SITE survey. APP

SITE SURVEY REPORT

Allergen Matrix and Review

Prepared for	Bishop's Yard Cafe Ltd
Date	28 Sep 2026
Site	Bishop's Yard Cafe, Wells
Prepared by	R. Pennington

FORM

Allergen Matrix and Review

1. Record details and scope

Project	Bishop's Yard Cafe, Wells: autumn menu allergen review (completed example)
Site or premises address	Bishop's Yard Cafe, Market Place, Wells
Client or organisation	Bishop's Yard Cafe Ltd
Record date	28 Sep 2026
Person completing the record	R. Pennington, head cook, Bishop's Yard Cafe

This records the evidence behind allergen information. It must be checked by the business against current ingredients, recipes and preparation. Do not describe a dish as allergen-free from a tick-box result.

The 14 allergens that must be declared are listed in Annex II of Regulation (EU) No 1169/2011 on food information to consumers, as retained in UK law. The Food Information Regulations 2014 apply these rules in England, including allergen information for food that is not prepacked. Food prepacked for direct sale (PPDS) must carry a full ingredients label with allergens emphasised under the Food Information (Amendment) (England) Regulations 2019 (Natasha's Law), in force since 1 October 2021. Wales, Scotland and Northern Ireland have their own equivalent regulations. Written information supported by a conversation is recommended for food that is not prepacked; a matrix alone is not a complete labelling or food safety system.

2. Menu and evidence

Menu or product range and version	Autumn lunch menu, version 3
Information effective from	1 Oct 2026
Supplier specifications and ingredient-label references	Fishcake and tartare sauce specs from Mendip Fine Foods (rev 2026-08). Pesto and balsamic glaze labels photographed 2026-09-26. Walnut loaf spec from Cathedral Bakehouse dated 2024. Bread roll spec from Cathedral Bakehouse rev 2026-07.
Person checking allergen information	R. Pennington, checked by the owner, L. Fry

3. Dishes

Dish or product 1: Smoked haddock fishcakes with tartare sauce

Dish or product name	Smoked haddock fishcakes with tartare sauce
Recipe and version reference	Recipe card M-04 v2

Ingredients and supplier evidence	Smoked haddock, potato, butter, milk, wheat flour, egg wash, wheat breadcrumbs. Tartare sauce bought in: mayonnaise (egg, mustard), capers, gherkins. Spec rev 2026-08.
Allergen groups present as ingredients	Cereals containing gluten, Eggs, Fish, Milk, Mustard
Specify the cereal or nut type and any relevant ingredient details	Wheat in flour and breadcrumbs. Mustard in the mayonnaise base of the tartare sauce.
All ingredients checked against current evidence?	Yes
Cross-contact risks and controls	Fried in a separate fryer from chips. Breadcrumbing done on the fish board only.

Dish or product 2: Roasted vegetable and halloumi salad with pesto

Dish or product name	Roasted vegetable and halloumi salad with pesto
Recipe and version reference	Recipe card M-07 v3
Ingredients and supplier evidence	Halloumi, peppers, courgette, red onion, mixed leaves, house pesto (basil, olive oil, pine kernels, hard cheese, garlic), balsamic glaze (label states sulphites).
Allergen groups present as ingredients	Milk, Sulphur dioxide and sulphites
Specify the cereal or nut type and any relevant ingredient details	Milk in halloumi and hard cheese. Sulphites declared on the balsamic glaze label. Pine kernels are recorded for customer questions; they are not one of the 14 regulated allergens.
All ingredients checked against current evidence?	Yes
Cross-contact risks and controls	Walnuts used on the same prep bench for the cake. Pesto made first thing before any nut work, bench cleaned between.

Ingredient label photos



Dish or product 3: Walnut and banana loaf

Dish or product name	Walnut and banana loaf
Recipe and version reference	Bought in, Cathedral Bakehouse product list
Ingredients and supplier evidence	Wheat flour, banana, sugar, butter, egg, walnuts, raising agent. Taken from the 2024 spec sheet.
Allergen groups present as ingredients	Cereals containing gluten, Eggs, Milk, Tree nuts
Specify the cereal or nut type and any relevant ingredient details	Wheat. Tree nut is walnut.
All ingredients checked against current evidence?	No
Cross-contact risks and controls	Sliced on the cake board with its own knife. Kept in a lidded container away from other cakes.
Missing evidence or unresolved information	Spec sheet is from 2024. Bakery asked for the current version; until then the loaf is shown with a note to ask staff.

Dish or product 4: Celeriac and apple soup with malted grain roll

Dish or product name	Celeriac and apple soup with malted grain roll
Recipe and version reference	Recipe card M-02 v1
Ingredients and supplier evidence	Celeriac, apple, onion, butter, single cream, vegetable stock (contains celery). Roll: wheat flour, malted barley flakes, seeds.
Allergen groups present as ingredients	Celery, Cereals containing gluten, Milk
Specify the cereal or nut type and any relevant ingredient details	Celeriac and celery in the stock. Wheat and barley in the roll. Bakery label says the roll may contain sesame.
All ingredients checked against current evidence?	Yes
Cross-contact risks and controls	Roll carries a precautionary sesame statement from the bakery. Staff tell customers who ask about sesame.
Dishes recorded	4
Dishes not fully checked	1

4. Communication and changes

Where staff and customers can obtain the information	Allergen folder at the till and a sign on each table asking customers to speak to staff. The folder is the written information; staff confirm by conversation.

Recipe, supplier or preparation changes and review action	New soup and salad added for autumn. Tartare sauce supplier changed in August; spec reviewed and matrix updated.
Staff briefing and handling of allergy enquiries	All front of house staff briefed on 2026-09-30. Any allergy question goes to the cook on shift, who checks the folder and the label.
Separate labelling requirements checked for the food and sales channel	Takeaway cakes are packed on site at the customer's request, not prepacked for direct sale. Owner checked that no PPDS labelling is needed for current sales channels.

5. Actions and review

Are further actions required?	Yes

Further action 1: Get the current walnut and banana loaf spec from Cathedral Bakehouse and recheck the entry

Action and evidence reference	Get the current walnut and banana loaf spec from Cathedral Bakehouse and recheck the entry
Person responsible	L. Fry
Target date	3 Oct 2026
Action status	In progress

Further action 2: Brief weekend staff on the autumn menu changes

Action and evidence reference	Brief weekend staff on the autumn menu changes
Person responsible	R. Pennington
Target date	4 Oct 2026
Action status	Completed
Completion evidence	Briefed 4 October, sign sheet in the allergen folder.
Outstanding limitations and information to pass on	Walnut loaf entry relies on a 2024 spec until the current one arrives. No dish is described as free from any allergen.
Record status	Further work needed
Reviewed by	R. Pennington, checked by the owner, L. Fry
Review date	30 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.