Free Template

Allergen Risk Assessment Template

Scoring matrix, process step worksheet and control register

Assess each allergen at each process step, score likelihood of cross contact and severity, and record the control. Review whenever products, ingredients, suppliers, equipment or cleaning methods change, after an allergen complaint, and at an interval you define in your own procedure.

Demo template. Scale and banding are illustrative method content. Precautionary labelling decisions belong in your own assessment.

Document Control

Field	Entry
Site	
Prepared by (role)	
Version	
Date	
Review date	

1. Allergens on Site

UK: the 14 allergens in retained Regulation 1169/2011, Annex II. US: the nine major food allergens identified by law, including sesame from 1 January 2023 (FDA).

Allergen	Present on site? (Y/N)	Where (ingredient, line, store)	Form (powder, liquid, particulate)	Supplier risk notes

Demo template is for illustrative purposes. Not intended for legal advice. Adapt to your site.

2. Scoring Matrix

Illustrative 1 to 5 scale. Adapt to your site method. Declared ingredients (for example milk in every recipe) are not scored: record n/a and "Not scored: declared ingredient".

Score	Likelihood of cross contact	Severity
1	Very unlikely: allergen not on site or fully segregated	Low
2	Unlikely: separate line and validated clean	Moderate
3	Possible: shared equipment with validated cleaning	Significant
4	Likely: shared equipment, airborne or particulate allergen	High
5	Almost certain: no effective barrier	Severe

3. Process Step Worksheet

Allergen	Process step	Hazard	Likelihood	Severity	Score	Control

4. Control Register

Control (segregation, scheduling, cleaning, labelling)	Applies to	Verification	Owner (role)

5. Changes and Review Triggers

IFS Food Version 8 clause 4.19.1 sets no review interval, so set one in your own procedure.

Date	Change (product, ingredient, supplier, equipment, cleaning, complaint)	Assessment reviewed? (Y/N)	Reviewed by (role)

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Sign Off

Role	Signature	Date
Technical or Quality lead		
Site manager		

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