



# Hove Park School

## Allergen Management Policy

Policy Adapted By	Ian Jones, School Business Manager
Date Ratified	March 2025
Frequency of Review	Every Year
Next Review Date	March 2026

## Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils/ students with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils/ students with regards to allergens.
- Continuously improving its health and safety performance.

## Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management:

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Patricia Andrews
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Jim Roberts
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	Ian Jones
School Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need allergen awareness training - tracking attendance/ refresher requirements.	Richard Catling (Catering Manager, Impact Foods Ltd)
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements.	Richard Catling (Catering Manager, Impact Foods Ltd)
Assigned Lead/nominated person for Allergen Management in Kitchen/Service Point (one plus deputy in case unavailable)	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/hand-over.	Richard Catling (Catering Manager, Impact Foods Ltd) Ian Jones, School Business Manager
Head of Science and Technology	Accountable for planning of resources and risk assessments for food technology / science	Derek Donaldson
First Aid Lead	Accountable for collating and monitoring information about allergens ensuring that up to date information is shared as appropriate.	Ian Jones

*Mainstream Secondary students are responsible for choosing their own food/ meal options that meets their dietary needs.*

## Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/ guardian) for each individual pupil/ student:

School Staffing Group	How Communicated and recorded
Teaching staff	Health and Safety folder on Staff Share (P Drive)
In-house kitchen/ Catering Manager	Catering services contracted out to Impact Food
Support staff	Health and Safety folder on Staff Share (P Drive)
First Aiders	Health and Safety folder on Staff Share (P Drive)
Third Parties	<b>How Communicated and recorded</b>
Breakfast Club Staff	Not Applicable
Wrap-around provision/ after school clubs	Not Applicable
Contracted Kitchen/ Catering Manager	Termly updated allergen list sent to kitchen manager
Coaching Staff	Main Office
Clinical/ other professionals	Main Office
Peripatetic teachers	Main Office

## Allergen Management Procedure:

Location of Allergen information	
Allergen Information Forms	Main Office
Allergen Risk Assessments	Health and safety folder on P Drive
Catering Provider Details	
Catering provider name and contact details	Innovate (IFG) IFG Limited Ground Floor – North Wing St Andrews House West Street Woking GU21 6EB
Senior Manager responsible for the management of the kitchen	Richard Catling
Member of leadership team that has responsibility for the management of allergens in the kitchen	Ian Jones
Display a photo taken by the school of the Allergen / operational lead, with the agreement of the relevant member of staff	On Kitchen notice board
'Allergen'/ operational lead has been introduced to the school/nominated representative.	Through regular meetings
The school have a copy of the catering provider's allergen policy	Stored in Health and Safety folder on P Drive

<b>Identifying Pupils/ Students with Allergies/ Special Diets</b>	
Information on allergies is obtained from parents/ guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	Where a parent identifies an allergy on the admissions form then admissions team will liaise with them to complete an allergy form.
Information on allergies is obtained from parents/ guardians using the Contractors application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	Data will be stored in SIMS (Medical Notes) as an attachment. Copy to be shared with Kitchen who will store copies.
Copy of Special/ Modified Menu provided by Caterer/ Contractor	Stored in Kitchen office
Data on allergens for each pupil/ student is recorded	On SIMS by admissions and year teams.
<b>Allergen Management Procedure of Catering Provider</b>	
Catering Provider (Innovate) identifies pupils/ students with known allergies from parents/ guardians using special diet/ modified menu application form	Special menu offered where required through in person meeting. Allergy champions also available to assist this process.
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	Stored in Kitchen
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	Ingredients are regularly checked by the catering manager. Pupil to be made aware of substituted ingredients.
Catering provider (Innovate) have a documented induction/training process for new/cover/all staff which includes special menu pupils and processes.	Yearly training is provided to kitchen staff by Innovate and recorded in the HR files. Special menus are stored along with allergen data at points of sale and in the main kitchen.
Catering provider (Innovate) prepare individual special diet meals for pupils, containing no known allergens.	Specially prepared meals are clearly labelled
Catering Provider (Innovate) have a process to report allergen incidents (and near-misses) to school.	Reported to Health and safety Officer via HS2 form.
<b>School Procedure for Identifying Pupils/ Students at point of Service</b>	
Children requiring a modified menu are personally introduced to the kitchen team	At the start of each academic year or when a child starts mid-year; or when a menu change from catering provider necessitates the identification of a child. PoS tills automatically flag up any allergen information.
Where staff are serving a special/modified meal that has been prepared and cooked off-site they must check that the identified/labelled meal provided is as expected/as per the agreed menu. Ensure they avoid potential cross contamination when plating this food.	
Where staff are collecting a meal on behalf of a pupil/ student they must ask the Allergen Champion/ operational lead for allergens for the meal.	
School staff will not add gravy or sauces without explicitly checking with the Allergen Champion/ Operational lead for allergens that it is safe to do so.	
<b>Emergency Procedures</b>	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.	First aiders available around the school at break times.
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	Completed HS2 forms processed and sent to Schools H&S team at BHCC

## Policy Review:

This policy will be reviewed by the Resources Committee annually. Date to be reviewed: March 2026

Name: Jim Roberts	Name: Paul Williams
Date:	Date:

## School Allergy Information Form

Name of pupil:	
Date of birth:	
Year group/class:	
Name & Tel. No. of GP:	
Address of GP:	

<p>Nature of allergy/allergies</p> <p><i>(Note: School &amp; caterer to be informed of any changes in allergies immediately)</i></p>	
Severity of allergy/allergies – mild, moderate or severe:	
Symptoms of an adverse reaction:	
Details of medical attention / emergency action required – e.g., antihistamines, adrenaline auto-injector	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	