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| This document must be used should a manual (handwritten) allergen report be required within a unit. For each menu item refer to every food ingredient label to note any allergens present within the product. Ensure both Contains and May Contain allergen information is captured. The name of Cereals with Gluten i.e. wheat (e.g. spelt, Kamut/Khorasan), rye, barley, and/or oats) and the name of Nuts from Trees (i.e. almond, Brazil nut, cashew, hazelnut, pecan, walnut, macadamia and/or pistachio) must be specified and listed. Each menu item must be initialled by the colleague completing information. The Allergen Log must be signed off by the head chef or other responsible person in Unit. | | | | | | | | | | | | | | | |
| Menu Item / Recipe | Allergens | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Colleague completing the manual allergen report  (initial) |
| Celery | Cereals with Gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Molluscs | Mustards | Peanuts | Nuts from Trees | Sesame | Soybeans | Sulphur Dioxide/ Sulphites |
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**Head chef or other responsible person to check the allergen report form and sign before placing in the Allergen Folder.**

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| **Checked by (name and job title):** | **Signed:** | **Date:** |

**Allergy Advice:**

* Ingredients highlighted with **✔** are allergens that are present in this product
* Ingredients highlighted with the letters **MC** = Cross Contamination risk indicating that this ingredient is present in the manufacturing site, factory or supply chain and our suppliers believe there is a significant risk that this allergen could contaminate the food
* Our busy kitchens endeavour to take all reasonable steps to avoid any potential risk of cross contact, however, we cannot guarantee that our food is 100% free from a specific allergen