

## **Food Allergies Policy**

### **Policy**

1. The Barnstondale Centre is committed to reducing the risk to site visitors with regard to the provision and preparation of food which could lead to an allergic reaction.

### **Statement**

2. The Barnstondale Centre is not in a position to guarantee a completely allergen free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

### **Objectives of this policy**

3. To promote awareness of the nature of food allergens and bring these to the attention of visitors and staff.
4. To provide clear guidance to all catering staff on their responsibilities for the provision of food to members of staff and visitors with a confirmed food allergy.
5. To ensure that appropriate education/training is available and implemented for any catering staff involved in providing food to visitors with food allergies.

### **Allergy Labelling Legislation**

6. From 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) requires food businesses to provide allergy information on food sold unpackaged. There are also changes to existing legislation on labelling allergenic ingredients in prepacked foods (Natasha's Law – Oct 2021).
7. The new legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact.

### **Background**

#### **What is a food allergy?**

8. 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 fatal.

### What is food intolerance?

9. 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.
10. 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?

11. 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.
12. 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.

### Common Food Allergens

13. Listed below:

- **Celery** and products thereof
- **Crustaceans** and products thereof
- **Eggs** and products thereof
- **Fish** and products thereof
- **Gluten** containing cereals, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
- **Milk** and products thereof (including lactose)
- **Tree nuts** i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts and products thereof
- **Lupin** and products thereof
- **Molluscs** and products thereof
- **Mustard** and products thereof
- **Peanuts** and products thereof
- **Sesame** seeds and products thereof
- **Soybeans** and products thereof
- **Sulphur dioxide and sulphites** at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO<sub>2</sub>.

An allergen identification table is set out in **Appendix 1**.

14. People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

## **Responsibilities**

15. The Operations Manager, or in his absence the Catering Supervisor, is responsible for ensuring that any food provided for staff or visitors with a food allergy is appropriate for their needs.
16. The Catering Supervisor will ensure that the kitchen has stock or can access the necessary stock ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease.
17. The Catering Supervisor will ensure that allergen information is provided on all food/listed in the list of 'Common Food Allergens' listed above. This information will be supplied in **Allergy Data Sheets (see Appendix 2)** that can be easily seen by staff and visitors. This also applies to food pre-packed such as wraps and sandwiches. The location of Allergy Data Sheets is set out in **Appendix 3**.
18. Group leaders of visiting groups are required to clearly and accurately communicate food allergies and intolerances using the Visit Plan, which they will receive as part of the booking process.

## **Staff Training**

19. All catering staff must attend the following mandatory courses:
  - Food Hygiene Certificate
  - A recognised training course on Food Allergy Awareness
20. All training records will be maintained by the Operations Manager. The records will also show annual refresher training.
21. Casual service staff (overnight staff/maintenance team etc.) must be trained on food allergy awareness and local procedures by the Catering Supervisor, or her deputy, before commencing work.
22. There should be at least one first-aider in the catering team. All catering department staff must be trained in the signs and symptoms of an allergic reaction and emergency response procedures – **see Appendix 4**.

## **Good Kitchen and Service Practices**

### **Kitchen**

23. 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 detailed.
24. Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.
25. 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.
26. A specific area of the kitchen will be sought for the preparation of any food for someone with

a food allergy. The area will be sanitised before it is used to prepare food. Separate identifiable chopping boards.

27. When cooking food for people with a food allergy or intolerance the caterers will wear gloves and will wash their hands before and in-between preparation tasks.
28. All food produced for people with food allergy or intolerance will be placed away from other food and covered in cling film. It will then be clearly marked with the person's diet.
29. Where dishes contain common allergens, they are clearly labelled at the entrance to the dining area.

#### **Food Service**

30. On receipt of the food the supervisor on duty must check that the special meal ordered for the person with a food allergy or intolerance has been supplied and is appropriate for the person. Any concern should be immediately discussed with appropriate kitchen staff.
31. Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).
32. Staff are aware to keep serving utensils separate to avoid crosscontamination.
33. All tables are cleaned with an appropriate solution.

#### **Good communication**

34. Staff are trained to escalate any concerns a visitor may have regarding a food allergy or intolerance to a line manager if they are unsure.

#### **Appendices**

1. **Allergen Identification Table.**
2. **Example Allergy Data Sheet.**
3. **Location of Allergy Data Sheets in Barnstondale.**
4. **Actions in the event of someone suffering a severe allergic reaction.**

## Appendix 1

**Allergen Identification Table.**    The examples given are not exhaustive but indicate products commonly containing these allergens.




































<b>Gluten</b> containing cereals, e.g. Wheat, Rye, Barley, Oats, Spelt and 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.
<b>Celery</b> and Celeriac e.g. Stalks, Seeds and Leaves	Salads, soups and celery salt, stock cubes, stew pack, some meat products
<b>Eggs.</b> 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
<b>Fish, Crustaceans</b> and <b>Molluscs</b> e.g. all Fish, Prawns, Lobster, Crab, Clams, Oysters, Mussels and Langoustine	Soy and Worcestershire sauce. Thai fish sauce, relish, some salad dressing, fish extracts, oils and paste
Milk. e.g. Cows, Sheep and Goat	Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings Milk powder and milk products are used in many manufactured products. Some processed meats, chocolate, some canned fish, Quorn.
<b>Mustard</b>	Mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, some meat products, occasionally cheese scones.
<b>Peanuts</b>	Arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil. Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionary and vegetarian products.
<b>Tree nuts</b> 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.
<b>Sesame</b> seeds	Oil or paste, tahini, houmous, furikake, gomashio, bread

<b>Soya</b> e.g. Flour, Tofu, Bean curd, Textured Soya Protein, Soy Sauce and Edamame Beans	Tofu, textured vegetable protein, soy sauce, soy bean flour used in cakes, biscuits, pasta, burgers, sausages, confectionary. Dairy products made from soya beans including soya milk and some ice creams
<b>Sulphur Dioxide and Sulphites</b>	Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider
<b>Lupin</b> Seeds and flour	Some types of bread and pastries, e.g. waffles particularly those manufactured in France and Belgium)

## Appendix 2 (Example Allergy Data Sheet)

### Allergy Data Sheet

Day: .....Date: .....

	CEREAL 	EGGS 	FISH 	PEANUTS 	CRUST- ACEANS 	SOYA BEAN 	NUTS 	CELERY 	MUSTARD 	SESAME 	SULPHUR DIOXIDE 	LUPIN 	MOLLUSCS 	MILK 
ALLERGIES LUNCH														
Tomato Basil Soup														
Chicken Curry														
Spaghetti Bolognaise														
Place														
Pasta Bake														
Vegetable Curry														
BBQ Pork														
ALLERGIES SCR														
Chicken Curry														
Place														
Vegetable Curry														

### Appendix 3

#### Location of Allergy Data Sheets in Barnstondale

Venue	Location of Allergy Data Sheets
Servery	In main kitchen
Office	Online in SharePoint site at following location path: <b>Documents – B3 Operations – 22 – Booking Docs</b>
Dining Room	By serving hatch



#### Appendix 4

### Actions in the event of someone suffering a severe allergic reaction

Immediate action is vital.

- If an allergic person becomes ill, it is likely that person – or someone with them – will state that they are suffering an allergic reaction. They may use the word  
**“ANAPHYLAXIS”**
- Immediately send someone to dial 999 giving the following information: **“This is an emergency. A customer has collapsed and we believe they are suffering from anaphylaxis”**. (Pronounced Ana-fill-axis).
- Speak clearly so that the ambulance crew will know exactly where to come.
- The Barnstondale Centre address is:  
Barnstondale Centre  
Storeton Lane  
Wirral  
CH61 1BX  
*(direct them to enter via the staff/delivery gate for closer access to the dining room)*
- The Operations Manager and CEO should be contacted immediately after the 999-phone call. The maintenance team will wait at the entrance (in a lumi-vest) to direct the ambulance crew to the patient.
- Request the assistance of a First Aider until the ambulance crew arrive.
- Keep calm and make the patient feel comfortable.

All staff trained in First Aid will know what to do if someone suffers from anaphylaxis.

Note: Severe reactions can take place within a few minutes and in very extreme cases where prompt treatment is not sought – can be fatal.

**If a protocol is in place for the person then this will be followed.**

**Known allergy sufferers are asked to carry their auto-injection device clearly to hand at all times whilst dining on site.**