

ACCP/08: PROVISION OF INFORMATION

Hazards

1. *Lack of information; absence of labels, signposting and valid information*
2. *Food allergy/anaphylaxis; failure to provide the correct information on allergens*

Controls & Critical Limits	Monitoring Procedure	Frequency	Control Sheet	Corrective Action & By Whom
All staff complete 'Food Allergen Awareness' E-Learning module	Check training records	Upon recruitment and on annual basis		Train/retrain staff (LM)
Signpost directing customers where to obtain information	Visual check	Prior to service		Display signpost with immediate effect (LM)
Signpost legible and displayed in accessible area	Visual check	Prior to service		Display legible signpost with immediate effect (LM)
Competent member of staff on duty to advise	Check staff rota	Prior to service		Ensure competent member of staff is on duty (LM)
Foods 'prepacked for direct sale' are checked for correct labelling	Visual check	Prior to service		Remove products from sale, isolate from the food chain and relabel (LM)
Up to date information provided for dishes produced/regenerated onsite	Visual check	Prior to service		Provide current information (LM)
Provide information that is clear, concise and in easy-to-read format	Visual check	Prior to service		Provide comprehensive information with immediate effect (LM)
For distance selling of food e.g., by phone or online, information	Visual check	Ongoing		Provide information at point of order/delivery (LM)

SECTION 3 - HAZARD ANALYSIS**ALLERGEN CRITICAL CONTROL POINT**

provided at point of sale/ delivery				
Food allergen information reviewed	Check information to hand	At regular intervals		Review food allergen information (LM)

For additional information on this subject please refer to the following procedures in the 'Food Safety Manual 2019':

- *Section 4: Food Allergens - FA/05: Control of allergenic ingredients*

Version	Date of issue	Author	Endorsed by
V1	June 2020	Graham Day; Health & Safety Adviser	Graham Hakes; Senior Health & Safety Adviser