



ASPENS ALLERGEN HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)



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This booklet contains the Allergen HACCP sheets required for your site and must be read in conjunction with the Allergen Policy and Allergen Guide

Allergen Hazard Analysis Critical Control Points – Introduction

Part of the company's Allergen Safety Management system is based upon the Hazard Analysis Critical Control Points (HACCP) system.

The purpose of this document is to identify what specific allergen safety hazards are present at stage of the catering operations and identify what controls are required to be in place to prevent or minimise the risk from occurring.

It is the responsibility of the Catering Manager to ensure that each relevant section of the hazard analysis has been completed for the catering operation.

The site specific hazard analysis must be completed prior to the commencement of the catering operations and formally reviewed:

- At the beginning of each term
- Following a change to the food operations (additional services, new equipment, change in cooking process, change of menu)
- A new catering manager

Completing Allergen Hazard Analysis Review

To formally complete the Allergen Hazard Analysis document the catering manager should undertake the following process:

- Check the Allergen Process Flow Chart to ensure that all stages of the food operation have been identified correctly.
- Ensure a hazard analysis chart is provided for each section.
- Ensure that all the listed control measures are implemented correctly within the unit, including the relevant monitoring records.
- Complete the Action Plan for any outstanding actions.
- Sign and date

Allergen Process Flow Chart

The below table lists all the different food process steps a catering unit may operate. In line with HACCP Principles there is [an](#) Allergen Hazard Analysis Record for each process stage explaining the specific allergen hazards and controls associated with that stage in the food journey

Food Process Step		Tick Where Relevant		Allergen Hazard Analysis Record
Receipt	→	<input type="radio"/>	→	Step 1: Purchasing & Delivery
Storage Chilled/Frozen/Dry Goods	→	<input type="radio"/>	→	Step 2: Food Storage
Preparation Cooking	→	<input type="radio"/>	→	Step 3: Food Preparation & Cooking
Service	→	<input type="radio"/>	→	Step 4: Service
Identification	→	<input type="radio"/>	→	Step 5: Student Requirements
Transport	→	<input type="radio"/>	→	Step 6: Transport of Food
Employee Training	→	<input type="radio"/>	→	Step 7: Training & Knowledge

ALLERGEN HACCP – PURCHASE & FOOD DELIVERY

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Identification of Allergens in ingredients</p>	<p>Only authorised suppliers to be used as agreed by Procurement Department (AVE)</p> <p>Authorised product list</p> <p>Unit ordering completed via Procure wizard online ordering system.</p> <p>Allergen information uploaded into procure wizard by major suppliers.</p> <p>Substitute products to be checked for different allergens.</p> <p>Ensure foods kept separate with regards to allergens</p> <p>Check for damaged packaging and possible cross contamination.</p> <p>Check delivery personnel for correct safe handling practices.</p> <p>Employee trained in correct procedure.</p>	<p>Records held by Procurement Dept (AVE)</p> <p>Check against standard recipes.</p> <p>Allergen Matrix to be updated.</p> <p>Employee training records. Grow Pro records</p> <p>Refer to Allergen Guide for further details</p>	<p>Report any discrepancies to Food Team immediately</p> <p>Update Allergen matrix</p> <p>Reject any foods that may be contaminated.</p> <p>Reject any foods that maybe at risk of contamination.</p> <p>Retrain employees</p>
<p>Allergen cross contamination</p>			

ALLERGEN HACCP – STORAGE – DRY GOODS

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Cross contamination of foods with an allergen</p>	<p>Separate food allergens to prevent cross contamination. At a minimum allergen containing foods to be stored below other foods</p> <p>Open packets to be stored in lidded containers. Be aware of packaging that looks similar</p> <p>Where possible foods should be kept in original packaging.</p> <p>Ingredients decanted into containers to be labelled identifying product and allergens.</p> <p>Lidded containers to be thoroughly washed between usage.</p> <p>'Free from' foods to be stored in separate areas to prevent cross contamination use lidded containers and trays to separate</p> <p>Foods such as flour and sugar, pasta, and rice not to be stored in the same food bins.</p> <p>Disposables & equipment to be stored away from allergen foods.</p>	<p>Daily visual checks to be made to check correct storage.</p> <p>Check packaging/containers for signs of damage or contamination.</p> <p>All employees to be trained in correct labelling procedure in line with company procedure.</p> <p>Closing checks completed on mpro5.</p> <p>Termly Unit Allergen Checklist</p> <p>Refer to Allergen Guide for further details</p>	<p>Dispose of foods that may be contaminated.</p> <p>Review storage methods and ensure separation.</p> <p>Retrain staff</p>

ALLERGEN HACCP – STORAGE – CHILLED

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Cross contamination of foods with an allergen</p>	<p>Separate food allergens to prevent cross contamination.</p> <p>Non allergen foods to be stored above allergen foods (consider food hygiene)</p> <p>Open packets to be stored in lidded containers. Be aware of packaging that looks similar</p> <p>Where possible foods should be kept in original packaging.</p> <p>Ingredients decanted into containers to be labelled identifying product and allergens.</p> <p>Lidded containers to be thoroughly washed between usage.</p> <p>'Free from' foods to be stored in separate fridges to prevent cross contamination If not possible then use lidded containers and trays to separate clearly labelled</p>	<p>Daily visual checks to be made to check correct storage.</p> <p>Check packaging/containers for signs of damage or contamination.</p> <p>All employees to be trained in correct storage and labelling procedure in line with company procedure.</p> <p>Closing checks completed on mpro5.</p> <p>Termly Unit Allergen Checklist</p> <p>Refer to Allergen Guide for further details</p>	<p>Dispose of foods that may be contaminated.</p> <p>Review storage methods and ensure separation.</p> <p>Retrain staff</p>

ALLERGEN HACCP – STORAGE – FROZEN

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Cross contamination of foods with an allergen</p>	<p>Separate food allergens to prevent cross contamination.</p> <p>Where inner packing is removed from box ensure these are clearly labelled with product and allergens</p> <p>Where possible foods should be kept in original packaging.</p> <p>Open packets to be effectively sealed to prevent cross contamination</p> <p>Ingredients decanted into containers to be labelled identifying product and allergens.</p> <p>Lidded containers to be thoroughly washed between usage.</p> <p>Where possible allergen foods such as gluten containing freezers should be stored in separate freezers or on bottom shelves to reduce the risk of cross contamination</p>	<p>Daily visual checks to be made to check correct storage.</p> <p>Check packaging/containers for signs of damage or contamination.</p> <p>All employees to be trained in correct labelling procedure in line with company procedure.</p> <p>Closing checks completed on mpro5.</p> <p>Termly Unit Allergen Checklist</p> <p>Refer to Allergen Guide for further details</p>	<p>Dispose of foods that may be contaminated.</p> <p>Review storage methods and ensure separation.</p> <p>Retrain staff</p>

ALLERGEN HACCP – FOOD PREPARATION & COOKING

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
Identifying allergens in menu items	Standard recipes to be followed.	Standard recipes	
	Check ingredients for allergens during production.		
	Allergen matrix to be completed identifying allergens in menu items.	Allergen matrix	Allergen Matrix to be kept up to date.
Allergen cross contamination during preparation/cooking	Foods containing allergens to be prepared in areas with sufficient space to reduce the risk of cross contamination.		
	Use separate equipment where cross contamination could happen (toasters)		Review preparation practices
	Use separate cutting board when preparing different dishes/sandwiches/baguettes.	Foods such as gluten free toast/sandwiches should only be served with agreement of Ops Manager	Discard any foods at risk of contamination.
	Use utensils have been washed prior to using for allergen safe dishes.		
	Thoroughly clean area with hot soapy water between preparing dishes.	Check condition of cutting board. Cutting board to be thoroughly washed between use.	
	Equipment such as mixers to be cleaned with hot soapy water	Store separately to prevent cross contamination	

ALLERGEN HACCP – FOOD PREPARATION & COOKING

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Allergen cross contamination during preparation/cooking</p>	<p>Equipment (scales) to be thoroughly cleaned between usage.</p> <p>Food to be prepared in a logic order to reduce risk – allergen safe dishes first or last where possible</p> <p>Any RED meals to be prepared under strict controls to ensure no cross contamination. Use time and space to reduce the risk of cross contamination</p> <p>Staff to wear disposable apron when handling high risk ingredients such as flour.</p> <p>Utensils to be thoroughly cleaned</p> <p>Allergen safe foods to be cooked on top shelves where possible. Foods to be placed on trays to catch any spillages.</p> <p>Food cooked in same oil (battered fish, chips) to be classed as contaminated)</p>	<p>Check staff practices.</p> <p>Allergen Safe Diet Double Check Sheet to be completed at time of production.</p> <p>Meal to be double wrapped and labelled with student's full name. Year & Class</p> <p>Refer to Allergen Guide for detailed procedure</p> <p>Allergen matrix to include may contain for these items and not be suitable for customer with an allergy</p> <p>Refer to Allergen Guide for further details</p>	<p>Dispose of foods that may be contaminated.</p> <p>Retrain staff</p>

ALLERGEN HACCP – SERVICE

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
Allergen cross contamination during service	<p>Counter to be set up to reduce the risk of cross contamination.</p> <p>Food containers not over fill in order to prevent spillages.</p> <p>Separate serving utensils for each dish – consider colour coded.</p> <p>Primary salad carts to be free from foods containing any of the 14 allergens due to risk of cross contamination</p> <p>No allergen student to be allowed to use salad cart</p> <p>Customer Allergen signage to be displayed at all service points.</p> <p>RED meals to be served separately to other customers – check labelled and covered. Complete meal (main & dessert) to be served</p> <p>Completed Allergen Matrix to be in service area</p>	<p>Refer to Allergen Guide for further details</p> <p>Salad carts to be supervised to reduce the risk of cross contamination.</p> <p>Allergen Safe Diet Double Check Sheet to be completed at time of service.</p> <p>Allergen matrix to be displayed on orange clipboard.</p>	<p>Discard any foods at risk of contamination.</p> <p>Discard if any risk of contamination</p> <p>Allergen matrix to be updated</p>

ALLERGEN HACCP – STUDENT REQUIREMENTS/IDENTIFICATION

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
Students with food allergies	<p>Alternative Menu Form to be completed by parents and returned to catering dept.</p> <p>Support from Food Team with individual allergen safe menus Bespoke menus to be written only by the Food Dept. Discussion with parents concerning students' needs</p> <p>For Primary Schools system to be agreed with the client to identify students during service – such as wrist bands/lanyards. Bands & Lanyards NOT to be removed until the complete meal has been served to the child.</p> <p>Health Plans to be supplied by the school for students with epi pens</p> <p>Secondary Schools – dietary information to be loaded on to till systems.</p> <p>Foods to be checked for suitability using the Allergen Matrix</p>	<p>Alternative Menu Form (AMF)</p> <p>AMF Procedure Tracker</p> <p>Individual Allergen Safe Menu</p> <p>Guide to Allergen, Lifestyle & Medical Diet Provision</p> <p>Student information to be kept in the Allergen Folder on site.</p> <p>Back up paper copy to be kept in Allergen Folder on site.</p> <p>Allergen Matrix</p> <p>Termly Unit Allergen Checklist</p>	Allergen Investigation

ALLERGEN HACCP – TRANSPORT OF FOOD (DINING CENTRE)

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Allergen Cross contamination during transport</p> <p>Identifying allergens in menu items</p> <p>Allergen cross contamination of RED meals</p>	<p>Dishes to be transported in correct containers.</p> <p>Each dish to be clingfilmed and lidded to reduce the risk of spillage during transport</p> <p>Allergen dishes to be transported in separate transport boxes where possible to prevent cross contamination.</p> <p>Complete allergen matrix to be sent with food – this is to be signed by production kitchen and dining centre</p> <p>Any RED meals to be double wrapped and labelled and transported in separate container from allergen foods. If not possible place in additional container first</p>	<p>Visual checks on condition of containers</p> <p>Visual checks</p> <p>Allergen matrix</p> <p>Medical Diets Meal Control Sheet to be completed at time of production and sent with meal. Signed at time of service.</p>	<p>Any evidence of cross contamination then dish will not be suitable for allergen or intolerance students</p>

HACCP – TRAINING & KNOWLEDGE

HAZARDS	CONTROLS	MONITORING & RECORDS	CORRECTIVE ACTION
<p>Employees knowledge concerning allergens and company procedure</p>	<p>Employees to complete the following training as per Job Specific Induction</p> <ul style="list-style-type: none"> • Allergen Induction • Allergen Policy/Procedure • Toolbox Training • Manager Declaration • E-learning Allergens Level 2 • Annual refresher training 	<p>Grow Pro records</p> <p>Training Record Cards</p> <p>Manager Declaration</p>	<p>L&D support</p>

By signing below, you are confirming that the above control measures and monitoring procedures have been implemented with the unit.

Implementation	Name:	Signed:	Date:
Term 1	Name:	Signed:	Date:
Term 2	Name:	Signed:	Date:
Term 3	Name:	Signed:	Date:

By signing below, you are confirming that the above control measures and monitoring procedures have been implemented with the unit.

Term 1 Review	Name:	Signed:	Date:
Term 2 Review	Name:	Signed:	Date:
Term 3 Review	Name:	Signed:	Date:

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