

## Food Safety Procedures for small Cake Makers

Name of Business:

Address:



If you decide to adopt this checklist system it is your way of complying with the legal requirement to have written food safety procedures. 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 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><b>Storage of Foods</b></p> <p>I keep my ingredients in dry cupboards free from pests.                      Any temperature sensitive 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.</p>		
<p><b>Mixing and Cooking my Cakes</b></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><b>Storage</b></p> <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 them to markets to sell them I always make sure they are protected against any contamination</p>		

<p><b>Safe Personal Hygiene</b></p> <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>		
<p><b>Safe cleaning and maintenance</b></p> <p>I make sure all preparation surfaces are clean and disinfected before I use them.  The make of antibacterial spray I use is.....  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>		
<p><b>Safe Pest Control</b></p> <p>I check my premises for any signs of pests like rats, mice or insects.  I keep food protected from any flies that may get in.  I keep pets out of the kitchen.</p> <p>If we ever find any problems I would call a contractor to deal with them</p>		

Signed .....

Date .....