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# Allergens Compliance Toolkit

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HACCP Guide

# INTRODUCTION

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## Why allergen compliance matters?

Food allergies affect millions worldwide, and allergic reactions can be severe or even life-threatening. Ensuring accurate allergen information helps protect customers, builds trust, and reduces legal risk.

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Natasha's Law – what it is and why it exists (brief)

Named after Natasha Ednan-Laperouse, who tragically died after eating an unlabeled allergen, Natasha's Law requires businesses to provide full ingredient lists and highlight allergens on prepacked food sold directly to consumers.

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## Who this toolkit is for?

This toolkit is designed for caterers, restaurants, takeaways, and food manufacturers who prepare or sell food prepacked for direct sale (PPDS).

## Benefits of using this toolkit:

- Easy-to-follow visual aids and checklists
- Helps maintain compliance and avoid fines
- Improves staff knowledge and customer safety

# 14 Allergens

**1****Celery**

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.

**2****3****Crustaceans**

Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.

**Eggs**

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.

**5****Fish**

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.

**Lupin**

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.

**7****Milk**

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.

**8****9****Mustard**

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.

**Nuts**

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.

**Allergy-41****Peanuts**

Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.

**Sesame seeds**

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, humous, sesame oil and tahini. They are sometimes toasted and used in salads.

**11****Soya**

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.

**14****Sulphur dioxide (sometimes known as sulphites)**

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.

# Common Sources of Allergens

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## Hidden ingredients & alternative names

Many allergens appear under different names; for example:

Milk (casein, whey)

Eggs (albumen, ovalbumin)

Gluten (malt, dextrin)

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## Breakdown by food categories

Sauces (e.g., soy sauce contains wheat and soy)

Baked goods (contain gluten, eggs, milk)

Spices and seasonings (may include mustard or celery)

Pre-made or processed items (read labels carefully)



# Cross-Contamination Prevention Checklist

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## **Daily, weekly & long-term tasks**

Clean and sanitise all equipment after each use

Use separate storage for allergen-containing ingredients

Employ colour-coded utensils and chopping boards to prevent cross-contact

Staff to wash hands thoroughly between handling different foods

Regularly review cleaning schedules and staff adherence

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## **Storage & segregation methods**

Clearly label containers

Store allergens separately from allergen-free ingredients

Keep packaging sealed

# Natasha's Law Compliance Checklist

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## **Labelling requirements for PPDS food**

Full ingredients list on packaging, with allergens emphasised (bold, different font, or colour)

Accurate and legible labelling

Clear indication that food is prepacked for direct sale

Ensure all labels are up to date with any recipe changes

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## **Deadlines & ongoing review**

All PPDS food must comply by the statutory deadline

Set regular intervals to audit and update labels and processes

# Label Audit Worksheet

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## Why Audit Your Labels?

Incorrect allergen labelling can lead to serious health risks, legal penalties, and loss of customer trust. Regular audits help you spot gaps early and stay compliant with Natasha's Law.

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## Step-by-Step Label Review

Use this worksheet to review your current labels:

Compliance Requirement	Check (✓)	Notes/Actions Needed
Full ingredient list is present	<input type="checkbox"/>	
Allergens are <b>clearly highlighted</b> (bold, caps or contrasting colour)	<input type="checkbox"/>	
Labels are <b>legible</b> (font size, clear text)	<input type="checkbox"/>	
Labels match <b>current recipes &amp; suppliers</b>	<input type="checkbox"/>	
No missing information for PPDS (Prepacked for Direct Sale) items	<input type="checkbox"/>	
Label printing process is <b>controlled &amp; consistent</b>	<input type="checkbox"/>	
Date, batch codes & storage instructions are correct	<input type="checkbox"/>	

## **Corrective Actions:**

- Document any issues immediately.
  - Retrain staff if errors are found.
  - Reprint corrected labels before items are sold.
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## **Manager's Sign-Off**

Audit completed by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Next audit due: \_\_\_\_\_

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## **Struggling With Manual Label Audits?**

Manually updating labels is time-consuming and prone to mistakes. One wrong label can shut down your kitchen.

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## **How InstaLabel.co Helps**

Automated labelling: Prints fully compliant labels with allergens already highlighted.  
Real-time recipe syncing: Any ingredient change is instantly updated.

Error-proof system: Reduces human mistakes and saves hours of staff time.

Mobile & desktop ready: Update labels anywhere, even during service.

📌 Try it free at: [www.instalabel.co](http://www.instalabel.co)

→ Eliminate manual errors and stay audit-ready every single day.

## Fresh Basil

Expires: FRI. 05 Jul  
Printed: 01 Jul BR

## Mixed Vegetables

Expires: MON. 01 Jul  
Printed: 01 Jul NG PREP  
Contains: Celery (\*CELERY\*)

Ingredient Label

Prep Label

## Chicken Curry

Expires: TUE. 02 Jul  
Printed: 01 Jul BL COOKED  
Contains: Coconut milk (\*MILK\*),  
Curry powder (\*MUSTARD\*)

## Frozen Cod Fillet

Expires: TUE. 02 Jul  
Printed: 01 Jul DF PREP  
Contains: Cod fillet (\*FISH\*)

Cook Label

Defrost Label

# CHICKEN CAESAR SALAD

**Ingredients:** Chicken Breast, Romaine Lettuce, Caesar Dressing(**EGG, FISH**), Parmesan Cheese(**MILK**), Croutons(**WHEAT**)



Contains: **EGG, FISH, MILK, WHEAT**

Packed: 2024-06-01

Use By: 2024-06-03

Keep refrigerated below 5°C. Consume within 2 days of opening.

Prepared by: **InstaLabel Ltd**  
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Example: Chicken Caesar Salad (PPDS)

# Staff Training Template

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## Training Session Outline (Allergen Awareness)

Objective: Ensure every team member can identify allergens, communicate clearly with customers, and handle food safely.

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### Topics to Cover:

- What are food allergens?
  - Why they matter (health risks, Natasha's Law).
  - The 14 main allergens – review using the visual card.
  - Cross-contamination risks and how to prevent them.
  - Allergen labelling and PPDS rules (Natasha's Law).
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### Communicating with customers:

- Asking the right questions
  - Never guessing ingredients
  - How to escalate if unsure
- Emergency response – what to do if a customer has an allergic reaction.

## **Editable Training Checklist**

(Tick off once each staff member demonstrates knowledge)

Key Training Points Trained? (✓)

- Can name the 14 allergens
  - Understands cross-contamination risks
  - Knows how to read and follow allergen labels
  - Can update labels when recipes change
  - Knows how to communicate allergen information to customers
  - Understands what to do in an emergency
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### Staff Sign-Off Section

(Each staff member signs once they have received and understood the training)

Name \_\_\_\_\_ Role \_\_\_\_\_ Date \_\_\_\_\_ Trainer's Signature \_\_\_\_\_

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### **Manager's Review**

(Completed by the manager after training)

Next refresher training date: \_\_\_\_\_

Training materials stored:  Yes  No

Staff understanding verified:  Yes  No

👉 Best practice: Keep this completed template on file for at least 12 months. Repeat allergen training annually or when there are recipe or staff changes.

# HACCP Integration

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## **Why Allergens Must Be in Your HACCP Plan**

Allergens are a major food safety hazard. Your HACCP (Hazard Analysis and Critical Control Points) plan must identify where allergens could contaminate food and set control measures to prevent this.

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## **Allergen Control Points**

Key stages to include in your HACCP plan:

### **Ingredient receipt:**

Verify suppliers provide complete allergen information.

Check for cross-contamination warnings.

### **Storage:**

Segregate allergen-containing ingredients.

Use clearly labelled containers.

### **Preparation:**

Use separate equipment (colour-coded boards, knives, utensils).

Clean surfaces thoroughly between tasks.

### **Cooking & assembly:**

Avoid splashes and spills from allergen-containing foods.

Assign trained staff to handle high-risk tasks.

### **Labelling & service:**

Ensure allergen information is accurate and up to date on all labels and menus.

Double-check before food leaves the kitchen.

## **Critical Control Points (CCPs):**

Ingredient verification

Segregated storage

Accurate allergen labelling

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## **Verification & Records**

Keep supplier allergen declarations on file.  
Maintain cleaning logs and label audit records  
(see Page 7).  
Review HACCP plan annually or after any  
recipe/supplier change.

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## **InstaLabel.co – Makes HACCP Compliance Easier**

Your HACCP plan is only as strong as your  
records. InstaLabel.co helps by:

Generating fully compliant labels with  
allergens highlighted.

Updating labels instantly when recipes  
change.

👉 Try it now: [www.instalabel.co](http://www.instalabel.co) – perfect for  
keeping HACCP paperwork simple and  
inspection-ready.

# Resources & Call to Action

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## **Stay Updated with Allergen Information**

Allergen regulations, ingredient lists, and food safety guidelines change regularly. Use these trusted sources to stay informed:

Food Standards Agency (FSA):

[www.food.gov.uk/allergens](http://www.food.gov.uk/allergens)

Allergy UK: [www.allergyuk.org](http://www.allergyuk.org) – resources, posters, training

Food Allergy Research & Education (FARE):

[www.foodallergy.org](http://www.foodallergy.org)

Subscribe to your local environmental health newsletters for regulation updates

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## **Keep Your Team Trained**

Schedule annual allergen refresher training

Use the included Staff Training Template to track staff sign-offs

Conduct mock label audits quarterly

## **Automate Your Labels & Save Time**

Managing labels manually is time-consuming  
and prone to mistakes.

Our InstaLabel system helps you:  
Automatically print fully compliant labels with  
highlighted allergens

Sync with your ingredient database (no re-  
typing)

Avoid costly compliance errors

✉ Book a free demo:

[www.instalabel.com/bookdemo](http://www.instalabel.com/bookdemo)

