

Allergen briefing checklist

Tick it off, then file this sheet with your training records.

Business or site	Date	Who ran it
Trigger for this briefing (recipe, supplier, menu, new starter, near miss)		

1. Everyone who serves or handles food

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| ☐ Can name the 14 allergens that must be declared | ☐ Never guesses an ingredient, and says they will check |
| ☐ Knows where our written allergen information is kept | ☐ Knows who to ask when unsure |
| ☐ Asks every order whether anyone has an allergy or intolerance | ☐ Knows what to do if a customer has a reaction |

2. Front of house

- ☐ Passes an allergen request to the kitchen the same way every time
- ☐ Checks the right dish goes to the right customer at the pass
- ☐ Tells the kitchen about a change of mind or a swap

3. Kitchen

- ☐ Knows the hidden allergens in our dishes: sauces, stocks, glazes, marinades
- ☐ Follows standard recipes, so the plate matches the record
- ☐ Uses a clean surface, clean utensils and washed hands for a dish that must avoid an allergen
- ☐ Knows cooking does not remove an allergen
- ☐ Knows our fryer oil and wok rules
- ☐ Does not remove an allergen from a dish and describe it as free of it

4. Manager or owner

- ☐ Allergen information checked against current recipes and supplier packs
- ☐ Recipe and supplier changes communicated to staff on shift
- ☐ Method for flagging allergen orders from table or phone to the pass
- ☐ Deliveries checked against the order, decanted products still traceable
- ☐ Every new person trained before they first serve or handle food
- ☐ Record filed with the training matrix

5. Phone and delivery orders

- ☐ Every phone order asked about allergies
- ☐ Allergen request written down and passed on
- ☐ Dish that must avoid an allergen packed and labelled separately

Who attended

Name	Role	Initials

Keep this sheet with your training records. It is how you show the briefing happened.