



# **Gosford Park Primary School**

## **Allergens and Procedures Policy 2023/24**

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## **FOOD SAFETY SUB POLICY STATEMENT FOOD ALLERGENS AND COMPLIANCE WITH RELEVANT LEGISLATION**

### **Purpose**

Gosford Park Primary School is aware of the importance of ensuring that anyone involved in the storage, preparation or serving of food in our school understands the risks involved, how to avoid them and the importance of giving customers accurate information with respect to food allergens. The purpose of this policy is to ensure that Gosford Park Primary School can interact responsibly with all our customers and fulfil our legal obligation.

### **Scope**

Gosford Park Primary School takes precautions in our catering operations to prevent the occurrence of allergic reactions by the inadvertent consumption of allergens. We ensure all necessary steps are taken to ensure compliance with all relevant legislation and specifically that allergen information for the 14 stated allergens for our food is available. Consumers may be allergic or have intolerance to other ingredients, but only the 14 stated allergens are required to be declared as allergens by food law.

**There is a general duty under food law to provide safe food, so if someone identifies themselves as having an allergy or intolerance which is not one of the 14 stated in allergens information law, and requests information, the service should make the same efforts on those occasions to identify the presence of the allergen in food and if you choose to offer an alternative, or provide an allergy free option, produce it under the same food allergens procedure controls.**

### **Responsibilities**

Our ability to demonstrate fulfilment of our purpose, is measured through compliance with our food safety management systems. This is monitored and measured by our external inspection programme.

Key attributes of our food safety management systems related to allergens and provision of the allergen information to our customers includes:

- Senior leaders will ensure proper allergen management systems are in place and staff have up to date allergen awareness training.
- All Catering staff are required to attend refresher training on Allergen awareness every 12 months.
- Suppliers provide specific information about the ingredients of prepared foods through detailed labelling descriptions.
- All food handlers are trained to carry out ingredient label checks daily to ensure information is up to date and accurate on the daily menu matrix.

- All food handlers must complete training on how to prepare an allergen free meal. This training includes the risks involved and how to minimise these when storing, preparing and cooking food.
- Catering Supervisors/Managers to confirm at daily pre-service briefings the dishes allergen content.
- All Catering staff are trained on the correct procedure to follow when providing allergen information and can provide a list of ingredients for foods prepared on site on request. Information will be made available on menus and websites for customers that pre-order goods.
- Prepacked Goods for direct sale will be labelled in accordance with the legal requirements, clearly displaying two essential pieces of information. This includes 1) the name of the food and 2) a full ingredients list, with allergenic ingredients emphasised (for example in bold, italics or a different colour
- Any Allergen breaches of policy, incidents or near misses must be reported immediately to the Headteacher or School Business Manager. An incident review meeting must take place with a senior leader and action agreed before the incident can be closed.

### **Governance**

The Governing Body will review the food safety performance of the catering provision termly.

This policy is reviewed at least annually at Gosford Park Primary School level and will be revised in accordance with Food Safety procedures and any changes in legislation.

## **Food Allergy Policy and Procedures**

**November 2023**

### **Policy**

- Gosford Park Primary School is committed to reducing the risk to customers with regards to the provision of food and the consumption of allergens in food which could lead to an allergic reaction.
- This policy will be annually reviewed.

## **Statement**

- Gosford Park Primary School is not able to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

## **Objectives of the policy**

- To promote awareness of the nature of food allergens and bring these to the attention of our catering staff in our school kitchen and within the school in general.
- To provide clear guidance to all catering staff on their responsibilities for the provision of food to customers with a confirmed food allergy.
- To ensure that the appropriate training and information is available for any catering staff involved in providing food to customers with food allergies.

## **Allergy Labelling Legislation**

- Legislation requires food business to provide allergy information on open food and the labelling of 14 specified allergenic ingredients in prepacked foods. Food businesses must provide labelling information on Prepacked for Direct Sale (PPDS) foods. This will provide essential information to help people with a food allergy or intolerance to make safe choices.
- The legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact.

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

- Food allergies involve the body's reaction to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching; swelling of the throat and tongue; difficulty in the swallowing or speaking; abdominal cramps, nausea and vomiting; skin hives (nettle rash) anywhere on the body; and in the 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?**

- This does not involve the immune system and is not usually as severe as a food allergy. Symptoms may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy. A 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. Allergies are increasing across the developed world. 3-6% of children in the developed world are affected by food allergy **Common Food Allergens**

Listed below:

- Cereals containing gluten, (i.e., wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
  - Crustaceans and products thereof
  - Eggs and products thereof
  - Fish and products thereof
  - Peanuts and products thereof
  - Soybeans and products thereof
  - Milk and products thereof
  - Nuts i.e., almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts, and products thereof
  - Celery and products thereof
  - Mustard and products thereof
  - Sesame seed and products thereof
  - Sulphur dioxide and sulphites at concentration of more than 10mg/kg
  - Lupin and products thereof
  - Molluscs and products thereof

## **Responsibilities for the implementation of this policy**

The Senior Leadership Team has overall responsibility for implementing this policy and to achieving its objectives. The Senior Leadership Team will, through staff management, ensure compliance with all the relevant statutory requirements. Where they believe they have insufficient resources to comply with the policy they must bring it to the attention of the Senior Leadership Team immediately.

The Senior Leadership Team will review Catering Supervisor/Manager performance on the implementation of the policy through regular consultation on measures taken or action required to improve performance.

The Senior Leadership Team shall have overall responsibility for ensuring that all staff under their direction receives the necessary training to enable them to carry out their duties. Senior Leadership Team will support and assist the Catering Supervisor/Manager in the discharge of these responsibilities.

Gosford Park Primary School will ensure that their employees know, understand and accept their responsibilities as detailed in the policy. They shall provide direction to department managers and supervisors to ensure that all employees are aware of legal requirements and have the necessary guidance required to discharge their responsibilities.

## **Catering Supervisor/Manager**

The Catering Team headed up by the Catering Supervisor/Manager is responsible for ensuring that any food provided for the customers with a food allergy is appropriate for their needs.

- The Catering Supervisor/Manager will ensure that the kitchen has stock or can access the necessary stock ingredients to offer suitable alternatives for customers with allergies, intolerances and coeliac disease.
- The Catering Supervisor/Manager will ensure that the allergen information on all open food / listed in the list of 'Common Food Allergens' listed above, will be supplied and positioned so that it can be easily accessed by staff.
- Any ingredient substitutions made by the supplier must be checked and if there are any changes in allergen content that the usual product this must be communicated to all customers.
- Catering Supervisors/Managers must ensure that all catering staff have completed an Allergen Course. This is available from the Food Standards Agency or Three sixty HR.

- Casual Employees and Agency Staff must be trained on food allergy awareness by the Catering Supervisor/Manager before commencing work.
- If the Catering Supervisor/Manager is absent, the School Business Manager is responsible for ensuring the person in charge is competent and fully trained in the Allergen management procedures contained in this document.

### **Schools Responsibility**

- Gosford Park Primary School must ensure all the special dietary needs information is provided to the catering team and is kept up to date for all pupils.
- They must provide the catering team with a means of identification for the pupils with allergen needs while in the dining room.
- Gosford Park Primary School will provide the parents and guardians of pupils with an allergy or intolerance information for lunches provided on site and any school trips. This can be achieved by signposting parents to the information on the school's websites and providing information in school communication. It the Catering Supervisors/Managers responsibility to provide the information and ensure it is kept up to date to reflect any ingredient substitutions or changes.

### **Monitoring and Review**

This policy was created November 2022 and agreed by Governors in November 2023. This policy should be reviewed annually.

The date for the next review is November 2024.