

Caps Cases Ltd	Title: Nut and Allergens Policy	Rev: 03
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This policy is applicable to the Newmarket site of Caps Cases Ltd. The below allergens could trigger life threatening reactions in sensitive individuals:

- Cereals containing gluten (wheat, barley, rye & oats)
- Crustaceans (lobsters and crabs)
- Fish
- Eggs
- Peanuts
- Soya
- Milk
- Molluscs (mussels, oysters and squid)
- Nuts
- Lupin
- Sulphur dioxide and sulphites at levels above 10mg/kg.
- Celery (stem and root celery)
- Mustard
- Sesame seeds

At Caps Cases we do not generally handle these products, apart from cereals which is present in some of the starch used in the manufacture of our corrugated fibreboard. In order to minimise the risks of allergens contaminating our products we do not allow any foodstuffs into production/storage areas, and our operators are required to wash their hands before returning to work after breaks.

Nut and Nut Derivatives

Some of our customers operate a nut free environment and given that small amounts of nut allergens can cause a severe allergic reaction we must ensure we minimise the possibility of nut allergens contaminating our packaging – we have therefore developed specific controls in relation to nuts and nut derivatives.

Caps Cases Newmarket is a nut-free site, and we take all practical steps to ensure our production area remains nut free.

The following control measures are to be maintained:

- A nut risk assessment has been conducted and all records will be maintained to ensure no products containing nuts or nut derivatives are knowingly used in our production or storage areas
- All members of staff are to be made aware that they are not permitted to bring foodstuffs containing nuts on site. Written induction procedures, and refresher training documents communicate this requirement to all staff.
- Notices are displayed all around the site to remind staff that they are not permitted to bring nuts or nut-based products on site. Spot checks are carried out by management to ensure compliance.
- Visitors are required to answer a questionnaire which asks if they are bringing nuts or nut based products onto site. Should nuts be required on site, for example when we handle nut products in order to design the packaging strict segregation is to be observed whereby the nut products are placed into the 'nut segregation room' directly next to reception, and the design team come down to this room to carry out the necessary design work, sanitising hands as they exit the room.
- No change to our nut status can occur without prior agreement from the Directors of Caps Cases, and all customers would be notified in advance of any change.

Signed



Dated – 09/08/18