



## Food Allergy Action Plan

Updated: 8 Mar 2024

---

### Plan Scope

It is important to know what to do when preparing a meal for someone who has a food allergy because these allergies can be life-threatening; allergens can cause anaphylaxis and death.

Please follow below food safety management systems when preparing meals for someone with an allergen.

Clear communication between all site staff and volunteers about these procedures is necessary to ensure they are correctly implemented and to prevent any life-threatening cross contamination of allergens.

---

### Listed Allergens

The following allergens could potentially be life-threatening and must be listed on all food labels if present:

- Tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios, and macadamia nuts)
- Peanuts
- Celery
- Eggs
- Fish
- Milk
- Mustard
- Sesame
- Soybeans
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns, crabs, and lobsters)

- Lupin
  - Molluscs (such as mussels and oysters)
  - Sulphur dioxide and sulphites
- 

### Preventing Cross Contamination

If any meal recipient has a severe allergy to any allergens listed, please refrain from using any foods containing the specific allergen in the kitchen, and please ask all staff and volunteers to avoid bringing them into building on the day of cooking.

Please check all donations for the allergen in question.

### **Food Preparation**













- Cross contamination of allergens can occur through utensils, other cooking equipment and surfaces. Use separate preparation boards and equipment dedicated to allergy-free meals and make sure work surfaces and equipment have been thoroughly cleaned before preparing food for someone with an allergy.
- If possible, use a totally different working area for allergen-free meal prep.
- Hands must be washed thoroughly before preparing the dish. Washing your hands is proven to remove more allergens and is more effective than using antibacterial hand sanitisers.
- Check the labelling information of all ingredients used to make sure that they do not contain the food they are allergic to, including oils, dressings, glazes, sauces and garnishes.
- If you cannot be confident that an ingredient does not contain the allergen and to avoid using any mislabelled foods, cook from scratch.
- If you make a mistake when preparing a dish for with a food allergy, do not just remove the ingredient containing the allergen from the dish and still serve the food - start from scratch with fresh ingredients.

### **Packaging Food**

- Allergen information is to be clearly written on all FEAST food labels. Specify which allergens are present in the food on each individual meal parcel using the following chart as a guide:

## Dishes and their allergen content

(Note – Please state the name of the cereal(s) containing gluten\* and/or the name of the nut(s)†)

Dishes														
	Celery	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts†	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
	✓			✓	✓		✓		✓					

Review date:

Reviewed by:



## Delivery

- Keep the food for the meal recipient with an allergy separate, labelled, and covered well. Ensure that the right meal is served to the correct person.

## Storage

- It is important to make sure all foods stored in the kitchen are labelled clearly listing the allergens in the food, fully covered, and placed into sealed containers.

## Suspected Cross Contamination

If cross contamination is suspected in any meals produced, the Kitchen Coordinator should be informed immediately.

Any meals produced with suspected cross contamination should be discarded and are not suitable for consumption.

If a meal has already left the kitchen or been delivered, the receiving venue should be notified immediately to ensure no cross contaminated meals are consumed.

Please also refer to the 'Food Allergies' pages in the Cross Contamination section of the Safer Food Better Business Pack which is in the on-site FEAST With Us folder.

This outlines site-specific practices for food safety management and details about which food might contain the 14 allergens.

---

## Contacting Us

If you have any questions about this policy, please contact us at [info@feastwithus.org.uk](mailto:info@feastwithus.org.uk).

---

Reviewed and approved on 8 March 2024 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess  
Chair of the Board of Trustees

---

FEAST With Us, Registered Charity in England and Wales  
Charity Number: 1172884  
Address: 2A, The Quadrant, Epsom, KT17 4RH