

Food Safety Management System

for cake makers and general home catering



Name of business

Address from which business ordinarily operates

Postcode:

Name of business owner/ food business operator

Signature of business owner/ food business operator

Date this pack was first completed

Review date

(This document should be reviewed every year and amended, when necessary, particularly if you start making a new product or use new methods of preparation)

How to complete

All food businesses are required by law to have a documented food safety management system in place to show how they are producing safe food. This document can be used to meet this requirement for small scale caterers. You should examine each safety point in turn and complete the right-hand column of the table to indicate how you, as the food business operator, will ensure that the food you produce is safe. Ensure that you consider any additional hazards specific to your business, for example if you also make jam etc.

Monitoring

Some aspects of your food activities will require monitoring, for example ensuring your fridges are running at a temperature below 8°C. Where you need to record data, a simple diary will suffice.

Traceability

Where you sell products to other businesses you must be able to trace them. You should consider what labelling and record keeping is required.

Safety Point – Cross Contamination

Why it is critical to food safety	What I do to meet this safety point:
Food handlers should wash their hands thoroughly using hot water and soap before commencing work, and after handling potentially contaminated foods such as raw eggs or raw meats/vegetables/ fruits/ salads. Bacteria and dirt can spread from the hands of food handlers to the product they are making.	
Clean aprons or clean clothing should be changed into prior to starting work. Dirty overalls or clothing can contaminate food with anything from bacteria to pet hairs.	
Hair should be tied back, and excessive jewellery should be removed prior to commencing work. Loose hair can contaminate food, and jewellery can trap dirt and bacteria and could also fall into the food.	
Food handlers who are ill or have been unwell within the last 48 hours should not handle foods. This includes diarrhoea and vomiting illnesses, and colds/ flu. Some illnesses are contagious and can be passed on to customers through food handling. You should make sure that anyone who handles food has been symptom free for 48 hours before resuming work (You should also have a back-up plan so you know what you will do about any orders that are due whilst you are unwell).	
Where finished products are stored in the fridge, raw meats should either be stored elsewhere or on the bottom shelves of the fridge to prevent cross contamination. Cross contamination can easily occur during storage. Finished products and ingredients should be covered whilst in storage and during transit. Finished products should be boxed or wrapped in fresh, clean, non-toxic, food grade packaging.	

Fresh raw salad/fruit/vegetables must be washed thoroughly before use (particularly where they are to be eaten raw.) These foods are grown outside, often in the ground and could have soil/fertilizers on them. Both can contain bacteria sufficient to cause illness.

Safety Point - Cleaning

Why it is critical to food safety	What I do to meet this safety point:
Domestic pets should be removed from the food preparation area before commencing work. Animals can carry potentially dangerous bacteria which could contaminate work surfaces. Their hair/ fur can also be a source of contamination. Any surfaces and equipment that a pet may have been in contact with must be thoroughly cleaned and sanitised prior to use.	
Domestic kitchen equipment and surfaces must be thoroughly cleaned and sanitised prior to use. Bacteria from raw meats or unwashed vegetables can contaminate work surfaces, fridges and equipment, which can then be spread onto the food (e.g. cakes) being prepared. Complete a 2-stage clean. - stage 1 -wash the surface with hot soapy water, - Stage 2 - spray the surface with a compliant disinfectant or sanitiser (BS EN: 1276 or 13697), leave for the stated contact time then wipe off.	
Specify the type of cleaning chemicals used. Reusable cloths should be changed regularly and washed at a hot temperature (boil washed). Alternatively single use, disposable cloths may be used. Bacteria can easily survive and spread from cleaning cloths onto food or work surfaces.	

Check your working area for anything (particularly very small items) that could drop into your products. Food could become physically contaminated, posing a risk to customers.	
Fridge shelves must be cleaned regularly because they can become contaminated with bacteria. This can easily pass onto hands and other products stored in the fridge.	
The kitchen must be generally clean and tidy, with no evidence of pests such as rodents or insects. Pests can contaminate foods and ingredients. Attention should be paid to cupboards where dry goods such as flour are stored, as these foods may attract pests.	

Safety Point – Cooking and Temperature Control

Why it is critical to food safety	What I do to meet this safety point:
Specify the different types of food that you make.	
Catering premises should be using good quality, fresh, Grade A eggs. Lion marked/ laid in Britain eggs are from flocks that have been vaccinated against Salmonella and are recommended. Ungraded eggs can be from flocks at risk of avian diseases and Salmonella which can contaminate eggs and the foods produced with them.	

Raw egg products, such as some chocolate mousses and cheesecakes should be avoided (unless you can demonstrate how you are making them safely). Products made with uncooked or lightly cooked eggs can carry Salmonella bacteria which can cause food poisoning unless made with Lion Marked or Laid in Britain or equivalent assured branded eggs.	
Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge (You should have some method of being able to monitor the temperature of your fridges to ensure they are 8°C or colder).	
Bacteria can survive and grow in foods of this type if they are not properly refrigerated. This then has the potential to cause food poisoning. Indicate here how often you will check your fridge temperature. Will you write the temperatures down?	
If you are working on a market stall and have high risk products that require refrigeration (such as fresh cream cakes or cheesecakes) you must have suitable refrigeration available to store them. This could include cool boxes with ice packs or portable refrigerators. How will you check that the temperature is ok?	

High risk foods can be kept unrefrigerated for a single period of 4 hours during service. If you are relying on this exemption, you must be able to demonstrate what time the food was first put out.	
If you are working on a market stall and supply open foods, such as slices of cake that are not pre-wrapped, you must take along handwashing facilities and cleaning materials (as necessary). Facilities for hand washing will enable personal hygiene to be maintained. Antibacterial hand gels alone are not sufficient. Portable hand wash units are readily available, or flasks of hot water, soap and a washing up bowl may suffice depending on how much food handling you are doing.	
Allergenic products should be used in specific batches, and care should be taken to avoid contaminating other foods. Some people have severe allergic reactions to allergens and cross contamination must be avoided.	
Where foods are prepared in large quantities and then stored, you should have some method of being able to identify their shelf life. This includes foods placed in the freezer. Usual methods would include using date labels.	
Stock rotation will ensure that foods beyond their use by date are not consumed. Follow the FIFO rule - first in first out.	

Daily records – Opening and Closing checks

Complete these checks EVERY DAY THAT YOU produce food for your business

Opening checks – complete the following checks BEFORE you make any food	
your fridge temperatures before you start baking	
your oven is working properly	
any staff are fit for work and wearing clean work clothes / overclothing	
food preparation areas and equipment and utensils are clean & disinfected	
all areas are free from evidence of pest activity	
you have sufficient handwash and cleaning materials	
hot running water is available at all sinks and wash hand basins	
allergen information is accurate for all items on sale	
confirm cleaning had been carried out effectively	
Closing checks – complete the following checks at the END of each day	
all food is covered, labelled and put in the fridge / freezer (where appropriate)	
food on its use by date has been thrown away	
dirty equipment / utensils have been cleaned	
waste has been removed and new bags put into the bin	
food preparation areas, equipment and utensils have been cleaned and disinfected	
all washing up has been complete	
cleaning has been completed including floors	

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