**Commence CIC Allergen Policy**

**1. Introduction**  
Commence CIC is committed to ensuring the safety and well-being of all volunteers, service users, and staff by managing allergens effectively. This policy outlines our approach to identifying, managing, and communicating allergen-related risks.

**2. Common Allergens**  
In line with UK regulations, we recognise the 14 major allergens:

* Celery
* Cereals containing gluten (e.g., wheat, barley, rye)
* Crustaceans (e.g., prawns, crabs, lobsters)
* Eggs
* Fish
* Lupin
* Milk
* Molluscs (e.g., mussels, oysters)
* Mustard
* Peanuts
* Sesame seeds
* Soybeans
* Sulphur dioxide and sulphites (if above 10mg/kg or 10mg/L)
* Tree nuts (e.g., almonds, hazelnuts, walnuts)

**3. Allergen Management**  
Commence CIC will:

* Clearly label all food and drink provided during events and activities.
* Ensure all catering staff and volunteers are trained in allergen awareness.
* Avoid cross-contamination by following strict hygiene and storage procedures.
* Provide alternative options where possible for individuals with allergies.
* Encourage individuals to inform us of any allergies or dietary requirements in advance.

**4. Communication & Responsibility**

* Allergen information will be displayed clearly on menus and food packaging.
* Volunteers and staff will be made aware of the importance of allergen management.
* Service users are responsible for informing staff of any allergens that may pose a risk.

**5. Emergency Procedures**

* In the event of an allergic reaction, staff will follow emergency protocols, including administering first aid and contacting emergency services if necessary.
* Anaphylaxis emergency plans must be followed where applicable.

**6. Review & Monitoring**  
This policy will be reviewed annually to ensure compliance with the latest regulations and best practices. Feedback from staff, volunteers, and service users is encouraged.

*Approved by:* Maryam Seyad  
*Date:* 24/02/2025  
*Next Review Date:* 24/02/2026