

ALLERGEN ACCREDITATION MANAGEMENT CHECKLIST

 Take the Test - Take the Food Standards Agency free on line training which includes PPDS, and get all food handlers to do the same.

 Organise management training for all staff levels (Get in touch with Allergen Accreditation who deliver training and practical workshops!)

 Written records—make sure you have easily accessible records of staff training - inspector's love this and it's a chance to ensure everyone's up to date!

 Produce and package sandwiches and similar goods, in advance of being sold, for 'grab and go'? Get these items labelled with all ingredients and with allergens emphasised. Get in touch for a PPDS Guide.

 Get all staff together before service and run through the day's allergens and discuss any special dietary customers expected on the day - make this a daily activity!

 People with allergies and their friends and family want honesty and courtesy when they ask about allergens! Get your staff to ask first as part of the customer greeting.

 Have you still got an easy to see sign on allergenic ingredients for customers? This is a legal requirement, and it should refer to allergen, intolerance and coeliac disease.

 Update all your written allergen information sheets so that you can show them to customers when they ask (don't give them a 6-inch thick file to look through)! Better still, have the allergens marked on your menu.

 Plan in-house refresher training on cross contamination, hand washing, sanitizing, storage and cleaning schedules.

 Review your suppliers and ask them about allergen data sheets (including clarification of 'may contain' or precautionary allergen labels - PAL's) and how they can keep you informed about ingredients, especially when they supply you with a substitution.

 Review your emergency procedures - the NHS website is a great resource for advice.

 Find out more about anaphylaxis and auto adrenaline injectors, it could be life saving!

 Do you run catering for the very young or very old or for those who need help in food choices? Have you got a care plan for these customers?

 Access the Industry Best Practice allergy aware scheme from Allergen Accreditation's **VALIDATED** framework and get this **VERIFIED** by us (UK & Ireland).

Follow us on Twitter @AllergenAwareUK

© Food Allergen Customer Excellence <http://allergenaccreditation.co.uk>