

# Allergen Risk Assessment Template

For small UK food businesses. Adapt this template to your own premises, equipment, staff, processes and local authority requirements.

Business name	Site / area	Completed by	Review date

## How to use this template

- Walk around the premises and identify hazards that could cause injury, illness or a serious food safety issue.
- Record who could be harmed, what controls are already in place and what further action is needed.
- Keep the completed version with your health and safety / food safety records and review it regularly.
- This is a starting point only. Delete anything irrelevant and add hazards specific to your business.
- Include menu items, ingredient changes, supplier changes and cross-contamination points in your review.

Hazard	Who may be harmed / how	Existing controls	Risk after controls	Further action needed	Person responsible	Review / done date
Incorrect allergen information	Customers with food allergy/intolerance could become seriously ill if given wrong or incomplete allergen information.	Menu allergens recorded; staff know where to find allergen information; changes checked before service; manager confirms updates.	Medium	Review allergen matrix whenever recipe, supplier, product or menu changes.		
Cross-contamination during preparation	Customers could be exposed to allergens through shared boards, utensils, fryers, surfaces, hands or storage.	Separate utensils/boards where practical; cleaning between tasks; handwashing; allergen ingredients sealed and labelled; high-risk requests handled by trained staff.	Medium	Map high-risk cross-contact points and decide what the business can/cannot safely offer.		
Supplier or ingredient change	Allergen status could change if ingredients, labels or suppliers change.	Labels checked on delivery; ingredient changes escalated to manager; old and new stock separated where necessary.	Medium	Add supplier/ingredient change checklist and record review date.		
Front-of-house communication error	Server may give wrong advice or fail to pass allergy request clearly to kitchen.	Staff instructed not to guess; allergy requests flagged to kitchen/manager; clear communication process used.	Medium	Add short allergy request script for staff and train all new starters.		
Loose/open foods and toppings	Cross-contact could occur from shared scoops, open tubs, garnishes, sauces or display foods.	Scoops stored separately; containers covered; spillages cleaned; toppings labelled; staff use clean utensils.	Low / Medium	Review display/topping layout and add labels where missing.		
Takeaway/delivery orders	Allergy information or special request may be missed on online/phone orders.	Allergy notes checked before preparation; staff confirm with customer where needed; order marked clearly.	Medium	Create clear process for app/phone allergy orders and decide if certain allergy orders cannot be accepted safely.		
Staff training gap	New or casual staff may not understand allergen rules or the business process.	Basic allergen training provided; staff told not to guess; manager available for queries.	Medium	Track allergen training dates and refresh regularly.		

## Add your own site-specific hazards below

Hazard	Who may be harmed / how	Existing controls	Risk after controls	Further action needed	Person responsible	Review / done date


### Sign-off

Name	Role	Signature	Date

**Disclaimer:** This template is general guidance only. It is not legal advice and should be adapted to your own premises, equipment, processes, staff, risk level and local authority requirements. Review regularly and after any significant change, incident, near miss or inspection feedback.