AIR3
ALL INCIDENT REPORTING SYSTEM

ARE YOU ALLERGEN AWARE?

ALL INCIDENTS AND NEAR MISSES

Allergen incident reporting

Four steps to record, report and follow up

MAKE SAFE AND REPORT IMMEDIATELY

Arrange appropriate first aid or emergency assistance. Tell the Site / Unit Manager or Supervisor and follow the Unit Emergency Manual. Preserve relevant food, product information and records.

01 Record the incident

Use the **Food Allergy Incident Investigation Pack**. Record the food involved, stated allergy, allergen communication and any reaction or treatment. Gather statements, photos, recipes, labels, allergen information, training records and the allergen risk assessment.

Complete the pack within 48 hours.

02 Log onto AIR3

Access AIR3 via **Work Jam** or the HSE website. Select the relevant form, enter all required information and submit the report. Include **near misses**, even where no reaction occurred.

Report promptly and keep your AIR3 reference.

03 Confirmation email

You will receive a confirmation email from **Origami Risk** with a **Grant Access link**. Follow it to complete the linked process within **7 days**.

Check your email and follow the Grant Access link.

04 Unit review & upload

Follow the **Grant Access link**, complete the **unit review** and upload the allergy incident pack and **all evidence within 7 days of the incident**. Record actions, owners and due dates.

Check the review and all attachments are complete.

Make Safe. Report Accurately. Gather Evidence. Complete Fully.