



## Wadham College

# Food Allergies Policy

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## 1. Policy

Wadham College is committed to reducing the risk to members of the College community and visitors with regard to the provision of food and the consumption of allergens in food which could lead to an allergic reaction.

This policy will be placed on the College's website and will be annually reviewed.

## 2. Statement

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

## 3. Objectives of this policy

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

## 4. Allergy Labelling Legislation

The EU Food Information for Consumers Regulation 1169/2011 requires food businesses to provide allergy information on food sold unpackaged. There are legal requirements on labelling allergenic ingredients in prepacked foods. More information about the European legislation can be found on the European Commission website.

The legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact.

## 5. Background

### What is a food allergy?

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?

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.

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?

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.

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, coeliac disease affects about 1 in 100 people in the UK and research suggests around 500,000 people have not yet been diagnosed. People with coeliac disease need to avoid eating gluten to prevent damage to the lining of their small intestine.

## 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 (including lactose)
- Nuts i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts and products thereof
- Celery and products thereof
- Mustard and products thereof
- Sesame seeds 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>.
- Lupin and products thereof
- Molluscs and products thereof

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

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

The Head Chef, or in his absence the Sous Chef/Third Chef, is responsible for ensuring that any food provided for College members or visitors with a food allergy is appropriate for their needs.

The Head Chef 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. This includes wheat/gluten free bread and pasta, and alternatives to cow's milk and butter/margarine spreads (e.g. milk free spread). Soya milk is available on request.

The Head Chef 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 College members 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**.

### Good Communication

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

**Appendix 4** sets out the steps people with food allergies should take when they are dining in the College.

**Appendix 5** sets out the procedures for catering staff handling food allergy requests without prior notification.

### Staff Training

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

The butlers and catering service assistants must attend the following mandatory courses:

- Basic Food Hygiene Certificate
- Food Allergy Awareness (delivered internally or externally)

Casual service staff must be trained on food allergy awareness and local procedures by the Head Butler or his/her deputy before commencing work.

There should be at least two first-aiders in the catering departments. All catering department staff must be trained in the signs and symptoms of an allergic reaction and emergency response procedures – **see Appendix 6**.

All training records will be maintained in the HR Department. The records will also show annual refresher training. **Appendix 7** shows the training record form.

## 6. Good Kitchen and Service Practices

### Kitchen

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.

Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.

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.

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.

When cooking food for people with a food allergy or intolerance the chef will wear gloves and will wash their hands before and in-between preparation tasks.

All food produced for people with food allergy or intolerance will be placed away from other food and covered with an appropriate lid. It will be clearly marked with the person's diet.

Where dishes contain common allergens, they are clearly labelled on the Allergy Data Sheets.

### Food Service

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.

Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).

Staff are aware to keep serving utensils separate to avoid cross contamination.

All tables are cleaned with an appropriate solution.

Reviewed January 2019

## 7. Appendix 1 – Allergen Identification Table















The examples given are not exhaustive

Cereals containing gluten 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.
Celery and Celeriac e.g. Stalks, Seeds and Leaves	Salads, soups and celery salt, stock cubes, stew pack and some meat products
Eggs. 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 and Quorn
Fish, Crustaceans and Molluscs 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 power and milk products are used in many manufactured products.  Some processed meats, chocolate, some canned fish, Quorn.
Mustard	Mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, some meat products, occasionally cheese scones.
Peanuts	Arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil.  Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionery and vegetarian products.
Other nuts e.g. Walnuts, Cashew, Pecan, Brazil, Pistachio, Macadamia, Queensland, Almonds, Hazelnut, Pine nut, 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, confectionery, vegetarian products.

Sesame seeds	Oil or paste, tahini, humous, furikake, gomashio and bread
Soya e.g. Flour, Tofu, Beancurd, Textured Soya Protein, Soy Sauce and Edameme Beans	Tofu, textured vegetable protein, soy sauce, soy bean flour used in cakes, biscuits, pasta, burgers, sausages, confectionery. Dairy products made from soya beans, including soya milk and some ice creams
Sulphur Dioxide and Sulphites	Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer and cider
Lupin Seeds and flour	Some types of break and pastries, e.g. waffles, particularly those manufactured in France and Belgium

### 8. 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 
<b>ALLERGIES LUNCH</b>														
Tomato Basil Soup	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
Chicken Curry									<input checked="" type="checkbox"/>					
Spaghetti Bolognaise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Pasta Bake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												<input checked="" type="checkbox"/>
Vegetable Curry														
BBQ Pork	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
<b>ALLERGIES SCR</b>														
Chicken Curry									<input checked="" type="checkbox"/>					
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Vegetable Curry									<input checked="" type="checkbox"/>					



## 9. Appendix 3 – Location of allergy data sheets in Wadham

<b>Venue</b>	<b>Location of Allergy Data Sheets</b>
Hall (Lower Hall)	Table top easel by the till
Hall - High Table	Table top easel next to the fireplace
New Refectory	On the wall near the first counter
Old Library	Easel at the top of the stairs
Trapp Room	Table top easel near the food
Old SCR	Table top easel in the room
Other venues	Table top easel in the room

## 10. Appendix 4 – College members and visitors with food allergies dining in the College

### **College members and visitors with food allergies dining in the College**

The risks of eating food prepared by others can be reduced significantly through good communication. It is the responsibility of the person with the food allergy to ensure that the correct steps are carried out to reduce as many of the risks as possible.

#### **What should College members do?**

1. As soon as you join the College, please enter information regarding any known food allergies into the Meal Booking System (MBS) to inform the catering departments.
2. Please advise the Domestic Bursar if you have a life-threatening food allergy. A meeting will be set up where all concerned attend to put in place a protocol. If you carry lifesaving medication like an EpiPen, you should carry two EpiPens with you at all times when you are in the College.
3. At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.
4. You should make yourself known to a member of the service staff to communicate clearly your food allergy. Information regarding your food allergy will be known to the Kitchen if you have entered this information in the Meal Booking System and have signed in for the meal.
5. For student breakfast and lunch, you should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.

#### **What should guests attending conferences and events do?**

1. Advise your event organiser about your food allergy as soon as possible before you arrive at the College.
2. At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.
3. You should make yourself known to a member of the service staff to communicate clearly your food allergy. **It is advisable to give the College staff a clearly written or typed card with the foods you need to avoid.** Information regarding your food allergy will be known to the Kitchen if your event organiser has passed this information to the Conference & Events Office.
4. You should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.

## 11. Appendix 5 – Procedures for catering staff: Handling food allergy requests without prior notification

### **Food Service**

1. All food service staff receive training and refresher training in allergy awareness.
2. There will be a nominated member of the food service team on duty throughout the times when food is being served who can deal with all questions relating to allergenic ingredients. This is normally the supervisor in charge of the food service. All food service staff will know the person on duty with this role. Food service staff will forward all food allergy requests from customers to the nominated member of staff if a request has not been notified in advance.
3. The nominated member of staff will speak directly to the College member/guest to fully understand their food allergy request. If the oral information is not clear then the customer will be asked to write the details on a paper for the member of staff to read. When food is being served to the College member/guest, a special diet card will be placed in front of the customer to indicate to other food service staff that there is an allergy request that is being handled.
4. The nominated member of staff will ensure the appropriate food is served to the College member/guest. This applies to all courses being served to the College member/guest.
5. Under no circumstances will:
  - a) food service staff guess whether or not an allergen is present in a food;
  - b) food service staff say that they do not know whether or not a food contains any of the 14 regulated allergens. They will always contact the nominated member of the food service staff.

### **Kitchen Brigade**

1. All members of the Kitchen Brigade receive training and refresher training in allergy awareness.
2. If the nominated member of the food service team is unsure about the questions being asked then they will approach the nominated member of the Kitchen Brigade responsible for dealing with questions relating to allergenic ingredients during the food service. This is normally the Head Chef or Sous Chef, but on occasions will be the Third Chef or one of the Chef de Parties.
3. The nominated member of the Kitchen Brigade on duty will have full and accurate knowledge of the allergens in all the foods and will be able to ensure that appropriate food is served to the College member/guest.

## 12. Appendix 6 – Actions in the event of someone suffering a severe allergic reaction

### **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 Lodge should be contacted immediately after the 999 phone call. The Lodge will stand at the College entrance 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.**

## 13. Appendix 7 – Training Documentation and Information

# Food Allergies Policy Training Document and Information

I ..... have received, read and understood the attached Food Allergies Policy.

I have a copy for my own information for referral.

Signed .....

Supervisor/Manager's signature.....

Date .....