

ALLERGEN CONTROL PROCEDURE: SAINTS AND SCHOLARS IPS

All catering staff must follow the below procedure:

- Check fridge and freezer temperatures and record (checked weekly)

UPON ARRIVAL OF FOOD

1. Staff bring food containers into the kitchen for temperature checks.
2. Check condition of containers and food for signs of damage and/or leakage of allergens.
 - *Are the containers containing allergen free food clearly labelled?
 - *Has an up-to-date allergen matrix been provided for all items of food?

Record daily on 'Allergen Control Review' (checked weekly)
3. Hands are washed following the guidelines for handwashing which are displayed in the kitchen.
4. Food containers for allergen free food is temperature checked, recorded and stored on a designated shelf in the hot hold. This food is covered. **The thermometer probe is disinfected after the temperature of each food item is checked.**
5. All other food temperature is then checked, recorded and stored in the hot hold. This food is covered. The thermometer probe is disinfected after the temperature of each food item is checked.

Record temperatures of hot and chilled food daily (checked weekly)

UPON THE BEGINNING OF SERVICE

6. All surfaces are disinfected using surface sanitiser ahead of the service starting.
7. One member of the catering staff sets up the **allergen free zone**. Designated utensils for the different allergies within school are placed on the worktop.
8. As each class is called up to the hatch, the children with allergies come to the front.
9. As each group of allergies is served, the member of catering staff serving the allergen free food, will wash hands and place new gloves on their hands. Separate utensils are used for gluten free food, halal food and dairy free food at present.

AFTER SERVICE

10. Clean all utensils in the dishwasher and store again in designated drawer for allergen utensils.
11. Clean all surfaces.