

Food Safety Procedures for small Cake Makers

Name of Business:

Address:



This checklist system is your way of complying with the legal requirement to have written food safety procedures. You will need to amend it so it fully reflects how you run your business. Tick all the statements that apply to you. Delete/cross out those that don't. Write down any extra information you feel is appropriate. (Please don't send the original of this document back to us. Keep it for your own use.)

Buying ingredients	Please tick	Additional information
<p>I buy my ingredients from reputable local shops/supermarkets/the internet/cash and carry. I buy my eggs fresh from a local supplier. I always check that the wrapping isn't damaged and that it is within its date code. I transport the food home carefully to avoid damage.</p>		
<p>Storage of Foods</p> <p>I keep my ingredients in dry cupboards free from pests. Any high risk ingredients are kept in the fridge and used with in their "Use by" date All ingredients are kept covered as much as possible. Food and food equipment is not stored on the floor. Allergenic ingredients or allergen free ingredients are stored separately in lidded containers.</p>		
<p>Mixing and Cooking my Cakes</p> <p>I check my ingredients for any foreign objects, as far as I can, as I weigh, sieve and add them to the bowl. I whisk eggs carefully to avoid splashing but if it does I clean it up as I go. I always check that my cakes are cooked thoroughly all the way through.</p>		
<p>Allergens</p> <p>We identify what allergens are in the foods we prepare, cook and sell. We advise customers to ask about allergens by displaying a notice at point of sale or on website. All foods which require labelling have allergen identification displayed. We ensure any foods/ingredients being sold as 'allergen' free are handled in such a way so as to prevent contamination with allergens. (i.e. separate areas, storage, equipment, staff, hand washing) We have undertaken food allergy and intolerance training</p>		

Storage		
<p>When cool, I put my cakes in to lidded containers. When cool, I wrap them in cling wrap or greaseproof paper as appropriate. When cool, I put my cakes in to bags ready for sale and seal them. Any cakes with a cream or other high risk filling or topping are put into the fridge. I check the temperature of my fridge is below 8°C. When I take produce to markets to sell, I always make sure they are protected from contamination and kept below 8°C if required (i.e. cream cakes)</p>		
Safe Personal Hygiene		
<p>I always wash my hands thoroughly before handling food and after handling eggs. I always have a good supply of hot water, soap, and clean towels for hand washing I wear clean overalls/aprons when cooking food and tie my hair back (If appropriate). I handle the food as little as possible.</p>		
Safe cleaning and maintenance		
<p>I make sure all preparation surfaces are clean and disinfected before I use them. I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended) All equipment is thoroughly cleaned and is checked to make sure it is safe to use. I keep my cleaning equipment clean and away from food. I keep cleaning chemicals out of harms way so it won't contaminate food. I keep food preparation surfaces clear of unnecessary clutter. I keep our kitchen, cupboards and work tops in good repair.</p>		
Safe Pest Control		
<p>I check my premises for any signs of pests like rats or mice. I keep food protected from any flies that may get in. I keep pets out of the kitchen. If we ever find any problems I would call a contractor to deal with them</p>		
Records		
<p>We carry out opening and closing checks below We record our fridge temperature checks in our diary.</p>		

<p>We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in our diary</p> <p>We keep a record of what allergens are in the foods sold.</p> <p>Those handling foods are trained to Level 2 in food hygiene and a copies of certificates kept</p>		
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Signed

Date

Opening Checks:

- Fridges, chilled display equipment and freezers are working properly.
- Other equipment (e.g. oven) is working properly.
- Staff are fit for work and wearing clean work clothes.
- Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).
- All areas are free from evidence of pest activity.
- There are plenty of handwashing and cleaning materials (soap, paper towels, sanitiser, etc.).
- Hot running water is available at all sinks and hand wash basins.
- Probe thermometer is working and probe wipes/disinfection method are available.
- Allergen information is accurate for all items on sale.

Closing Checks:

- All food is covered, labelled and put in the fridge/freezer (where appropriate).
- Food on its Use By date has been thrown away.
- Dirty cleaning equipment has been cleaned or thrown away.
- Waste has been removed and new bags put into the bins.
- Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).
- All washing up has been finished.
- Floors are swept and clean.

(cross out or delete any that do not apply)