



Chorley Parish Church of St. Laurence
in the Church of England Diocese of Blackburn

Allergens Policy

Issue 1: October 2025

Next review October 2026

Parish Office, St Laurence's Church, Union Street, Chorley, Lancashire, PR7
1EB Email office@stlaurencechorley.co.uk

Phone 01257 231360 Registered Charity - 1175130

1. Introduction

St. Laurence's is committed to safeguarding the health and wellbeing of all individuals attending our events and services, particularly where food is provided or shared. This document outlines our policy and procedures concerning food allergens and intolerances in line with UK law and best practice.

2. Purpose

- To ensure everyone involved in preparing, serving, or consuming food at church events is aware of food allergens and intolerances.
- To comply with UK food allergen labelling and safety regulations.
- To create a safe and inclusive environment for those with food allergies and intolerances.

3. Principles

- We will take all reasonable precautions to ensure allergens are managed safely during any food preparation or serving activities at the church.
- All food served at events where it is not pre-packaged must be labelled with allergen information or have a full ingredients list available.
- Staff and volunteers will be informed and trained on allergen awareness and food hygiene best practices.
- Parents and guardians are responsible for monitoring the food consumed by children with allergies or intolerances.
- In order to ensure that food hypersensitive customers can choose from a range of options, a conscious effort is made to reduce the number of allergens used and to avoid unnecessary use of allergens.

4. Definitions

Food Allergies

A food allergy is a potentially life-threatening immune system response to a specific food or ingredient. Even tiny amounts can trigger symptoms ranging from mild (rash, itching) to severe (anaphylaxis).

Food Intolerances

Food intolerances involve the digestive system and are generally not life-threatening. Symptoms may include bloating, stomach pain, or nausea. People with intolerances may still be able to consume small amounts of the food.

5. The Legal 14 Food Allergens

In accordance with UK Food Information Regulations (FIR) 2014, the following 14 allergens must be clearly identified when used as ingredients:

1. Celery
 - Found in: soups, stock cubes, stews, salads, seasoning mixes, ready meals.
 - Forms: sticks, leaves, celery salt, powdered celery.
2. Cereals containing gluten
 - Includes: wheat (such as spelt and khorasan wheat/Kamut), rye, barley, oats.
 - Found in: bread, pasta, cakes, pastries, biscuits, cereals, batter coatings, sauces, and gravies.
 - Note: "Gluten-free" foods must contain less than 20 parts per million of gluten.
3. Crustaceans
 - Includes: crab, lobster, prawns, shrimp, langoustine, scampi.
 - Found in: seafood dishes, paella, fish sauces, some Asian dishes, and bouillons.
4. Eggs
 - Found in: cakes, mayonnaise, quiche, pastries, pasta, sauces like hollandaise, breaded or battered foods.
 - Also in: some meat substitutes and processed foods.
5. Fish
 - Found in: fish fillets, fish fingers, anchovies, fish sauces (e.g. Worcestershire sauce), Caesar dressing, pâtés, and stock.
 - Note: Even small amounts (e.g. anchovy paste) can trigger reactions.
6. Lupin
 - Found in: some breads, pastries, and pasta, particularly gluten-free or European baked goods.
 - Forms: lupin flour, lupin seeds.
7. Milk
 - Found in: milk, cream, cheese, butter, yoghurt, chocolate, cakes, sauces (e.g. béchamel), soups, and even in some processed meats.
 - Includes lactose and casein intolerance concerns.
8. Molluscs
 - Includes: mussels, clams, oysters, squid, octopus, whelks, and snails.
 - Found in: seafood dishes, sauces, and fish stews.
9. Mustard
 - Found in: mustard (all types), salad dressings, sauces (e.g. curry), marinades, pickles, soups, processed meats, and mayonnaise.
10. Nuts (tree nuts)
 - Includes: almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, and macadamia nuts.
 - Found in: cakes, desserts (e.g. baklava), biscuits, nut oils, spreads, sauces, cereals, and pesto.

- Note: This does not include peanuts, which are a separate allergen.

11. Peanuts

- Found in: peanut butter, satay sauce, cakes, biscuits, confectionery, and some cooking oils.
- Note: Peanuts are legumes, not tree nuts, but are a common and serious allergen.

12. Sesame seeds

- Found in: bread (e.g. burger buns), crackers, hummus, tahini, sesame oil, stir-fries, snack bars.
- Note: Even small traces can cause reactions.

13. Soya

- Found in: tofu, soy sauce, edamame, vegetarian/vegan products, desserts, chocolate, bread, and processed foods.
- Often hidden in: emulsifiers, lecithin (may be derived from soya).

14. Sulphur dioxide and sulphites

- Found in: dried fruits (e.g. raisins, apricots), wine, cider, beer, fruit juices, soft drinks, pickled foods, processed meats.
- Must be declared if over 10mg/kg or 10mg/litre.

6. Procedures

Open Table	
Cooks	<ul style="list-style-type: none"> • Continue to document allergens in the dish, into the black file (daily sheet) • Be aware of cross contamination or equipment and ingredients when cooking on site and at home. See 'cooks at home' notes below
Front of house	<ul style="list-style-type: none"> • Allergen cards on tables • Allergen sign on display • Servers to ask diners if they have any allergens • Servers to know how to find information on allergens in the food being served (on the daily sheet) • Servers to alert Lead to any diners with allergens
Lead	<p>Overall responsibility for allergens on site that evening:</p> <ul style="list-style-type: none"> • Ensure allergens are documented correctly • Chefs are monitoring cross contamination as they prepare food • If concerned chef hasn't fully understood home cooking/contamination risks, then to discern if food is safe to eat that evening • Available to answer allergen queries as raised by servers • Provide accurate information on food served that evening • Be available to provide in-person information to diner with an allergen • Provide alternative food if required/if available

Taste Cafe	
Home cooks	<ul style="list-style-type: none"> Documentation – Ensure documentation arrives with foods brought in by home cooks. If documentation is not provided, the dish is not to be accepted for use in the café. The documentation is an allergen sheet which lists all ingredients in the food and any other notes the cook wants sharing. This means that should the diner request a full ingredients list if they are intolerant/allergic to ingredients other than the 14 legally identifiable ingredients, this is available for them to look at. See full notes on home cooks below
Front of house	<ul style="list-style-type: none"> Ensure Allergen cards on tables Allergen sign on display and visible to customers Servers to ask diners if they have any allergens <p><i>If a diner says yes – the server needs to know the process:</i></p> <ul style="list-style-type: none"> Servers to alert Lead to any diners with allergens Servers to know that all allergens and ingredients are listed on the daily sheet, to which the lead will refer
Lead	<p>Overall responsibility for allergens on site that day:</p> <ul style="list-style-type: none"> Ensure allergens are documented correctly Ensure Taste staff are monitoring cross contamination as they prepare food If concerned that staff don't fully understand contamination risks, then to discern if food is safe to eat Be available to answer allergen queries as raised by servers Be available to provide in-person information to diner with an allergen Provide alternative food if required/if available
Food prep	<ul style="list-style-type: none"> All staff: Food should be handled with care, to be aware of the contamination risks caused by allergens in food. <p>Soup area</p> <ul style="list-style-type: none"> Bread to be handled with tongs and placed on plates Bread to be kept in a sealed container Ensure soup is not contaminated by other ingredients (such as bread rolls, milk or margarine) <p>Cake area</p> <ul style="list-style-type: none"> Cakes to be handled with tongs Cakes to be kept covered in sealed boxes so as not to contaminate other foods Cakes which contain nuts to be kept separately in a sealed tub and specific tongs to be used for this (purple) Cakes containing nuts to be cut using specific knife and board which is stored separately from other boards and knives (purple)
All staff	If a person identifying as having an allergy orders food, this food is to be prepared separately from other foods

Home cooks	
Cooks	<ul style="list-style-type: none"> • All legally identifiable allergens should be listed on the chef's allergen card which is brought in with the dish. These are; Fish, Molluscs, crustaceans, eggs, milk, soy, celery, mustard, gluten, tree nuts, peanuts, lupin, sulphites, sesame • Check the ingredients list of products you may use to make your dish (for example, stock cubes) to make sure if these ingredients have changed, you are aware and can include them on the allergen card
Cooks	<ul style="list-style-type: none"> • All ingredients used in the dish should be listed on the allergen card also. • Please provide notes if applicable, for example if the ingredients list on the back of a packet states 'made in a kitchen where nuts are present'. • This means that the serving staff can show the customer the chef's allergen card and they can make a decision as to whether to order the dish or not. • It is fine to include allergens in food that cooks are producing, it just needs to be documented.
General Guidance	<ul style="list-style-type: none"> • Cross contamination - Be aware of cross contamination of equipment in the home kitchen – for example using a board to chop nuts for use at home and then using for a cake • Cross contamination - Be aware of cross contamination of ingredients when cooking on site and at home – for example, where are nuts stored? Are they next to ingredients you may use in cakes for church • Contamination - Make sure that your item is not contaminated with other ingredients which are not then listed on the allergen sheet – e.g. even a simple splash of milk can contaminate a food product. • Personal hygiene – making sure you regularly wash your hands if handling ingredients which are allergens (such as milk, eggs, flour, nuts) • Washing up – ensure you thoroughly wash equipment being used to prepare allergens, to reduce the chance of cross contamination. • Equipment – ideally, if you regularly use the same equipment to cook for church, you don't use this with allergenic foods. For example if you make coffee and walnut cake at home in the same tin as a lemon drizzle for church, this is thoroughly washed to ensure no nuts are contaminating the next cake you make.

Events	
Chefs	<ul style="list-style-type: none"> • Document allergens in dishes used by using a chef's allergen card. • Risk assessment for the event will specify who the catering lead is and who is responsible for documenting the allergens, dishes and staff on duty during the event – ensuring they are adequately trained for the role they have. • Be aware of cross contamination of equipment and ingredients when cooking any food on site and at home
Servers	<ul style="list-style-type: none"> • Allergen cards on tables • Allergen sign on display • Servers to ask diners if they have any allergens • Servers to know how to find information on allergens in the food being served (on the daily sheet) • Servers to alert event Lead to any diners or guests with allergens
Lead	<p>Overall responsibility for allergens at that event:</p> <ul style="list-style-type: none"> • Ensure allergens are documented correctly • Cooks are monitoring cross contamination as they prepare food • If concerned cook hasn't fully understood home cooking/contamination risks, then to discern if food is safe to eat at that event. • Available to answer allergen queries as raised • Provide accurate information on food served • Be available to provide in-person information to anyone who identifies as having a food allergy or intolerance • Provide alternative food if required/if available
General guidance	<ul style="list-style-type: none"> • Cross contamination - Be aware of cross contamination of equipment in the kitchen – for example using a board to chop nuts for use at home and then using for a cake • Cross contamination - Be aware of cross contamination of ingredients when preparing food – for example, where are nuts stored? Are they next to other ingredients? • Contamination - Make sure that food items is not contaminated with other ingredients which are not then listed on the allergen sheet – e.g. even a simple splash of milk can contaminate a food product. • Personal hygiene – making sure you regularly wash your hands if handling ingredients which are allergens (such as milk, eggs, flour, nuts) • Washing up – ensure you thoroughly wash equipment being used to prepare allergens, to reduce the chance of cross contamination. • Equipment – ideally, if you regularly use the same equipment to cook for church, you don't use this with allergenic foods. For example if you make coffee and walnut cake at home in the same tin as a lemon drizzle for church, this is thoroughly washed to ensure no nuts are contaminating the next cake you make

8. Emergency Procedures

In the event of an allergic reaction:

1. Call 999 immediately and state that someone is having an anaphylactic reaction.
2. If the individual has an epinephrine auto-injector (e.g. EpiPen), ask them to locate and use it. The individual might be able to inject themselves, otherwise, you can assist them if you know how.
3. Stay with the individual until help arrives and inform emergency responders of the suspected allergen.

9. Training

All kitchen staff, food prep volunteers, and event coordinators will be:

- Given this policy as part of their onboarding.
- Offered allergen awareness training.
- Encouraged to complete the Food Standards Agency's free "Allergy Awareness" online course.

10. Record Keeping

A written list of all food served at each event along with allergen declarations will be retained in the daily file.

Any incidents involving allergens will be documented, after which the procedures will be reviewed accordingly.

11. Monitoring and Review

The PCC will regularly review the operation of this policy. This policy will be reviewed annually, or sooner if legislation changes or an incident highlights a need for revision.

12. Authorised

Signed: *Neil Kelley*

Name: Fr. Neil Kelley
Position: Rector

Date: 11/11/2025

Signed: *Alex Barrack*

Name: Alex Barrack
Position: Church Warden

Date: 11/11/2025

Version History					
Version	Date	Detail	Author	Approved	Date
1.0	October 2025	New policy	Rachel Gilkes	PCC	11/11/2025