

Food Allergy Procedure

Overarching statement

1. University of Huddersfield Catering Department is committed to **reducing the risk** to students, staff and visitors with regard to the provision of food and the consumption of allergens in food, which could lead to an allergic reaction.
2. This procedure will be available on the Huddersfield website and will be reviewed annually.
3. Huddersfield is unable to guarantee a completely allergen free environment. However, we will aim to **minimize the risk** of exposure, encourage self-responsibility and plan for effective response to possible emergencies.
4. Catering staff will receive food allergen training in line with current legislation.

Objectives of this Procedure

5. To **promote food allergen awareness** to staff, students and visitors at University of Huddersfield
6. To provide **clear guidance** to all catering staff on their responsibilities for the provision of food to anyone using the catering facilities who may have a food allergy, food intolerance or coeliac disease.
7. To ensure that relevant **food allergy training** and food hygiene training are provided for all catering staff.
8. To ensure appropriate **information and support** is available for catering staff and customers.

Allergen Labelling Legislation

9. **Food Sold unpackaged**
From 13 December 2014, legislation (the EU Food Information for Consumer Regulation 1169/2011) requires food businesses to provide allergy information on **food sold unpackaged**
10. **Prepacked for direct sale –**
From October 2021, in accordance with Natasha's Law, foods need to have a label with a **full ingredients list with allergenic ingredients emphasised within it**. **This legislation applies to:** pre-packed for direct sale products, these are foods that have been packed on the same premises from which they are being sold.

Background

What is a Food Allergy?

11. Food allergies affect 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. In most extreme cases, difficulties in breathing and a severe fall in blood pressure (anaphylactic shock) can prove fatal.

What is Food Intolerance?

12. 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 to appear** and may include headaches, fatigue and digestive problems.
13. 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.

Coeliac Disease

14. Coeliac disease is a **lifelong autoimmune disease** caused by a reaction to gluten.
- 1 in 100 people have the condition
 - Symptoms include bloating, diarrhoea, nausea, wind, constipation, tiredness, sudden or unexpected weight loss, hair loss and anaemia.
 - Once diagnosed, it is treated by following a gluten free diet for life.

Who is at risk?

15. 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.

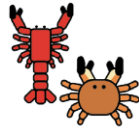
16. Food allergies and intolerances are **life-changing**. In the UK they affect around 8% of children and 2% of adults. In December 2014, the law on how allergen information is provided by food businesses changed to make it easier when buying food or eating out with an allergy or intolerance.
17. **Students and young people** living away from home are a vulnerable group who may be at higher risk if they have allergies. This is due to a number of factors that are associated with learning to look after themselves in a new environment and, in addition, possibly not wanting to appear different from their peer group. It is because of this high-risk group that the Catering Department will provide as much information as possible to any customers with food allergens or intolerance.

Common Food Allergens

18. Under current legislation, there are **14 Major Allergens**, shown below, which must be clearly labeled if they are present in the food on offer. (Although customers may report allergies to other foods that are not listed below.)



Celery



Crustaceans



Eggs



Fish



Gluten



Milk



Lupin



Molluscs



Mustard



Soya



Sulphur dioxide



Sesame



Nuts



Peanuts

Responsibilities

19. The Catering Operations Manager along with the Head Chef are responsible for ensuring all food provided by Catering Services has **relevant allergy information** on the recipe stock system.
20. The Head & Sous Chef will ensure that all recipes and associated information is **accurate and up to date** on the recipe stock system.
21. The catering management team will ensure that the allergen information is available for all “common food allergens” listed above. This information is **readily available and up to date** at each catering outlet

Staff Training

20. All **chefs** must also attend the following mandatory courses:
 - Food Hygiene Certificate
 - CIEH Level 2 Food Safety
 - A recognised training course on food allergy awareness
21. The **Food & Beverage Catering Assistants** must attend the following mandatory courses within 12 months of employment:
 - Basic Food Hygiene Certificate
 - Food allergy awareness
22. All **training records** will be maintained by the management team and stored in a staff training files which will be regularly updated.
23. **Students** must be trained on food allergy awareness by complete an online allergy awareness course as part of their induction

Good Kitchen & service

practices

Kitchen

24. 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.
25. Where allergenic ingredients are packaged openly/loosely, they are **stored separately in a sealed container** to reduce the risk of contamination.
26. 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.
28. All foods which are prepared for special diets must be prepared in an area which is **sanitised and free from cross contamination**. Separate colour (**purple**) coded chopping boards and equipment will be used for this purpose.
29. When cooking food for customers with a food allergy or intolerance this **must be prepared before** any other food to avoid cross contamination. The area must be thoroughly cleaned before preparation of food before and after use. The food once prepared must be stored with cling film and labelled as required.
30. Where dishes contain any of the 14 allergens this must be **clearly identified** to the customers.
31. A Chef must provide a **pre-service brief** to all front of house staff prior to the lunchtime service. This will include menu familiarization and information relating to menu items containing allergens. Further information will be available in the Allergen file.

Food Service

32. All **front of house staff** must be available for the pre-service brief.
33. The staff **must be aware** of any dishes which contain allergens and if in doubt must check with the Chef or Supervisor if a customer has requested further information on the presence of allergens.
34. If there is an event, the Hospitality Supervisor or equivalent must provide a pre-service brief to the front of house staff to inform them of **the menu and its content**. If there are specific dietary requirements from the guests, then it must be absolutely clear which items have been prepared for their meal.
35. **Separate utensils (purple)** must be used during service to avoid cross-contamination of allergens.

Communication

22. Catering staff and managers are encouraged to **communicate with customers** who have specific dietary requirements and to help them to find a suitable product which is safe for them to eat.
23. The Catering department will endeavor to provide as much information as possible on the **website and on the daily menus**.
24. If customers need further information, they are encouraged to meet with the Catering Managers to identify any **specific requests**.

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This procedure will be reviewed annually.

Procedure owner: Sarah Hodgson

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