

Food allergy aware catering checklist for workplace events

This checklist has been developed to help staff organise catering for events for workplaces. Appropriate food should be provided for staff members and guests with food allergy.

PLANNING YOUR EVENT

- Collect dietary requirements from guests prior to the event.
 - Make sure guests attending your event are given an opportunity to declare their food allergy in advance in writing.
 - Contact guests with food allergy prior to the event if you require further information or if you are not able to cater for their allergies (e.g. if the guest has complex or difficult to manage food allergies).
- Make sure staff assisting with the event are aware of the importance of good food allergen management.
- Be prepared to provide a specific meal for guests with food allergies. If prepared prior to the event the meal should be covered and labelled with their name and food allergy.
- Consider how the food is going to be served to avoid cross contamination.

USING AN EXTERNAL CATERER Communicating food options to guests with food allergies

- Provide special dietary needs to the caterer in advance of the event.
- Make sure that the caterer takes appropriate steps to avoid cross contamination during transport if the meals have been prepared off-site.
- Check the food available meets the needs of guests with food allergies.
- Make sure ingredient information is available for the food you provide - you should request this information from the external caterer.
 - Give guests accurate information about the content of meals when they ask.
 - Allow people with food allergy to serve themselves first to reduce the risk of cross contamination.
 - A [food allergen menu matrix](#) helps staff to answer any questions about the common food allergens in the food being provided.
- Have a clear way of identifying the food for guests with food allergy (e.g. plated meals covered and labelled with the person's name and food allergy).
- If providing specific meals for guests with food allergy, check the correct allergen free meals are provided to each person with food allergy.
- For guests who have not declared their food allergy prior to arriving at the event, have a specific protocol to follow.

SELF CATERING

Prepare and serve food safely

- Staff who are self-catering events should undertake the FREE [All about Allergens online training](#).
- Avoid cross contamination of food allergens.
- Always double check the ingredients every time a product is used.
- Handle food safely with clean hands washed with warm, soapy water.
 - Hands should be washed before preparing food for a guest with food allergies.
 - If gloves are being used, change your gloves each time you would otherwise wash your hands.
 - Hand sanitiser does not remove food allergens.
- Clean work surfaces, utensils and other food-contact items with hot soapy water between foods. Even very small amounts of food allergens can be harmful.
- If possible, have a separate area for preparing allergen free meals.
 - It is safer to prepare meals for guests with food allergy first.
 - Be aware that food that is safe for one guest with a food allergy may be unsafe for another guest with a different food allergy.
- Store food safely in clean labelled containers.
- Check the food available for guests with food allergy meets their specific needs.
- Make sure ingredient information is available for the food you provide:
 - Give guests accurate information about the allergen content of meals when they ask.
 - Allow people with food allergy to serve themselves first to reduce the risk of cross contamination.
 - A food allergen menu matrix helps staff to answer any questions about the common food allergens in the food being provided.
- Have a clear way of identifying the food for guests with food allergy (e.g. plated meals covered and labelled with the person's name and food allergy).
- If providing specific meals for guests with food allergy, check the correct allergen free meals are provided to each person with food allergy.
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