



Shetland Islands Council – Environmental Health Allergens labelling – Guidance Note for caterers

Change in the law in 2014

There are some foods or ingredients which commonly cause allergic reactions. These are known as “allergens”.

Changes to food law means that from 13th December 2014 all food businesses must provide information about allergens.

As a caterer it will be your responsibility to give accurate allergen information to customers.

Which ingredients are allergenic?

1. Cereals containing **gluten** – wheat, rye, barley, oats, spelt, kamut or their hybrid strains (provide the name of the cereal and reference to wheat where not obvious i.e. spelt (wheat), kamut (wheat))
2. **Crustaceans** (e.g. crab, lobster, shrimp, prawn, crayfish etc.)
3. **Eggs**
4. **Fish**
5. **Peanuts**
6. **Soya beans** – Soya/Soy reference to soybeans required where not obvious i.e. tofu (soya), edamame (soya).
7. **Milk** - components derived from milk i.e. whey, lactose should have a clear reference to milk.
8. **Nuts** – almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut, Macadamia nut and Queensland nut (provide the name of the nut)
9. **Celery and celeriac**
10. **Mustard**
11. **Sesame**
12. **Sulphur dioxide and sulphites**
13. **Lupin**
14. **Mollusc** (e.g. snail, abalone, clam, mussels, oyster, octopus, squid, scallop)

How do I know which allergens are in my ingredients?

Your supplier must give you this information, either on labelling or other paperwork.

For pre-packed food, the names of allergens will normally:

- Be **emphasised** in the ingredients list, or
- Appear in the name of the food, e.g. “Dijon Mustard”, or
- Appear in a separate allergens statement on the packaging.

You will see old and new allergen labelling for a long time after December 2014 because food packed before this may have a long shelf life.

Make sure you get the information with every order, in case ingredients change.

How do I give allergen information to my customers?

You can put information on your menus, but if you regularly change your ingredients, or if you make specials which don't appear on menus, this may be difficult to maintain. You could put the information in a loose-leaf binder for your customers to view or for your staff to refer to when asked.

If you choose to provide the information only on request, you must have a **prominent** written statement or notice to let customers know they can ask a member of staff for allergen information – please see example notice attached. You should have prepared **accurate written information**, so make sure your staff refer to this when customers ask about allergens.

How should I keep allergen information?

You need to decide what works best for your business, but you should have a system for preparing allergen information and you should make sure someone has responsibility for maintaining the information in that system.

Suggested system, using the attached Allergen Information Sheet

Following these simple steps will provide a comprehensive allergen information system:

1. Write down the name of the food as it appears on your menus
2. List all the ingredients (from your recipes)
3. List the ingredients of any compound ingredients, (or attach the ingredients list from the label) for example:
Pasta – Durum Wheat Semolina, Water, Free Range Egg, Extra Virgin Olive Oil.
4. Highlight the allergenic Ingredients
Pasta – Durum Wheat Semolina, Water, Free Range Egg, Extra Virgin Olive Oil.
5. As you highlight these ingredients put a tick or check mark against the named allergen. If the allergen is listed as “cream” , “cheese” or “yoghurt”, tick “milk”.
6. Write your Allergen Statement – “Contains ...”
7. Sign and date the information sheet.

Keep a copy with your recipes and another copy in a folder accessible to staff and/or the public.

Prepare a new information sheet if you change any recipes or change any ingredients.

There is an example of a completed information sheet at the end of this guidance note to use or you can make up your own.

Avoid cross-contamination

Providing accurate information about allergenic ingredients is only useful if you keep out unwanted contamination. Follow these simple steps to help avoid contamination:

1. Inform and train staff about allergens
2. Think about the type of oils (such as groundnut oil or sesame oil) and salad dressing used (mustard). If cooking in oil, consider the food that was previously cooked in the same oil (i.e. onion bhajis or fish that has been coated in flour containing gluten).
3. Make sure work preparation surfaces are cleaned thoroughly and regularly.
4. Use separate utensils (i.e. serving spoons, cake slices or tongs) where possible or wash thoroughly prior to use.
5. Be aware that wiping or rinsing frying pans and woks is unlikely to remove all traces of an allergen.
6. Do not store allergenic foods and ingredients with other foods.
7. Place opened nuts in sealed containers and store below all other foods.
8. Consider the type of flour used for rolling out dough or pastry, e.g. a gluten free pizza or pastry being rolled out using flour containing gluten.
9. Can allergenic ingredients be used in a separate area?

Training

The Food Standards Agency have provided an online training tool which you may find useful. It can be found at the following link <http://allergytraining.food.gov.uk>

Resources

Other Resources for Allergen Information is available on the Food Standards Agency website, found here: <http://www.food.gov.uk/business-industry/allergy-guide/allergen-resources>

If you would like electronic versions of this document and attachments, please go to http://www.shetland.gov.uk/environmental_health/DownloadPage.asp or for any more information please contact us:

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Allergen Information Sheet

Name of the food:
as it appears in the menu

Make a note of ingredients and/or attach ingredient labels here

Cereals containing gluten

- Wheat
- Rye
- Barley
- Oats
- Spelt
- Kamut

- Crustaceans
- Molluscs
- Eggs
- Fish
- Peanuts
- Soya
- Milk

Nuts

- Almond
- Hazelnut
- Walnut
- Cashew
- Pecan Nut
- Brazil Nut
- Pistachio Nut
- Queensland Nut
- Macadamia nut

- Celery and celeriac
- Mustard
- Sesame
- Sulphur Dioxide and sulphites
- Lupin

Allergen statement: Contains:

Completed by:

Date:

Allergen Information Sheet

Name of the food: Beef lasagne
as it appears in the menu

Make a note of ingredients and/or attach ingredient labels here

Minced beef

Béchamel sauce – Milk, Single Cream, Cornflour, Wheat Flour, Salt, White Pepper, Nutmeg

Egg pasta – Durum Wheat Semolina, Water, Free Range Egg, Extra Virgin Olive Oil

Tomato

Onion

Passata

Beef Stock (Beef Juices, Water, Tomato Paste, Onion, Carrot)

Mushroom

Cornflour

Red Wine

Tomato Puree

Carrot

Celery

Garlic Puree

Salt

Basil

Black Pepper

Thyme

Cereals containing gluten

Wheat

Rye

Barley

Oats

Spelt

Kamut

Crustaceans

Molluscs

Eggs

Fish

Peanuts

Soya

Milk

Nuts

Almond

Hazelnut

Walnut

Cashew

Pecan Nut

Brazil Nut

Pistachio Nut

Queensland Nut

Celery and celeriac

Mustard

Sesame

Sulphur Dioxide and sulphites

Lupin

Allergen statement: Contains Wheat, Eggs, Milk, Celery

Completed by: A Chef

Date: 01/12/2014

Allergy Notice

If you require any information regarding allergenic ingredients in our foods please ask a member of staff.

