



Document Name	Allergies Procedure
Approved by	Operational Team '22
Last reviewed by	Board Meeting 12th Oct '24
Next Review data	2026
Cross Reference	n/a

1. Objectives

The objective of this procedure is to ensure that all diners and volunteers can eat safely, avoiding any food stuffs that they are allergic or intolerant to. This will be achieved through awareness of all catering leads, staff and volunteers of any potential problems and the guest/guests parent or guardian taking responsibility for highlighting any allergies or intolerances to FEAST. Posters will be used in the venues to remind everyone of risks.

2. Procedures

2.1 Declaring an allergy or intolerance

All guests at FEAST must book in using our booking system. They are asked to declare any allergies or intolerances. The menu for each FEAST meal is available at time of booking. The initial responsibility for alerting us to any allergies or intolerances is with the guest/Procedure.

2.2 Menu setting

Menus will be put together while being mindful of the 14 allergens:

Group 1

- celery
- crustaceans – such as prawns, crabs and lobsters
- fish
- lupin
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts

Group 2

- cereals containing gluten – including wheat (such as spelt and Khorasan), rye, barley and oats
- eggs

- milk

Group 1 must be avoided completely; Group 2 may be used but this must be:

- Included on the website for bookings
- Made clear to all volunteers
- Emphasised on the menu displayed at feast
- Verbally reminded to all guests at serving time.

A notice will be displayed in the FEAST eating area/serving area detailing the menu and listing all ingredients. Packaging must be kept and available for any ready-made items.

A notice will be displayed in the FEAST eating area reminding all guests to make volunteers aware if they have any allergies and to ask for clarification about ingredients.

A 'Think allergy' poster will be displayed in the kitchen.

Any use of the 3 permitted allergens will be recorded in the catering log.

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Date next review	<tba – 1 year>