

Porthcawl Comprehensive School

Food Allergen Policy

Food Business Operator: Porthcawl Comprehensive School



Approved by: Full Governing Body	Date: 14 th October 2024
Last review on: n/a	
Next review due: October 2026	



On 13th December 2014, new legislation (The EU Food Information for Consumers Regulation — EU FIC) came into force and requires all food businesses to provide allergen information for any food sold unpackaged.

Some people are allergic to certain foods. Eating these foods could make them ill and, in some cases, could be life threatening. Allergens are proteins found in foods and an allergic reaction can be produced by consuming only a tiny amount of the ingredient that a person is sensitive to.

Policy Statement

Porthcawl Comprehensive School is committed to reducing the risk to pupils, staff, visitors, and all other customers, with regards to the provision of food and the consumption of allergens in foods, which could lead to an allergic reaction. All our food is prepared in a kitchen where nuts, gluten and other known allergens maybe present. Please note we take caution to prevent cross-contamination, however, any product may contain traces as all menu items are produced in the same kitchen.

Introduction

Porthcawl Comprehensive School does not operate an 'allergen free' catering service but is committed to providing all users of the service with the information about the 14 high risk allergens potentially contained in foods and promotes customer responsibility to minimise the risk of potential allergen exposure.

Objectives of the Policy

- To reduce the likelihood of any customer inadvertently consuming food allergens which could lead to an allergic reaction.
- To provide customers with information about the 14 high risk allergens that are potentially contained within food on offer.
- To train key staff within the kitchen to identify and provide information on request, to manage the risk of food allergens safely.
- Provide visual information posters to reinforce initial learning.
- To increase allergen awareness within the kitchen.
- To advise customers who do suffer specific allergies to identify themselves to frontline kitchen staff before being provided with foods.
- To establish specific risk exposure minimisation practices and strategies wherever required.
- Induct all new staff with information about strategies adopted by the school regarding allergen management.

Key Strategies

- The Catering Manager has worked closely with all suppliers to ensure accurate up-to-date product specifications are obtained.
- All kitchen-made recipes include specific allergen information.
- All products and kitchen-made dishes have been input into an allergen matrix which is updated regularly.
- The allergen matrices are available to all customers.
- A daily menu is available to all customers.
- Appropriate signposting at each service point to inform customers how to access information.
- Prepacked food is clearly labelled with ingredients and allergens are emphasised.



- Cashless till system will identify allergens for pupils at point of sale.
- Whole school allergy list is stored and available in the kitchen.
- Sale of food items will be refused if they contain allergens which parents/carers have informed the school of, and pupils will be issued with a letter to give to parents/carers.
- The Catering Manager will cross reference the menu, recipes, ingredients, and matrices on a daily basis.

Responsibilities

The Headteacher and the Governing Body have the overall responsibility for the allergen policy and for overseeing the management strategy to ensure that standards and procedures laid down in the policy are communicated, implemented, maintained, and kept under review.

The Catering Manager is responsible for day-to-day food operations and is required to implement the strategies and key objectives of the policy and to ensure these are followed by the kitchen staff.

The Catering Manager Responsibility

- Ensure all allergen management systems and procedures are implemented and adhered to in all food production units.
- Ensure all kitchen staff have been given clear responsibilities regarding food allergen safety through appropriate training and instruction.
- Monitor and review the allergen strategy to ensure effectiveness and report any deficiencies to the Senior Line Manager.
- Do not accept any product substitutions from suppliers. However, for food operations continuity in exceptional circumstances substitutions will be accepted and new matrices will be completed accordingly after consulting the ingredient labels on the substituted item(s).
- Undertake staff observation checks to assess compliance with allergen procedures.
- Provide matrices daily to kitchen staff.
- Ensure all product specifications are reviewed and recipes and matrices are updated and communicated to staff as and when required.
- Ensure staff are trained to escalate any concerns a pupil may have regarding food allergy or intolerance to a line manager, if they are unsure of any product content.
- Ensure kitchen staff clarify/check known allergies with customers against items being sold.

Kitchen Staff Responsibility

- Adhere to all aspects of the allergen safety policy and any school risk assessed pupil allergen procedures.
- Attend any training as required and provided.
- Escalate any customer concerns to a line manager.
- Only order products that are authorised by the Catering Manager from nominated suppliers.
- Do not accept any product substitutions from suppliers. However, for food operational continuity in exceptional circumstances substitutions will be accepted and new matrices will be completed accordingly after consulting with the Catering Manager.
- Escalate information about potential delivery substitutions to The Catering Manager.



- Escalate information about any product allergen changes that you become aware of to the Catering Manager
- Always check the daily menu allergen matrix. When a pupil identifies themselves as having a food allergy or if the cashless system prompts an allergy. If necessary, refuse sale of food item(s) and issue with a letter to give to parents/carers.
- Ensure work surfaces and food preparation equipment are thoroughly cleaned and sanitised before and after preparing food, to avoid potential allergenic contamination.
- Ensure hands have been thoroughly washed before preparing and serving foods to a pupil that has identified themselves as having a food allergy.

