

Allergen matrix The 14 allergens in our food and drink Dish (as named on the menu)	 Eggs	 Milk	 Fish	 Crustaceans	 Molluscs	 Celery	 Mustard	 Soya	 Sulphites	 Sesame	 Peanuts	 Tree nuts	 Lupin	 Cereals containing gluten

C = **Contains** (in the recipe or on an ingredient's label)
 M = **May contain** (a label warns of it, or a risk you cannot remove)
 ☐ = **Not an ingredient** (checked: leave blank)

Cereals: write which (C wheat). Tree nuts: write C and name the nut beside the dish. A blank box is not 'free from'. Sign only when every row is checked.

Checked by: _____ Second check by: _____ Date checked: _____ Next check due: _____

What each column covers



Eggs: including mayonnaise and food brushed with egg.



Milk: butter, cream, cheese, yoghurt, milk powder.



Fish: including fish sauce. Some Worcestershire sauces contain fish.



Crustaceans: prawns, crabs, lobsters, shrimp paste.



Molluscs: mussels, oysters, squid, whelks, oyster sauce.



Celery: stalks, leaves, seeds and celeriac, including celery salt.



Mustard: liquid mustard, powder, seeds, mustard leaves.



Soya: tofu, edamame, soya flour, soy sauce (which often contains wheat too).



Sulphites: sulphur dioxide and sulphites, when more than 10 milligrams per kilogram or per litre, for example in wine, dried fruit and some sausages. Go by the label.



Sesame: seeds, tahini, houmous, sesame oil.



Peanuts: including groundnut oil and peanut flour. Peanuts are not tree nuts.



Tree nuts: almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios and macadamias. Name which one beside the dish.



Lupin: lupin flour and seeds, in some breads and pastries.



Cereals containing gluten: wheat (including spelt and khorasan), rye, barley and oats. Write which.

Fill it in

- 1 List every dish and drink as the menu names it, including sides, sauces, dressings, garnishes, breads and specials.
- 2 Work from a written recipe for each one. No recipe? Write it first.
- 3 Read the label or specification sheet of every ingredient, including stock, sauces, spice mixes, oils and ready-made items. Check inner packs before you throw away the outer box.
- 4 Write C where an allergen is in the dish. For cereals write which (C wheat). For tree nuts, write C and name the nut beside the dish: Bakewell tart (almond).
- 5 Write M where a label says “may contain” or “not suitable for”, or you find a cross-contact risk you cannot control. Name the allergen. Never write “may contain allergens”.
- 6 Leave the box blank where the allergen is not an ingredient - only once you have checked it.
- 7 Ask a second person to check every row against the recipes and labels. Both sign and date only when every row is done.
- 8 Keep it where staff find it in seconds. Tell the team before service. Keep your “ask our staff” notice where customers choose their food.
- 9 Keep the labels and specification sheets it came from in one folder.

Change it the same day

New dish or special. Recipe change. New supplier or brand. A substitute in a delivery. A new ‘may contain’ on a label. Cross out the old line, write the dish again with the date, tell the team, keep the old sheet.

