



FOOD ALLERGEN POLICY

Policy Aim

The aim is to ensure that the food provided by catering services within PP Academy Ltd ("PPA") 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.

1. Legislation

Allergenic ingredients must be indicated in a list of ingredients with clear reference to the 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

2. Responsibilities

Managing suspected and confirmed food allergies requires a company-wide approach to ensure minimisation of risk. Overall management for allergens and food safety within the catering department of the Academy is the responsibility of the COO. The COO 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.

Students, Staff and Visitors are responsible for providing ongoing and accurate medical information relating to any known allergies which they suffer from, and what actions need to be taken (including in emergencies).

Any trips/visits undertaken then the excursion leader is responsible for ensuring they are aware of any allergy sufferers on the educational visits or trips away from Academy.

3. Training

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

4. Allergen Management

Prior to students starting at the Academy, they are requested to complete medical forms which include the required information regarding specific dietary and medical allergies that they may have, and the information required to manage those allergies.

Students, Staff and Visitors 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.

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 in the cafe to ensure that there is no cross contamination.

PPA is a nut free zone, and all staff, students and visitors are expected to adhere to this Policy.

Guidance and Good Practice

5. Purchasing

Goods are only purchased from approved suppliers who provide full ingredient lists that include allergens, which can include information on food labels. All food stuffs, from

individual ingredients to complete meals, are checked to ensure allergens are listed.

6. Storage and Risk of Cross Contamination

Safe storage practices are used to avoid the cross contamination of other food stuffs, including keeping allergens away from non-allergenic food, where possible and allergenic ingredients stored on lower shelves, to prevent them falling into other foods.

Food is kept in sealed containers, and clean, separate utensils are used to prevent cross contamination.

7. Service

Catering staff must check each time they are asked if a food contains a particular ingredient and must never assume unless they are certain of their response. Particular attention is given to 'new improved' recipes or a change in supplier or branding on packaging.

On no occasion can an allergen be removed from a food (e.g. nuts from the top of a cake) as the 'contamination' is likely to remain and trigger an allergic reaction.

Separate utensils (chopping boards, knives, containers etc.) are used to prepare a meal which does not contain a certain ingredient. Work areas must be cleaned before and after preparing food.

Separate serving utensils are provided to prevent cross contamination. However, there is no guarantee that students, staff and visitors will not interchange utensils. Signage may be displayed, requesting individuals to use the utensils provided for each individual product.

Signage and a food allergen folder is on display in the café at all times.

8. Cleaning

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. Disposable paper towel is used to reduce cross contamination risks.

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