

Allergen Information for Consumers

Certain foods or ingredients can cause allergic reactions in individuals. These are known as food “allergens”. All food businesses have a responsibility to provide accurate food information to enable customers to make safe choices.

Your business must give accurate allergen information to your customers, this guide should help you to understand requirements and will signpost you to further advice.

Which ingredients are allergens?

The current list of 14 allergens in food law is:

1. **Cereals containing gluten** - wheat, rye, barley, oats, spelt, kamut or their hybrid strains. Can be found in types of baking powder, batter, breadcrumbs, bread, cakes, couscous, pasta, pastry, foods dusted with flour etc. **(You need to name of the cereal)**
2. **Crustaceans** -Shellfish (e.g. crab, lobster, shrimp, prawn, crayfish, fish or shrimp paste found in curries etc.)
3. **Eggs** - Can be found in cakes, mayonnaise, mousses, pasta, quiche, sauces pastries or foods brushed or glazed with egg etc.
4. **Fish** - Can be found in sauces, pizzas, relishes, pastes, salad dressings, stock cubes, Worcestershire sauce etc.
5. **Peanuts** - (sometimes called a groundnut). Typically in biscuits, cakes, curries, desserts, sauces (satay), groundnut oil, peanut flour etc.
6. **Soya** - Can be found in bean curd, edamame beans, miso paste, soya protein, soya flour, tofu, desserts, ice cream, sauces, vegetarian products etc.
7. **Milk** - Can be found in butter, cheese, cream, milk powders and yoghurt, powdered soups and sauces, foods brushed or glazed with milk etc.
8. **Nuts** (tree grown nuts) - almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut, Macadamia nut and Queensland nut. Can be found in breads, biscuits, crackers, desserts, nut powders used in curries, stir-fried dishes, ice cream, marzipan, nut oils and sauces etc. **(you need to name the nut)**
9. **Celery and celeriac** (stalk, leaves & seeds) - Can be found in seasonings, celery salt, salads, soups, stock-cubes etc.
10. **Mustard** (liquid mustard, powder and seeds) – Can be found in breads, curries, marinades, salad dressings, sauces, soups etc.
11. **Sesame seeds** – Can be found in bread (hamburger buns), breadsticks, hummus, sesame oil, tahini, sometimes toasted and used as a garnish on dishes.
12. **Sulphur dioxide and sulphites** – A preservative used in dried fruit such as raisins, prunes, dried apricots, soft drinks, vegetables, wine, beer, cider etc.
13. **Lupin** (flour & seeds) – Can be found in breads, pastries, pastas etc.
14. **Molluscs** (e.g. land snail, abalone, clam, mussels, oyster, octopus, squid, scallop, whelks). Can be hidden in sauces and fish stew etc.

How do I know which allergens are in the ingredients I use?

Check the label. Your supplier must otherwise give you this information, either on labelling or other paperwork.

How do I provide allergen information to my customers? Refer to the options below.

- **Non-packed foods**

For loose foods i.e. plated meals, you can provide information verbally.

You can put allergen information on your menus, but if you regularly change your ingredients, or if you make specials which don't appear on menus, this may be difficult to maintain. A good description can help guide consumers.

You could place information in a loose-leaf binder for your customers to view or for your staff to refer to when asked.

If you choose to provide the information only on request, you must display a **prominent** poster to tell customers to ask your staff for allergen information. Your business must give **accurate information**, so make sure your staff know the procedure to follow when customers ask about allergens. NEVER GUESS.

https://www.foodstandards.gov.scot/downloads/FSS_Allergy_Poster.pdf

- **Pre-packed Foods**

If your business places food into packaging before it goes on sale, typically foods the customer can take away, including sandwiches etc, this is known as Pre-packed for Direct Sale or PPDS.

Where you make and sell pre-packed food, the names of allergens must:

- Appear in the descriptive name of the food, e.g. "Chicken and leeks in a creamy sauce with mustard" and
- Be **emphasised** in the ingredients list.

Refer to the guidance for a full explanation.

https://www.foodstandards.gov.scot/downloads/Guidance_on_the_Labelling_of_Food_Sold_Prepacked_for_Direct_Sale.pdf

This guide to PPDS explains what your business is required to do.

<https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/prepacked-for-direct-sale>

Full labelling ('mandatory information') is required on pre-packed food where there is no direct relationship with the final consumer e.g. business to business trade.

- **Distance Sales**

Where food is sold online or by phone through distance selling, allergen information must be provided at **two stages**. Provide allergen information:

1. Before the purchase of the food is completed - this can be orally (by phone) or in writing (on a website, catalogue or menu)
2. Upon delivery - this can be in writing (allergen stickers on food or an enclosed copy of a menu) or orally (by phone).

Allergen information must be in a written format at least once. Safeguard your business and provide the information on or with the food at the point of delivery. For example takeaway meal containers should be clearly labelled so customers know which dishes are suitable for those with an allergy.

How should I manage allergen information?

Use CookSafe within your business and use the updated Allergen Management House Rule and guidance.

[https://www.foodstandards.gov.scot/downloads/CookSafe -
_Allergen_Management_Insert_Update_September_2021.pdf](https://www.foodstandards.gov.scot/downloads/CookSafe_-_Allergen_Management_Insert_Update_September_2021.pdf)

If you use RetailSafe or ButcherSafe new allergen record sheets available for your business too:

[https://www.foodstandards.gov.scot/downloads/RetailSafe -
_Allergen_Management_Insert_Update_September_21.pdf](https://www.foodstandards.gov.scot/downloads/RetailSafe_-_Allergen_Management_Insert_Update_September_21.pdf)

[https://www.foodstandards.gov.scot/downloads/ButcherSafe -
_Allergen_Management_Insert_Update_September_21.pdf](https://www.foodstandards.gov.scot/downloads/ButcherSafe_-_Allergen_Management_Insert_Update_September_21.pdf)

The following steps and Allergen Information Sheet (see page 5), provide an example of a minimum allergen information management system:

1. On the Allergen Information Sheet record the name of the food as it appears on your menu, make it fully descriptive.
2. List all the ingredients (from your recipes)
3. List the ingredients of any compound ingredients, (or attach the ingredients list from the label) for example:
Pasta – Durum Wheat Semolina, Water, Egg, Extra Virgin Olive Oil.
4. Highlight the allergenic ingredients.
Pasta – **Durum Wheat Semolina**, Water, **Egg**, Extra Virgin Olive Oil.
5. As you highlight these ingredients put a mark against the named allergen. If the allergen is listed as “cream”, “cheese” or “yoghurt”, mark against “milk”.
6. Add detail to reflect any manufacturers ‘Precautionary Statements’ – “May contain etc...”
7. Date the information sheet.
8. Keep a copy with your recipe sheets and another copy in your front of house binder.

Prepare a new allergen information sheet each time a recipe is modified or when an ingredient is changed or swapped.

An example of a completed information sheet and matrix is given at the end of this guidance note. These may be adapted to suit your business.

Menucal –Allergen management tool

Consider using [Menucal](#) for managing allergen information, it is free to sign up and is easy to change when recipes or ingredients change. It can even help to prepare a label.

Avoiding cross-contamination

Providing accurate information about allergenic ingredients is only useful if you keep out contamination.

Some simple steps to help avoid contamination:

1. Train staff about allergens, and on your safe procedures.
2. Think about the oils (such as groundnut oil or sesame oil) and salad dressing used. If cooking in oil, consider foods previously cooked in the same oil (i.e. onion bhajis or fish that has been coated in flour containing gluten).
3. Check preparation surfaces are cleaned thoroughly and regularly.
4. Use utensils and equipment that are free of allergens and are washed thoroughly between uses. Use separate identifiable utensils where possible.
5. Be aware - wiping or rinsing frying pans and woks does not remove all traces of an allergen, it must be physically scrubbed in hot, soapy water and rinsed clean.
6. Store allergenic foods and ingredients separately from other foods using identifiable containers/lids.
7. Consider accidental contamination e.g. what flour is used for rolling out dough or pastry, e.g. a gluten free pizza or pastry being rolled out or dusted using flour containing gluten.

Training

Food Standards Scotland provides an online training tool which you may find useful, find this via <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool>

Keep CPD records to evidence the training your employees take part in.

Contact Us

Contact Aberdeenshire Council Environmental Health Service with any specific query your business is not able to resolve via the guidance and resources provide - environmental@aberdeenshire.gov.uk

Allergen Information Sheet

Name of the food, and the descriptive name as it appears in your menu/label.

Make a note of ingredients, quantities and/or attach ingredient labels here.

List ingredients in descending order starting with the largest quantity first.

Compound ingredients e.g. Bechamel sauce in the example below, for ease and clarity, you list the ingredients of the sauce following the name of the compound food.

Note any precautionary statements that appear on ingredients, and transfer to your label and matrix.

<input type="checkbox"/> Wheat <input type="checkbox"/> Rye <input type="checkbox"/> Barley <input type="checkbox"/> Oats <input type="checkbox"/> Spelt <input type="checkbox"/> Kamut <input type="checkbox"/> Crustaceans <input type="checkbox"/> Molluscs <input type="checkbox"/> Eggs <input type="checkbox"/> Fish <input type="checkbox"/> Peanuts <input type="checkbox"/> Soya <input type="checkbox"/> Milk	<input type="checkbox"/> Almond <input type="checkbox"/> Hazelnut <input type="checkbox"/> Walnut <input type="checkbox"/> Cashew <input type="checkbox"/> Pecan Nut <input type="checkbox"/> Brazil Nut <input type="checkbox"/> Pistachio Nut <input type="checkbox"/> Queensland Nut <input type="checkbox"/> Celery and celeriac <input type="checkbox"/> Mustard <input type="checkbox"/> Sesame <input type="checkbox"/> Sulphur Dioxide and sulphites <input type="checkbox"/> Lupin <input type="checkbox"/> PRECAUTIONARY STATEMENTS
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Label Information

Descriptive name

Ingredients:

Completed by:

Date:

Ex1 Beef lasagne- Layers of egg pasta and cooked beef mince in a seasoned tomato ragu with a creamy bechamel sauce

Ingredients in descending order-

X kg Minced beef

Ykg Béchamel sauce – (Milk, Single Cream, Cornflour, Wheat Flour, Salt, White Pepper, Nutmeg)

Z Kg Egg pasta – (Durum Wheat Semolina, Water, Free Range Egg, Extra Virgin Olive Oil) Onion

100 g Tomato Passata with herbs (Tomato, Salt, herbs -basil and thyme)

50 g Beef Stock - (Beef Juices, Water, Tomato Paste, Onion, Carrot)

Mushroom

Cornflour

Red Wine (Sulphites)

Tomato Puree (Tomato)

Carrot

Celery

Garlic Puree (Garlic, salt, sugar, olive oil)

Salt

Basil

Black Pepper

Thyme

☒ **Wheat**

☐ Rye

☐ Barley

☐ Oats

☐ Spelt

☐ Kamut

☐ Crustaceans

☐ Molluscs

☒ **Eggs**

☐ Fish

☐ Peanuts

☐ Soya

☒ **Milk**

☐ Almond

☐ Hazelnut

☐ Walnut

☐ Cashew

☐ Pecan Nut

☐ Brazil Nut

☐ Pistachio Nut

☐ Queensland Nut

☒ **Celery and celeriac**

☐ Mustard

☐ Sesame

☐ Lupin

☒ **Sulphur dioxide and Sulphites**

☐ PRECAUTIONARY STATEMENTS

Beef Lasagne - Layers of egg pasta and cooked beef mince in a seasoned tomato ragu with a creamy bechamel sauce

Ingredients: Minced beef, Béchamel sauce (**Milk**, Single **Cream**, Cornflour, **Wheat** Flour, Salt, White Pepper, Nutmeg), **Egg** pasta – (Durum **Wheat** Semolina, Water, **Egg**, Olive Oil) Onion, Tomato Passata with herbs (Tomato, Salt, herbs -basil and thyme), Beef Stock - (Beef Juices, Water, Tomato Paste, Onion, Carrot), Mushroom Cornflour, Red Wine (**Sulphites**) Tomato Puree, Carrot, **Celery**, Garlic Puree (Garlic, salt, sugar, olive oil), Salt, Basil, Black Pepper, Thyme

Completed by:

Date: 2023

Ex 2 Rice Crispy Caramel & Chocolate cakes

Ingredients in descending order:

Mars Bar sweets – (Sugar, Glucose Syrup, Skimmed **Milk** Powder, Cocoa Butter, Cocoa Mass, Sunflower Oil, **Milk** Fat, **Lactose** and Protein from Whey (from **Milk**), Whey Powder (from **Milk**), Palm Fat, Fat Reduced Cocoa, **Barley** Malt Extract, Emulsifier (**Soya** Lecithin), Salt, **Egg** White Powder, **Milk** Protein, Natural Vanilla Extract, Milk Chocolate contains Milk Solids 14% minimum, Milk Chocolate contains Vegetable Fats in addition to Cocoa Butter)

Vegetable Margarine – (Rapeseed oil, Palm oil, Sunflower oil), Water, Salt (1.4%), Buttermilk (**Milk**), Preservative (Potassium Sorbate), Acid (Citric Acid), Emulsifier (Mono and Diglycerides of Fatty Acids), Flavourings, Vitamin A and D)

Puffed Rice – (Rice, Sugar, Salt, **Barley** Malt Flavouring, Vitamins & Minerals: Niacin, Iron, Vitamin B6, Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin), Folic Acid, Vitamin D, Vitamin B12)

Milk Chocolate – (Sugar, Dried Whole **Milk**, Cocoa Butter, Cocoa Mass, Emulsifier (**Soya** Lecithins), Flavouring.

Syrup

<input type="checkbox"/> Wheat	<input type="checkbox"/> Almond
<input type="checkbox"/> Rye	<input type="checkbox"/> Hazelnut
<input checked="" type="checkbox"/> Barley	<input type="checkbox"/> Walnut
<input type="checkbox"/> Oats	<input type="checkbox"/> Cashew
<input type="checkbox"/> Spelt	<input type="checkbox"/> Pecan Nut
<input type="checkbox"/> Kamut	<input type="checkbox"/> Brazil Nut
<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Pistachio Nut
<input type="checkbox"/> Molluscs	<input type="checkbox"/> Queensland Nut
<input checked="" type="checkbox"/> Egg	<input type="checkbox"/> Celery and celeriac
<input type="checkbox"/> Fish	<input type="checkbox"/> Mustard
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame
<input checked="" type="checkbox"/> Soya	<input type="checkbox"/> Sulphur Dioxide and sulphites
<input checked="" type="checkbox"/> Milk	<input type="checkbox"/> Lupin
	<input type="checkbox"/> PRECAUTIONARY STATEMENTS

Rice Crispy Caramel & Chocolate cakes

Ingredients: Mars Bar (Sugar, Glucose Syrup, Skimmed **Milk** Powder, Cocoa Butter, Cocoa Mass, Sunflower Oil, **Milk** Fat, **Lactose** and Protein from Whey (from **Milk**), Whey Powder (from **Milk**), Palm Fat, Fat Reduced Cocoa, **Barley** Malt Extract, Emulsifier (**Soya** Lecithin), Salt, **Egg** White Powder, **Milk** Protein, Natural Vanilla Extract, Vegetable Margarine [(Rapeseed oil, Palm oil, Sunflower oil), Water, Salt, Buttermilk (**Milk**), Preservative (Potassium Sorbate), Acid (Citric Acid), Emulsifier (Mono and Diglycerides of Fatty Acids), Flavourings, Vitamin A and D], Puffed Rice (Rice, Sugar, Salt, **Barley** Malt Flavouring, Vitamins & Minerals: Niacin, Iron, Vitamin B6, Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin), Folic Acid, Vitamin D, Vitamin B12), Milk Chocolate (Sugar, Dried Whole **Milk**, Cocoa Butter, Cocoa Mass, Emulsifier (**Soya** Lecithins), Flavouring), Syrup

Completed by:

Date:

Ex 3 Cheese and Tomato Sandwich on Honey-soaked Seeded Bloomer Bread

Ingredients in descending order:

Honey soaked seeded bloomer bread (**wheat** flour (**wheat** flour, calcium carbonate, iron, niacin, thiamine), mixed seeds – (brown linseed, millet seeds, golden linseed, sunflower seeds, poppy seeds, pumpkin seeds), **rye** flour, **wheat** gluten, yeast, kibbled malted **wheat**, honey, salt, rapeseed oil, fermented **wheat** flour, **wheat** bran, malted **barley** flour, flour treatment agent: ascorbic acid), (**precautionary statement may contain sesame**)

Mature grated cheddar – cheddar cheese (**milk**), potato starch, colour: carotenes (**milk**)

Tomato

Fat spread– vegetable oil (palm oil, rapeseed oil), **buttermilk**, water, salt, colour: carotenes, flavouring

☒ **Wheat**

☒ **Rye**

☒ **Barley**

☐ Oats

☐ Spelt

☐ Kamut

☐ Crustaceans

☐ Molluscs

☐ Eggs

☐ Fish

☐ Peanuts

☐ Soya

☒ **Milk**

☐ Almond

☐ Hazelnut

☐ Walnut

☐ Cashew

☐ Pecan Nut

☐ Brazil Nut

☐ Pistachio Nut

☐ Queensland Nut

☐ Celery and celeriac

☐ Mustard

☐ Sesame

☐ Sulphur Dioxide and sulphites

☐ Lupin

☒ PRECAUTIONARY STATEMENT –
May contain sesame.

Cheese and Tomato Sandwich on Honey-soaked Seeded Bloomer Bread

Ingredients: Honey soaked seeded bloomer bread (**wheat** flour (**wheat** flour, calcium carbonate, iron, niacin, thiamine), mixed seeds (brown linseed, millet seeds, golden linseed, sunflower seeds, poppy seeds, pumpkin seeds), **rye** flour, **wheat** gluten, yeast, kibbled malted **wheat**, honey, salt, rapeseed oil, fermented **wheat** flour, **wheat** bran, malted **barley** flour, flour treatment agent: ascorbic acid, cheddar cheese (cheddar cheese (**milk**), potato starch, colour: carotenes (**milk**)), Tomato, Fat spread (palm oil, rapeseed oil), **buttermilk**, water, salt, colour: carotenes, flavouring)
May contain sesame.

Completed by:















Date:















Allergy Notice

**If you require
information
regarding allergens
in our food, please
ask a member of
staff.**



Example Matrix

Product or Meal	Milk 	Egg 	Gluten Cereal, Flour 	Soya 	Sesame 	Peanut 	Tree Nuts 	Lupin 	Celery 	Mustard 	Fish 	Crustaceans 	Molluscs 	Sulphites (SO2) 	Precautionary statement
Beef Lasagne	Yes	Yes	Wheat						Yes					Yes	
Rice Crispy Caramel & Chocolate Cakes	Yes	Yes	Barley	Yes											
Cheese & Tomato on Seeded Bloomer	Yes		Wheat Rye Barley												Sesame

Product or Meal	Milk 	Egg 	Gluten Cereal, Flour 	Soya 	Sesame 	Peanut 	Tree Nuts 	Lupin 	Celery 	Mustard 	Fish 	Crustaceans 	Molluscs 	Sulphites (SO2) 	Precautionary statement