Elton Community Centre
School Lane
Elton
CH2 4PU
admin@eltoncommunitycentre.co.uk

Registered Charity No. 520048

Elton Community Centre Café

Allergen Policy

All volunteers and staff are responsible for paying due care and attention to the following policy regarding Allergens and in that case the care of our customers and community members. Supervisors should ensure that each new volunteer or staff member has read and is aware of this policy.

1. **Any known allergen will be noted on the chalk board menu**
2. **Any menu changes will be assessed by the supervisor and any additional allergens will be added to the day's menu and noted in the diary.**
3. **Allergen posters will be displayed to remind volunteers and staff members of the various allergens**
4. **All products containing allergens will have a label kept in a folder at the back of the diary for future reference**
5. **If any volunteer or staff member is unsure as to whether a product contains a particular allergen then the must inform the customer that they are not sure.**
6. **It is good practice to ask a customer at point of order if there are any allergies to consider.**
7. **A separate blue board is available in the kitchen to prepare allergen free foods. And stored on a blue tray in the refrigerator.**
8. **Separate clean utensils and equipment must be used for the preparation of any food where the customer has indicated an allergy.**
9. **All incidents that occur with regards and allergy or an unknown must be reported to a supervisor and recorded in the diary.**
10. **In case of a customer having a reaction to a product, record all details in the diary of the customer and what they have consumed. In case of a serious shock the customer or any another person should deploy their epi-pen and immediately call 999.**

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