Allergen matrix

Business: _____ Site / area: _____ Week / month: _____

How often: Check it every day as part of your opening checks, and update it every time you add a dish, change a recipe or receive a different ingredient from a supplier.

Dish	Allergens present	Recipe and labels checked	Last reviewed	By

Checked by manager (name / signature / date): _____

How to use this allergen matrix

What to record

- Every dish and drink you sell, including sauces, dressings and garnishes
- Which of the 14 allergens each one contains
- Where the information came from: your recipe and the ingredient labels
- The date it was last checked
- Why it changed: new dish, recipe change or a different product from a supplier
- Who checked it

Common mistakes

- Forgetting sauces, dressings, garnishes and drinks
- Not updating the matrix when a supplier sends a different brand
- Missing hidden sources, such as soy sauce that contains wheat, because nobody read the label
- No date on the matrix, so nobody knows if it is current
- Staff not knowing where the matrix is kept

Sources

- GOV.UK (Food Standards Agency): Allergen guidance for food businesses:
https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses/allergen-guidance-for-food-businesses

- GOV.UK (Food Standards Agency): Allergen guidance publication, including the allergen matrix template:
https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses

- SFBB safe method: Managing food allergen information (PDF):
https://assets.publishing.service.gov.uk/media/69c53b7623fcbcd838a6f778/sfbb-management-03-managing-food-allergen-information_2_3.pdf

- SFBB safe method: Opening and closing checks (PDF):
https://assets.publishing.service.gov.uk/media/69c53ae523fcbcd838a6f774/sfbb-management-01-opening-closing-checks__1__1.pdf