



MARLBOROUGH COLLEGE

Catering Department - Food Allergen Information

Introduction

1. Marlborough College Catering Department is committed to providing the highest standards of food safety in its storage, production and service of food to all pupils, staff, visitors and external customers.
2. The information contained in this document sets out the procedures the Catering Department takes to minimise any risk of serving foods containing allergens to anyone with a food allergy or intolerance.
3. Furthermore, this information provides guidance to those with a food allergy or intolerance, on where they can obtain allergen information to assist them in making their menu choice at each meal time.

What is a food allergen, food allergy and a food intolerance?

4. An **allergen** is any substance which causes an allergic reaction in the body. In the case of food safety, a food **allergy** is an abnormal response to a food, triggered by your body's immune system. A food **intolerance** refers to difficulty in digesting certain foods but does not trigger an allergic reaction by your body's immune system.

5. The EU Food Information to Consumers regulation lists the following 14 Allergens in its legislation:

- Cereals containing Gluten (Wheat/Oats/Rye/Barley/Spelt)
- Crustaceans (Prawns/Crabs/Lobster)
- Eggs
- Fish
- Peanuts
- Soya
- Milk (including lactose)
- Nuts (Almonds/Hazelnuts/Walnuts/Cashews/Pecan/Brazil/Pistachio/Macademia)
- Celery
- Mustard
- Sesame seeds
- Sulphur dioxide
- Lupin
- Molluscs (Clams/Squid/Oysters/Scallops)

6. Marlborough College's position is *not to guarantee a completely allergen free environment*, but to *minimise the risk of exposure* and assist with self-responsibility through the provision of information and support.

How we manage food allergens.

7. The Catering Department uses a software company called ATHENA to manage all of the allergens found in the food supplied to us. Our suppliers provide us with a list of all the products we purchase from them and the allergens they contain. ATHENA uploads this product and allergen information to the database which we then use to create our menus. Using this software, we create the individual dishes by adding our suppliers' products and any allergen associated with a specific product, is automatically recorded against that dish. We then compile the weekly menu using the ATHENA software and any dish which contains an allergen is shown.

8. We continue to work with our suppliers to provide alternative products with reduced allergen ingredients and where possible, we have also removed some products from use entirely.

How we inform our customers of allergens

9. Allergen information for our menus is presented in several ways:

- Scrolling menus on the TV monitors in Norwood Hall
- Printed hard copy menus on top of each service counter
- Handwritten on the salad bar glass tops
- Allergen Matrix folder

In addition to the above, our front of house service staff are briefed prior to each meal on the menus and there is always at least one manager on duty who has a greater understanding of allergens and can assist customers when making their meal choice.

10. Our menus clearly identify which dishes contain the most common allergens and specifically those known to affect individuals at Marlborough College known to have a food allergy or intolerance.

These allergens are identified on our menus using the following codes:

- (G) Contains Gluten
- (D) Contains Dairy
- (N) Contains Nuts
- (SH) Contains Shellfish
- (SES) Contains Sesame Seeds

In addition to highlighting which dishes contain an allergen, we also inform diners of the dishes which meet other dietary requirements, such as:

(V) Suitable for Vegetarians

(H) Suitable for Halal

What can you do?

11. Whilst the Catering Department will take all precautionary measures possible to minimise any risk to health, emphasis remains on the individual to take responsibility for their own wellbeing and understand the food choices they are making.

- Please inform a member of the catering staff if you have a food allergy or intolerance.
- Remember do not share food or drink with others.
- Always use the correct serving utensils provided and do not cross contaminate foods by using the same serving utensil for different food items.
- Do not use your hands to pick food from the counters.
- Read packaging labels of any food items you have purchased. By law, all pre-packed food must list its ingredients and identify the allergens in **bold**.
- Let us know if there is anything in particular you would like us to provide, we will do our best to support you.
- **Most importantly, if you are in any doubt about the meal choice you are about to make, please, ask a member of staff for clarification.**

Additional Information

If you would like any additional information or further advice, please speak to one of the Catering Department managers who will be glad to help with your enquiry.