

FM Service's Allergen Policy

Policy

FM Catering is committed to reducing the risk to children, teachers and visitors with regard to the provision of food and the consumption of allergens in food which could lead to an allergic reaction. This policy will be placed on BSOL (Bradford Schools Online), Kitchen Tablets and on the Bradford Council website and will be annually reviewed.

Statement

FM Catering is not in a position to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. When developing recipes and new products, FM will minimise as far as practicable the allergen content of dishes and only use ingredients with allergen content where that ingredient is essential to the nature and requirements of the dish.

Objectives of this Policy

To promote awareness of the nature of food allergens and bring these to the attention of kitchen staff, schools and parents. To provide clear guidance to all catering staff on their responsibilities for the provision of food to members of their school community and visitors with a confirmed food allergy. To ensure that appropriate education/training is available and implemented for any catering staff involved in providing food to customers with food allergies. To ensure appropriate information and support is available for staff.

Allergy Labelling Legislation

From 13 December 2014, legislation (the EU Food Information for Consumers Regulation 1169/2011) stated that food businesses must provide allergy information on food sold unpackaged. There are also changes to existing legislation on labelling allergenic ingredients in pre-packed foods. More information about the new European legislation can be found on the European Commission website.

The new legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact. From October 2021 under Natasha's Law the requirements for prepacked for direct sale (PPDS) food labelling will change. All businesses that produce PPDS food will be required to label the item with the name of the food and the full ingredients list, with allergenic ingredients emphasized within the list. This applies to any food business that produces PPDS food. PPDS food is food that is packaged at the same place it is offered or sold to consumers. The changes mean that food made and packaged before the consumer orders or selects them, and sold on the same premises. For schools, this may mean changes to labelling for foods such as sandwiches, pasta and salad pots or burgers which are made and packaged on the premises before the consumer purchases.

Definition of 'Packaging'

- Food that is fully or partly enclosed by the packaging
- Food that can't be altered without opening or changing the packaging
- Food that is ready for sale to the final consumer

What is classed as prepacked for direct sale (PPDS)?

- Sandwiches and bakery products such as cookies, tray bakes, muffins and biscuits which are packed on site before a consumer selects or orders them.
- Products which are prepackaged on site ready for sale, such as salad pots, pasta pots and sandwiches.
- Cookies packed on site.
- Food provided in school settings.

Background

What is a food allergy?

Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching or strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea and vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove to be fatal.

What is food intolerance?

This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer and may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

Who is at risk?

Anybody can develop a food allergen or intolerance at any time in their life irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen. The proportion of the UK population with a true food allergy is approximately 1-2% of adults and 5-8% of children which equates to around 1.5 million in the UK. In addition, about 1:100 of the UK population has coeliac disease and needs to avoid gluten.

Main Allergen Types

Gluten

containing Cereals, e.g.
 Wheat, Rye, Barley, Oats,
 Spelt & Kamut



Bread, wheat flour, biscuits, crackers, pasta, breakfast cereals (including items like breadcrumbs and batter), cakes, pastry, semolina, soya sauce.

It is also found in many processed foods such as soups, gravies, sauces, sausages, haggis, fish cakes and all processed foods must be checked to ensure they are gluten free.

Celery and Celeryc e.g. Stalks, Seeds and Leaves		Salads, soups and celery salt, stock cubes, stew pack, some meat products.
Eggs e.g. Hens, Duck, Turkey, Quail, Goose, Gull and Guinea Fowl		Cakes, sauces, pasta, mayonnaise, glazed produces, some meat products (e.g. meatloaf, used as a binder), quiche, mousse, foods brushed with egg, Quorn
Fish, Crustaceans and Molluscs e.g. all Fish, Prawns, Lobster, Crab, Clams, Oysters, Mussels and Langoustine		Soy and Worcestershire sauce. Thai fishsauce, relish, some salad dressing, fish extracts, oils and paste
Milk e.g. Cows, Sheeps and Goat		<p>Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings.</p> <p>Milk power and milk products are used in many manufactured products.</p> <p>Some processed meats, chocolate, some canned fish, Quorn.</p>
Mustard		Mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, somemeat products, occasionally cheese scones.
Peanuts		<p>Arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil.</p> <p>Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionary and vegetarian products.</p>

Tree Nuts  e.g. Walnuts, Cashew, Pecan, Brazil, Pistachio, Macadamia, Queensland, Almonds, Hazelnut, Chestnut	Cakes, biscuits, sauces, desserts, bread, crackers, ice cream desserts, praline (hazelnut), some choc spreads, nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings, breakfasts, confectionary, vegetarian products. Botanically, pinenuts are seeds and coconuts are drupes, most people allergic to nuts can safely eat these BUT small numbers of people may independently be allergic to either.
Sesame Seeds  SESAME	Oil or paste, tahini, houmous, furikake, gomashio, bread.

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Responsibilities

The Chef Manager, or in his/her absence the Assistant Chef Manager, is responsible for ensuring that any food provided for students, teachers or visitors with a food allergy is appropriate for their needs. The Chef Manager will ensure that the kitchen has stock or can access stock ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease.

The Chef Manager will ensure that allergen information is available on all food/listed in the list of 'Common Food Allergens' listed above as a minimum standard (although we will report on more than just the 14 main allergens. This information will be supplied on FM's kitchen tablets and are also available to view on the Bradford Council Website, BSOL.

It's the Chef Managers responsibility to make sure all PPDS food is labelled correctly before passing to the consumer (see points 10 to 14) FM Catering Staff are not to bring any of their own food from outside into any food production area. Due to the potential seriousness of a reaction to a Peanut Allergy, Peanuts are strictly forbidden to be taken onto any school catering site, whether there is a separate staff facility/fridge or not. Should the school wish to store any food in school kitchen fridges, the Allergen policy must be strictly adhered to at all times.

Staff Training

All Chef Managers & Assistant Chef Managers must complete the 'Level 2 Allergen Awareness training for Managers' qualification within 3 months of employment. Once these managers have received this training the knowledge will be passed down to all other kitchen staff via team briefings. A refresher training session will take place for all Chef Managers & Assistant Chef Managers every 3 years. All General Kitchen Assistants must attend the following mandatory courses:

- Food Hygiene Refreshers
- Allergen |Refresher training

All CM training records will be maintained by the Service Delivery Manager while the CM will manage all other staffs training records in that unit. The training records will also show annual refresher training. Training department to enroll staff members onto Allergen Training when notified by the SDM, Chef Manager, and Assistant Chef manager must read and understood all allergen procedure found on the kitchen tablet immediately on induction.

Kitchen

All dishes which are produced in house will be from standard ingredients from 'approved' suppliers. Any ingredient changes/supplier changes affecting standard ingredients will be rolled out to the kitchens via the tablet and will only be agreed by the Service Standards Manager.

Where allergenic ingredients are packaged openly/loosely, they are to be stored separately to reduce the risk of contamination and will be clearly labelled with Allergen specific labels. Equipment/ utensils used in the preparation of food for people with a food allergy are cleaned according to standard procedures (see HACCP manual) which under normal circumstances should be sufficient.

Each area of the kitchen for the preparation of any food for someone with a food allergy will be sanitised before and after it is used to prepare food, at no time will food be prepared on the same work surface as dishes containing allergenic ingredients. When cooking food for children with a food allergy or intolerance FM Staff will wash their hands before, in-between and after preparation tasks. All food produced for people with food allergy or intolerance will be placed away from other food and covered and clearly labelled accordingly. It will then be clearly marked with the child's allergen and their name.

Separate purpled coloured chopping boards, utensils and storage boxes are to be used where possible for preparing and storing food made for children with a food allergy or intolerance. Allergen day to view charts are to be displayed in the kitchen for staff to view and must represent the correct day to view. Chef manager is to note in the menu book the name of the child, what they are allergic too and a suitable alternative dish to be noted and produced. Kitchen team to handle powdered products with care not allowing for dust clouds to form.

All weighing up to be carried out first thing and the two stage cleaning process to be carried out once completed. If at any point you feel the possibility that a food item has come into contact with an allergenic food, treat the contaminated item as an allergenic food item and log in the menu book.

Food Service

Staff are aware to keep serving utensils separate to avoid cross contamination. All tables are cleaned with an appropriate 2 stage clean.

Good Communication

Staff are trained to escalate any concerns a student, parent or teacher may have regarding a food allergy or intolerance to a line manager if they are unsure.

What should parents of children suffering with allergies do?

The parent should contact the school immediately to inform the kitchen staff of the child's allergy or allergies. The Chef manager will then ensure that the kitchen staff follow the Special Diets procedure. Once an allergy is catered for, any changes to a Child's medical diet situation must be put in writing to the school. Parents have the ability to check FM's 'Menu App' to check the daily menu available at their child/children's schools for the most up to date allergenic information <https://schoolmeals.bradford.gov.uk/>

Monitoring of Allergens

Regular audits/inspections of kitchen areas and controls must be in place to ensure that procedures are effective and working. All students medical diet forms and individual allergen information is securely stored in a lockable safety box for GDPR purposes

Verification and Record Keeping

Regular audits/inspections of kitchen areas and controls must be in place to ensure that procedures are effective and working.

Internal audit records must be completed, which are to include:

- Non-conformances
- Corrective actions
- Responsibilities
- Date of completion

Records Applied & Document Retention

- Internal Audit records
- Allergen risk assessment
- Hygiene & Housekeeping records

All to be kept on record for a minimum of 3 years

Head of Service


