the preparation.

When you are preparing a meal that does not contain a certain food ensure that you change the cooking oil. E.g. if food is cooked in oil that has been used to cook prawns, this could cause a reaction in someone who is allergic to shellfish.

Where a change of ingredients involving allergens has taken place all catering staff should be advised of the change – for example a change in a standard food item such as ketchup or mayonnaise.

Service

When someone asks if a food contains a particular ingredient always check every time – never guess. Beware of ‘new improved’ recipes or a change in supplier or branding on packaging.

- Never attempt to remove an allergen from a food (e.g. nuts from the top of a cake) as enough 'contamination' may remain to trigger an allergic reaction.
- Always use separate utensils (chopping boards, knives, containers etc) if asked to prepare a meal which does not contain a certain ingredient. Clean down work areas before preparing food.
- Allow adequate separation between foods to minimise the risk of traces of certain foods being transferred to other types, such as in a buffet display. Never place foods that can cause allergic reactions next to other foods. Example: a pastry with nut topping placed on the same baking trays as pastries without toppings.
- Provide separate serving utensils to prevent cross contamination. However, there is no guarantee that customers will not interchange utensils. You may wish to display signage, requesting customers to use the utensils provided for each individual product.

Cleaning

Make sure all surfaces are cleaned thoroughly, using hot water and detergent or sanitiser. Essential surfaces include work surfaces, chopping boards, knives, utensils, mixers, bowls, pans and containers. Use disposable paper towel to reduce cross contamination risks.