Secondary Allergen Process Flowchart

Pupils with allergies and intolerances

Self-managing using the allergy information provided on the menus, the daily allergy matrix and allergens written across the servery.

Where pupils are unable to self-manage, and are identified by the school, the primary allergy process will be put into place. This will be assessed by Head Office on a case-by-case basis.

Day-to-day

Delivery checked to ensure the ordered product is what has been recieved.

Menu plan followed and dishes prepared each day following Olive recipe with no change to ingredients.

Daily allergy matrix completed for **all** recipes by checking the allergen labels on **all** ingredients used - any difference of allergens between product delivered and the menu should be raised with Operators.

Allergens written clearly, following correct key, on menu boards and service counters - this should be double checked with the daily allergy matrix.

Full team briefing before service to fully inform team on **all** allergens in the dishes.

Responsibility of Head Office

Responsibility of Site

Responsibility of Ops to Ensure Implemented