



Policy Title: Catering Allergen, Intolerance and Religious requirement Policy

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Approved By: Executive Committee

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Point of Contact (Reviewer): Mrs J Johnstone, Catering & Operations Manager

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1) Policy

Loughborough Schools Foundation (LSF) Catering Department is committed to reducing the risk to students, staff and visitors with regards to the provision of food and the consumption of allergens in foods we serve, which could lead to an allergic reaction.

LSF is unable to guarantee a completely allergen-free environment. However, LSF will aim to minimise the risk of exposure through correct storage and handling techniques, strive to prepare foods for customers with specific dietary requirements with ingredients to match their requirements, encourage self-responsibility and will plan for effective response to possible emergencies.

2) Legislation

From 13th December 2014, legislation (the EU Food Information for Consumer Regulations 1169/2011) requires food businesses to provide allergy information on all foods sold unpackaged in relation to the 14 Common Food Allergens. LSF also recognise its responsibility in ensuring the labelling on pre-packed food is referenced in recipes used in the Catering departments.

3) Scope

This policy applies to all Catering staff working for the Foundation at all levels; whether permanent, fixed-term or temporary.

4) Aims:

- a. To promote food allergen and intolerance awareness in staff, pupils and visitors to LSF.
- b. To understand the various religious requirements associated with certain food products.
- c. To provide clear guidelines to all catering staff on their individual responsibility for the provision of food to anyone using the catering facilities who has made LSF aware of their food allergy, intolerance, their diagnosis of Coeliac Disease or their requirement as part of their religious beliefs.
- d. To ensure the relevant, up-to-date food allergen training is provided to all catering staff.
- e. To ensure all legal and local allergen notifications are displayed correctly and that staff have appropriate information and support to advise customers accurately on dish content.
- f. To ensure dishes containing any of the "Common Food Allergens" are prepared, stored and cooked separately, labelled clearly and are easily identifiable to all customers.

5) Responsibilities

- a. The Catering Operations Manager and the individual Catering Managers are responsible for ensuring all staff serving and preparing foods are provided with the relevant training and have up-to-date recipe information on all Common Food Allergens. The Catering Managers are responsible for the up-keep of training record documentation to this affect whilst the Executive Head Chefs, or equivalent, will

ensure that all recipes and associated allergen information is accurate and up-to-date on the recipe stock system.

- b. The Catering Managers will ensure all pupil information concerning allergens, intolerances and religious requirements are up dated termly and communicated to all catering staff.
- c. Executive Head Chefs, or equivalent, will provide a pre-service brief to all front of house staff prior to service.
- d. All staff shall take responsibility for following guidelines and training given, express any concerns they may have and ensure the product is protected from further contamination.
- e. All Catering Managers will ensure any Casual or Agency staff working in their kitchen understands the allergy requirements of the tasks they are set and are supervised to ensure compliance with legislation.
- f. These same rules and regulations apply to all Non-Lunch Catering provided on campus.

6) Monitoring

The Catering Operations Manager and the Compliance Manager will be responsible for the general management of the Allergen Policy.

- a. In the event of a food related incident concerning an allergen, the relevant Catering Manager, in conjunction with the Compliance Manager, shall compile an Incident Report for the Compliance Manager to report at the next OPCOM meeting.
- b. A report will be produced on an annual basis by the Catering Operations Manager for the Director of Operations to review. This report will demonstrate how the Policy is being complied with and provide information on actions taken to amend any points in conjunction with any future recommendations initiated by the Government.

7) Training

Relevant information, instruction and training shall be delivered as appropriate to all catering staff on induction and thereafter annually. All teaching staff shall receive food allergen and intolerance awareness training on induction and thereafter every two years. In the event of a food related incident concerning an allergen, any recommendations or changes to the training requirements borne out of the Incident Report shall be followed.

8) Review

This policy shall be reviewed biannually or at such a time that a food related incident requires a review of the policy.