



Module 2 Workbook: Management

This workbook aims to help you reflect on and improve your current allergen management processes and practices.

What are the 23 allergens and their products that you and your staff must be aware of?

What food allergies does your business encounter the most? If you're not sure, why not ask your staff.

Do you currently have a plan or process in place to appropriately store and handle allergens? If so, please briefly describe that plan or process here.

Who is responsible for allergens and food safety within your business?

What processes are in place for documenting and communicating allergens within your business?

Are you currently displaying notices reminding staff of the risk that allergens pose?

- Yes
- No

Are you currently displaying any notices advising customers of the allergen procedures in your business? For example, chalkboards that have the statement 'Please advise staff of any allergen requests' on them.

- Yes
- No



Are there any other ways that you could communicate allergen information to customers?

Does your menu specify the ingredients of each dish or allergens included in each dish? And could this be improved?

Do kitchen staff make recipe changes? If so, how do they communicate this to management and front-of-house staff?

What is your procedure for dealing with menu changes?

Could recipes and menus be revised to exclude allergens? If so, identify the changes that could be made. What effect would this have on your business practices?
