

Gonville & Caius

Food Allergies Policy

Policy

1. Gonville & Caius College is committed to reducing the risk to members of the College community (considered to include students, Fellows, and staff) and visitors of every kind with regard to the provision and preparation of food which could lead to an allergic reaction.

Statement

2. Gonville & Caius College is not in a position to guarantee a completely allergen free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Objectives of this policy

3. To promote awareness of the nature of food allergens and bring these to the attention of College members and staff.
4. To provide clear guidance to all catering staff on their responsibilities for the provision of food to members of the College community and visitors with a confirmed food allergy.
5. To ensure that appropriate education/training is available and implemented for any catering staff involved in providing food to customers with food allergies.

Allergy Labelling Legislation

6. From 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) requires food businesses to provide allergy information on food sold unpackaged. There are also changes to existing legislation on labelling allergenic ingredients in prepacked foods. More information about the new European legislation can be found on the European Commission website.
7. The new legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact.

Background

What is a food allergy?

8. Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching or strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea and vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

What is food intolerance?

9. This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer and may include headaches, fatigue and digestive problems.
10. Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

Who is at risk?

11. Anybody can develop a food allergen or intolerance at any time in their life irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen.
12. The proportion of the UK population with a true food allergy is approximately 1-2% of adults and 5-8% of children which equates to around 1.5 million in the UK. In addition, about 1:100 of the UK population has coeliac disease and needs to avoid gluten.

Common Food Allergens

13. Listed below:

- **Celery** and products thereof
- **Crustaceans** and products thereof
- **Eggs** and products thereof
- **Fish** and products thereof
- **Gluten** containing cereals, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
- **Milk** and products thereof (including lactose)
- **Tree nuts** i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts and products thereof
- **Lupin** and products thereof
- **Molluscs** and products thereof
- **Mustard** and products thereof
- **Peanuts** and products thereof
- **Sesame** seeds and products thereof
- **Soybeans** and products thereof
- **Sulphur dioxide and sulphites** at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO₂.

An allergen identification table is set out in **Appendix 1**.

14. People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

Responsibilities

15. The Head Chef, or in his absence the Sous Chef, is responsible for ensuring that any food provided for College members, staff or visitors with a food allergy is appropriate for their needs.
16. The Head Chef will ensure that the kitchen has stock or can access the necessary stock ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease.
17. The Head Chef will ensure that allergen information is provided on all food/listed in the list of 'Common Food Allergens' listed above. This information will be supplied in **Allergy Data Sheets (see Appendix 2)** that can be easily seen by College members and visitors. This also applies to food pre-packed such as wraps and sandwiches. The location of Allergy Data Sheets is set out in **Appendix 3**.
18. Members, staff and their guests are required to clearly and accurately communicate food allergies and intolerances using the meal booking system or (for a special event) notifying the Conference Office, in accordance with Appendix 4.
19. As of January 2022 the meal booking system has been extended to allow staff with notified dietary conditions to book meals through it, in order to smooth communication of their needs to the kitchen staff day to day. Staff with dietary conditions must communicate their requirements and medical or other needs to HR, who will action the necessary set up on the meal booking system through the offices of the Domestic Bursar and Conference team.

Staff Training – kitchens and front of house teams

20. All chefs must also attend the following mandatory courses:
 - Food Hygiene Certificate
 - CIEH Level 2 Food Safety
 - A recognised training course on Food Allergy Awareness
21. The butlers and catering service assistants must attend the following mandatory courses:
 - Basic Food Hygiene Certificate
 - Food Allergy Awareness (delivered internally or externally)
22. All training records will be maintained in the Catering Department. The records will also show annual refresher training.
23. Casual service staff must be trained on food allergy awareness and local procedures by the Head of Dining Services or his/her deputy before commencing work.
24. There should be at least two first-aiders in the catering departments. All catering department staff must be trained in the signs and symptoms of an allergic reaction and emergency response procedures – **see Appendix 5**.

Good Kitchen and Service Practices

Kitchen

25. All dishes which are produced in house will be from standard ingredients from 'approved' suppliers. Any ingredient changes/supplier changes affecting standard ingredients will be detailed.

26. Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.
27. Equipment/utensils used in the preparation of food for people with a food allergy are cleaned according to standard procedures (see HACCP manual) which under normal circumstances should be sufficient.
28. A specific area of the kitchen will be sought for the preparation of any food for someone with a food allergy. The area will be sanitised before it is used to prepare food. Separate identifiable chopping boards.
29. When cooking food for people with a food allergy or intolerance the chef will wear gloves and will wash their hands before and in-between preparation tasks.
30. All food produced for people with food allergy or intolerance will be placed away from other food and covered in cling film. It will then be clearly marked with the person's diet.
31. Where dishes contain common allergens, they are clearly labelled at the entrance to the dining area.

Food Service

32. On receipt of the food the supervisor on duty must check that the special meal ordered for the person with a food allergy or intolerance has been supplied and is appropriate for the person. Any concern should be immediately discussed with appropriate kitchen staff.
33. Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).
34. Staff are aware to keep serving utensils separate to avoid cross contamination.
35. All tables are cleaned with an appropriate solution.

Good communication

36. Staff are trained to escalate any concerns a College member or visitor may have regarding a food allergy or intolerance to a line manager if they are unsure.
37. **Appendix 4** sets out the steps people with food allergies should take when they are dining in the College.

January 2022

Appendix 1

Allergen Identification Table. The examples given are not exhaustive but indicate products commonly containing these allergens.

Gluten containing cereals, e.g. Wheat, Rye, Barley, Oats, Spelt and Kamut	Bread, wheat flour, biscuits, crackers, pasta, breakfast cereals (including items like breadcrumbs and batter), cakes, pastry, semolina, soya sauce. It is also found in many processed foods such as soups, gravies, sauces, sausages, haggis, fish cakes and all processed foods must be checked to ensure they are gluten free.
Celery and Celeriac e.g. Stalks, Seeds and Leaves	Salads, soups and celery salt, stock cubes, stew pack, some meat products
Eggs. e.g. Hens, Duck, Turkey Quail, Goose, Gull and Guinea Fowl	Cakes, sauces, pasta, mayonnaise, glazed produces, some meat products (e.g. meatloaf, used as a binder), quiche, mousse, foods brushed with egg, Quorn
Fish, Crustaceans and Molluscs e.g. all Fish, Prawns, Lobster, Crab, Clams, Oysters, Mussels and Langoustine	Soy and Worcestershire sauce. Thai fish sauce, relish, some salad dressing, fish extracts, oils and paste
Milk. e.g. Cows, Sheep and Goat	Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings Milk powder and milk products are used in many manufactured products. Some processed meats, chocolate, some canned fish, Quorn.
Mustard	Mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, some meat products, occasionally cheese scones.
Peanuts	Arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil. Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionary and vegetarian products.
Tree nuts e.g. Walnuts, Cashew, Pecan, Brazil, Pistachio, Macadamia, Queensland, Almonds, Hazelnut, Chestnut	Cakes, biscuits, sauces, desserts, bread, crackers, ice cream desserts, praline (hazelnut), some choc spreads, nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings, breakfasts, confectionary, vegetarian products. Botanically, pinenuts are seeds and coconuts are drupes, most people allergic to nuts can safely eat these BUT small numbers of people may independently be allergic to either.

Sesame seeds















Oil or paste, tahini, houmous, furikake,
gomashio, bread

<p>Soya e.g. Flour, Tofu, Beancurd, Textured Soya Protein, Soy Sauce and Edamame Beans</p>	<p>Tofu, textured vegetable protein, soy sauce, soy bean flour used in cakes, biscuits, pasta, burgers, sausages, confectionary. Dairy products made from soya beans including soya milk and some ice creams</p>
<p>Sulphur Dioxide and Sulphites</p>	<p>Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider</p>
<p>Lupin Seeds and flour</p>	<p>Some types of bread and pastries, e.g. waffles particularly those manufactured in France and Belgium)</p>

Appendix 2 (Example Allergy Data Sheet)

Allergy Data Sheet

Day:Date:

	CEREAL 	EGGS 	FISH 	PEANUTS 	CRUST-ACEANS 	SOYA BEAN 	NUTS 	CELERY 	MUSTARD 	SESAME 	SULPHUR DIOXIDE 	LUPIN 	MOLLUSCS 	MILK 
ALLERGIES LUNCH														
Tomato Basil Soup	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
Chicken Curry									<input checked="" type="checkbox"/>					
Spaghetti Bolognaise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Pasta Bake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												<input checked="" type="checkbox"/>
Vegetable Curry														
BBQ Pork	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
ALLERGIES SCR														
Chicken Curry									<input checked="" type="checkbox"/>					
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Vegetable Curry									<input checked="" type="checkbox"/>					

Appendix 3

Location of Allergy Data Sheets in Gonville & Caius

Venue	Location of Allergy Data Sheets
Servery	Service counter in each of: Harvey Court Breakfast Room, Old Courts Hall Servery
Fellows Dining Room	Counter in hot buffet area
High Table in Hall	By window
Hall (student)	At entrance to Hall
All other dining rooms	Please speak to waiting staff

Appendix 4

College members and visitors with food allergies dining in the College

The risks of eating food prepared by others can be reduced significantly through good communication. It is the responsibility of the person with the food allergy to ensure that the correct steps are carried out to reduce as many of the risks as possible.

What should College members, including staff, do?

1. As soon as you join the College, please enter information regarding any known food allergies into the Meal Booking System (MBS) to inform the catering departments.
2. Please advise the Domestic Bursar if you have a life-threatening food allergy. Staff members will also need to notify HR. A meeting will be set up as required to assess the risks relating to each individual and put in place a protocol. If you carry lifesaving medication like an EpiPen, you should carry this medication with you at all times when you are in the College.
3. At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.
4. You should make yourself known to a member of the service staff to communicate clearly your food allergy; for students this will result in the provision of a special diet card for use each time you attend Hall, for others it will result in the serving staff on duty taking steps to serve you in person. Information regarding your food allergy will only be known to the Kitchen if you have entered this information in the Meal Booking System and have signed in for the meal.
5. For student breakfast and lunch, you should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.
6. At evening Hall and at formal events, students should make their special dietary card visible to serving staff.

What should guests attending conferences and events do?

1. Advise your event organiser about your food allergy as soon as possible before you arrive at the College.
2. At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.
3. You should make yourself known to a member of the service staff to communicate clearly your food allergy. **It is advisable to give the College staff a clearly written or typed card with the foods you need to avoid.** Information regarding your food allergy will be known to the Kitchen if your event organiser has passed this information to the Conference & Events Office.
4. You should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.

Actions in the event of someone suffering a severe allergic reaction

Immediate action is vital.

- If an allergic person becomes ill, it is likely that person – or someone with them – will state that they are suffering an allergic reaction. They may use the word

“ANAPHYLAXIS”

- Immediately send someone to dial 999 giving the following information: **“This is an emergency. A customer has collapsed and we believe they are suffering from anaphylaxis”**. (Pronounced Ana-fill-axis).
- ☒ Speak clearly so that the ambulance crew will know exactly where to come.
- ☒ The College’s main sites are:

Old Courts	Harvey Court
1 Trinity Street	5 West Road
CB2 1TA	CB3 9DS
- ☒ The Lodge should be contacted immediately after the 999 phone call. The Porters will stand at the College entrance to direct the ambulance crew to the patient.
- ☒ Request the assistance of a First Aider until the ambulance crew arrive.
- ☒ Keep calm and make the patient feel comfortable.

All staff trained in First Aid will know what to do if someone suffers from anaphylaxis.

Note: Severe reactions can take place within a few minutes and in very extreme cases where prompt treatment is not sought – can be fatal.

If a protocol is in place for the person then this will be followed.

Known allergy sufferers are asked to carry their auto-injection device clearly to hand at all times whilst dining in College.