

# Food Allergy Risk Assessment Checklist

## 1. Individual Information

Name:

Known Allergies:

## 2. Pre-Assessment

- ☐ Has the individual or guardian been informed about allergy risks?
- ☐ Have all known allergies been clearly communicated to relevant staff?
- ☐ Has a medical action plan been provided?

## 3. Food Preparation

- ☐ Are ingredient lists checked for allergens?
- ☐ Are there separate utensils and surfaces for allergen-free food?
- ☐ Is cross-contamination being prevented?
- ☐ Is staff aware of all ingredient substitutions?

## 4. Serving and Consumption

- ☐ Are allergy-safe meals labeled and served properly?
- ☐ Is there supervision during meal times for those with allergies?
- ☐ Is there an emergency response protocol in place?

## 5. Emergency Preparedness

- ☐ Are emergency medications available and accessible?
- ☐ Are staff trained to recognize and manage allergic reactions?
- ☐ Is emergency contact information up to date?

## Notes

Additional Comments: