

# FOOD SAFETY PACK FOR HOME BAKERS



**Food Business Name:**

**Food Business Address:**

**Food Business Operator /  
Business Owner Name:**

**Pack Completion Date:**

**Review Dates:**

*This document should be reviewed each year (or earlier if you start a new product or try new methods of preparation) and amended where necessary.*


*This is a generic pack produced for home bakers; it may therefore not cover all the activities you undertake. If this is the case you should alter the pack accordingly and add any extra safety points which are required for your business.*

## GENERAL INFORMATION / CONSIDERATIONS

### FOOD SAFETY LAW IN DOMESTIC SETTINGS

The laws on food safety apply in the same way to a business run from home as they do to all other commercial premises. You will be regularly inspected by officers from the Council's environmental health team. The laws on labelling and allergen also apply to food businesses operating from domestic settings.

### FOOD REGISTRATION & BUSINESS CHANGES

It is a legal requirement to register any premises (including a domestic setting), used to operate a food business, where food is provided on a regular basis (regardless of whether you are making money or not). There is no fee involved with registration a food business. The food registration form can be completed online via this link: [www.conwy.gov.uk/food-registration](http://www.conwy.gov.uk/food-registration). You must register at least 28 days prior to commencing.

Existing food businesses, which are already registered with the Local Authority, also have a responsibility to inform us of any significant changes to the business, activities or if the business ceases trading, within 28 days of this change. You can inform us of any changes by emailing: [foodsafety-healthandsafety@conwy.gov.uk](mailto:foodsafety-healthandsafety@conwy.gov.uk)

### FOOD SAFETY MANAGEMENT SYSTEM

All food businesses are required by law to have a documented food safety management system in place, to demonstrate how they are producing safe food. The documented food safety management system is an important part of all food business operations and contributes towards the scoring for the food hygiene rating scheme. If you do not have a documented food safety management system in place, this may adversely affect your Food Hygiene Rating. This pack can be used to meet this requirement for small scale home bakers.

If you are catering and handling more high-risk foods or on a larger scale, then this pack may not be suitable, or it will need to be amended. Alternatively, the Safer Food Better Business pack issued by the Food Standard Agency may be suitable, and can be downloaded here: [www.food.gov.uk/sfbb](http://www.food.gov.uk/sfbb)

The safety points begin on page 4. Look at each safety point in turn and complete the right-hand column to explain how you, as the business operator, ensure the food you produce is safe. You should also examine the flow chart to see if you follow the same steps and amend if necessary to fit how you work.

### MONITORING, TRACEABILITY & RECORDS

A few documented records will need to be kept on the days you bake, to record that certain checks and activities have been undertaken. Some aspects of your food preparation will require monitoring checks, for example, ensuring your fridges are running at a temperature below 8°C. This information can be recorded in a simple daily diary or on the production day check list which you can find in annex I, (you can photocopy the blank copy and use one on each day of production.)

You must keep records of the food products you have bought, who you bought them from, the quantity and the date (e.g. invoices/receipts). Additionally, if you supply products to other businesses you must be able to trace them, so keep a record of who, when and what you supplied to them. This traceability information is necessary, should you need to withdraw/recall a product sold to another business.

## FOOD HYGIENE RATING SCHEME

All establishments rated under the Food Hygiene Rating Scheme will be provided with a rating sticker (from Five - Very Good to Zero - Urgent Improvement Necessary), which must be displayed in a conspicuous place where it is capable of being easily read by customers before they enter the establishment when it is open for business. For home caterers, this may be at the location where the customer interaction takes place (e.g. hallway, entrance, porch, back door, if this is where customers normally enter/collect when the premises is open for business).

Food Hygiene ratings are also published on the Food Standards Agency's website: [ratings.food.gov.uk](https://ratings.food.gov.uk)

## OTHER MISCELLANEOUS ITEMS / INFORMATION

**Planning Permission:** Depending on the type and amount of food you prepare you may need planning permission to run a business from home, For further advice you should contact the council's planning department ([cynllunioplanning@conwy.gov.uk](mailto:cynllunioplanning@conwy.gov.uk) / 01492 575247).

**Business Rates:** You may have to pay increased rates if you use part of your property for a business. Contact the Council's Business Rates department for further information ([nndr.enquiries@conwy.gov.uk](mailto:nndr.enquiries@conwy.gov.uk) / 01492576609).

**Insurance:** Depending on the type and amount of food you prepare you might need to inform your home insurance provider, to ensure you are covered for business use. You should consult your solicitor or insurance company for further information. You also need to consider Public Liability insurance in case there is an issue with one of the products you supply.

**Mortgage:** If you have a mortgage on your property you should contact your lender and talk to them about your intentions.

**Trade Waste:** If you generate large amounts of waste you may have to consider getting a trade waste contract with a licensed trade waste carrier.

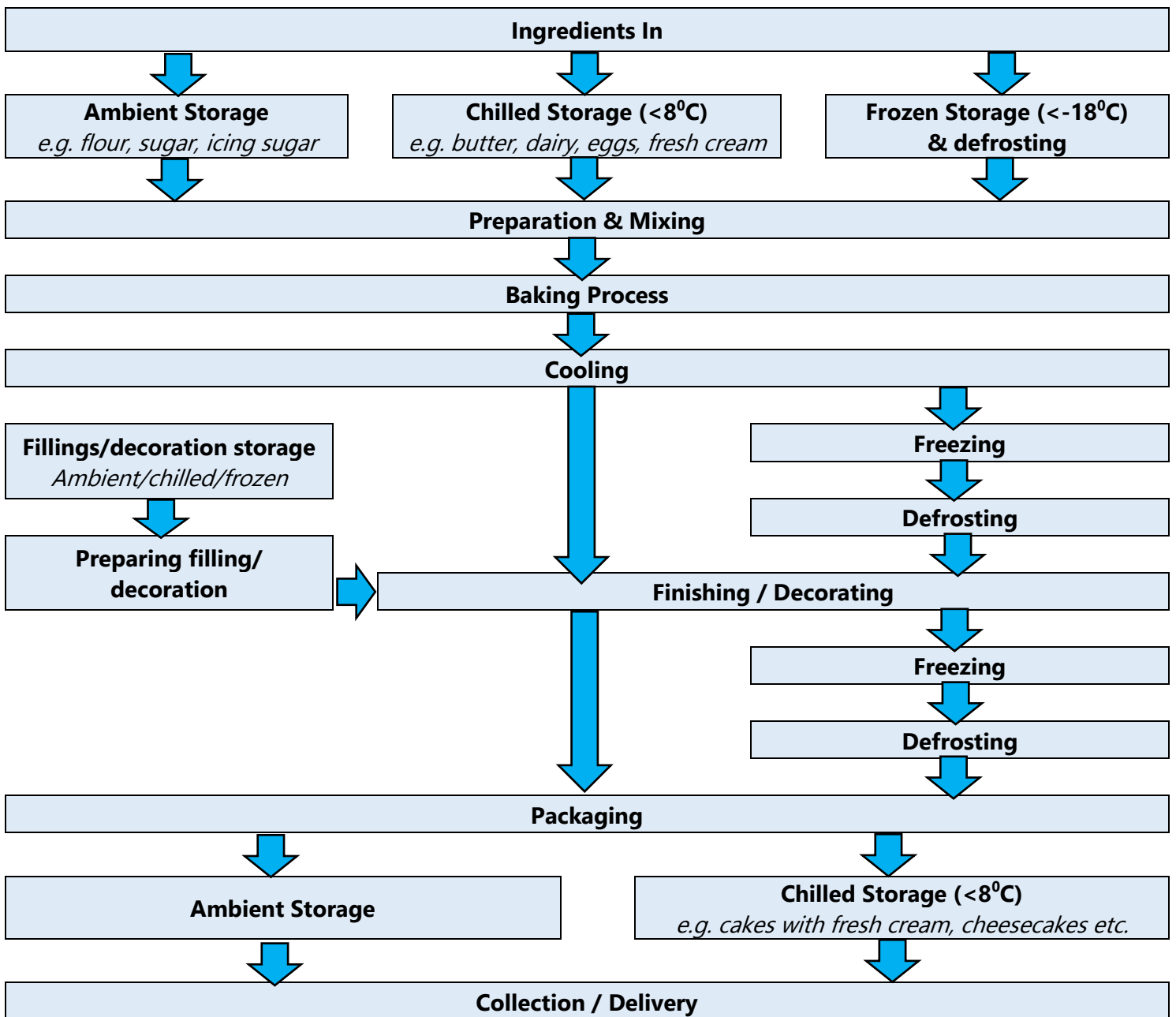
**Additional Food Safety Advice:** The food safety team can be contacted via email [foodsafety-healthandsafety@conwy.gov.uk](mailto:foodsafety-healthandsafety@conwy.gov.uk) for further advice or information.

**Food Standards Agency (FSA):** The FSA has further food business advice available on their website here: [www.food.gov.uk](https://www.food.gov.uk).

# 1 – BUSINESS OVERVIEW

List of products produced:

**Production flow diagram** - In order to help you identify any hazards in your business, you should consider every stage of your production. Think about the risks at each stage and the control measures to reduce the contamination risk to food:



## 2 – PERSONAL HYGIENE & FITNESS TO WORK

It is easy for you to spread bacteria and viruses to food without realising. These bacteria are invisible and could make customers ill. Your personal hygiene is important.

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Food handlers should always wash their hands thoroughly before handling/preparing food and after handling potentially contaminated foods such as raw egg or raw vegetables/fruits/salads.	Handwashing is one of the best ways to prevent harmful bacteria, viruses and dirt from spreading onto food and contact points. Hands must be washed using hot water and soap.	Are food handlers trained to wash their hands before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Food handlers using disposable gloves must ensure they are never used as an alternative to effective hand washing.	Where disposable gloves are used, ensure you: wash your hands thoroughly before putting them on and after taking them off, always change regularly (especially between handling raw & ready to eat food), throw away after use and when damaged.	Do food handlers use disposable gloves? Yes <input type="checkbox"/> No <input type="checkbox"/>
All food handlers should wear clean clothes when working with food.	Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps to prevent this. Light coloured clothing shows dirt clearly.	Do food handlers wear clean clothes when preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
All food handlers should wear clean aprons when handling/preparing open food.	Aprons help to stop dirt and bacteria from getting onto work clothes and they can be removed easily for washing or thrown away if disposable.	Type of apron used:
Food handlers should keep hair tied back and/or wear a hat when preparing food.	If hair is not tied back or covered, it is more likely to fall into food and staff are more likely to touch their hair.	Do food handlers keep hair tied? Yes <input type="checkbox"/> No <input type="checkbox"/>  Do food handlers wear hats/hairnets when preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Food handlers should remove jewellery (except a plain wedding band) & watches prior to commencing food preparation	Watches and jewellery can collect and spread dirt and harmful bacteria and fall into the food.	Do food handlers remove watches & jewellery before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Food handlers should not smoke, drink, eat or chew gum while handling food, & should also avoid touching their face/nose, or cough/sneeze over or near food, and wash hands if they do.	All of these lead to staff touching their face or mouth. Harmful bacteria can be spread from someone's face or mouth to their hands and then onto food.	Are food handlers aware & trained not to do these things? Yes <input type="checkbox"/> No <input type="checkbox"/>

Food handlers should be 'fit for work' at all times (i.e. not suffering from, or carrying, an illness or disease which poses a food safety concern). Where handlers suffer from diarrhoea and/or vomiting, they should not handle foods and must only return to work after having been symptom free for at least 48 hours.	People suffering from these symptoms can spread harmful bacteria or viruses to food or equipment they touch. Harmful bacteria can still be passed on for up to 48 hours after symptoms have stopped.	Are food handlers aware of the fitness to work requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>  What contingency do you have in place to deal with orders if you become unwell:
Cuts or sores should be completely covered with a brightly coloured waterproof dressing.	Cuts and sores can carry harmful bacteria. Covering them prevents bacteria spreading to food. Coloured waterproof dressings can be seen more easily if they drop into food.	Do food handlers wear coloured plasters/ dressings over cuts & sores? Yes <input type="checkbox"/> No <input type="checkbox"/>

### 3 – GENERAL STRUCTURE

Domestic kitchens are not designed for commercial use, so might need some alteration to comply with the food safety laws. You must consider how you meet these requirements.

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<b>STRUCTURE, EQUIPMENT &amp; MAINTANENCE</b>		
All non-food contact surfaces (walls, floors, ceilings) must be smooth, impervious and non-absorbent.	Some surfaces may not be suitable in food area, as they cannot be effectively cleaned. This may include bare wood, artex ceilings & carpets. These may need to be replaced.	Surface details:  Walls:  Floors:  Ceilings:
All food contact surfaces (work tops, cutting boards etc.) must be in sound condition, easy to clean and disinfect.	Traditional domestic structural finishes may be satisfactory if they can be kept clean and are maintained in good repair e.g. standard domestic laminate worktops are acceptable but untreated bare wooden finishes are unacceptable.	Food contact surfaces details:
Repair structural damage as soon as it happens, e.g. damp/chipped plaster, broken tiles, and holes in walls or windows.	Structural damage can make your premises harder to clean. It can attract pests, dirt and allows harmful bacteria to collect there.	Maintenance arrangements:

<p>All equipment used for food preparation must be in good condition, be easy to clean and disinfect.</p> <p>Damaged equipment/utensils must be repaired or replaced</p>	<p>Dirt and harmful bacteria can collect in damaged equipment/utensils. Loose parts may fall into food. Wooden utensils are not recommended, as they can be difficult to clean/disinfect. For more comprehensive food production, it may be necessary to invest in commercial equipment.</p>	<p>Equipment details:</p>
<p>Food containers must be kept in good condition. Damaged/cracked containers must not be used</p>	<p>Dirt and harmful bacteria can collect in cracks and chips, and loose pieces can contaminate food.</p>	
<p><b>VENTILATION</b></p>		
<p>Ensure that the kitchen has adequate natural and/or mechanical ventilation</p>	<p>This will prevent condensation, mould growth, and damage to decoration. Where natural ventilation is used, consideration must be given to flies/insects/pets entering the kitchen (see pest control below). Depending on the scale of operations, mechanical extraction may be required.</p>	<p>Ventilation details: Natural <input type="checkbox"/> Mechanical <input type="checkbox"/></p>
<p><b>PEST CONTROL</b></p>		
<p>If you see signs of pests, call a pest contractor immediately. If you think any equipment, surfaces or utensils have been touched by pests; they should be washed, disinfected and dried to stop harmful bacteria spreading. If you think food or food packaging has been touched by pests in anyway, throw it away.</p>		
<p>Check your premises regularly for signs of pests (rats, mice, flying insects, crawling insects, birds etc.).</p>	<p>Pests carry harmful bacteria and can contaminate foods &amp; surfaces.</p>	<p>When do you check for pest?</p>
<p>In addition to carrying out your own pest checks, you may decide to employ a pest control contractor</p>		<p>Do you employ a pest control contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, details:</p>
<p>Keep external areas tidy. Make sure bins have close-fitting lids and are kept clean.</p>	<p>Rubbish can attract pests and provide them with food and shelter.</p>	<p>Are external areas kept tidy/clean? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Ensure all windows and doors are closed while you are handling &amp; cooling food (unless fitted with insect proof screens).</p>	<p>Open windows &amp; doors can let pests (especially flies/insects) access the premises.</p>	<p>Do you keep doors/windows closed during production? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, other controls in place:</p>

<p>Pest control bait/chemicals/sprays must not come into contact with food, packaging, equipment or surfaces.</p>	<p>These are likely to be poisonous to people.</p>	<p>Do you use baits/chemical/sprays? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, control measures in place:</p>
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#### 4 – WASH HAND & WC FACILITIES

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<p>Appropriate hand washing facilities must be available</p>	<p>Ideally a separate designated hand wash sink is the best option. Where there is a sink &amp; half installed, the half sink can be designated for hand washing. Single sinks may need to be replaced, depending on the type of foods handled &amp; scale of operations, and the additional control measures in place (e.g. time separation, cleaning &amp; disinfection etc.). Wash hand sinks in connection with WC's are not suitable.</p>	<p>Where do you wash your hands?  <input type="checkbox"/> Designated hand wash sink  <input type="checkbox"/> Sink &amp; half (half for hand wash)  <input type="checkbox"/> Single sink (details below)</p>
<p>Appropriate facilities for hygienic washing and drying of hands must be available to wash hand sinks</p>	<p>This will include having a supply of hot water, liquid soap and disposable towels.</p> <p>It is recommended that you use antibacterial hand soap which meets standards BS EN1499 for additional protection against harmful bacteria &amp; contamination.</p>	<p>Do you use liquid soap? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you use disposable paper towels? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you use BS EN 1499 soap? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Where possible, toilets/bathrooms must not open directly onto food preparation areas</p>	<p>Toilets/bathrooms should be located away from the kitchen area or have a lobby/room between it and the kitchen. Where this is not the case, self-closers should be fitted and the toilet must not be used during food activities.</p>	<p>Do toilets/bathrooms open directly into food preparation areas? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, controls in place:</p>



## 5 – CLEANING

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<b>CLEANING CHEMICALS &amp; SUPPLIES</b>		
An adequate supply of cleaning materials/chemicals must be available at the premises.	Effective cleaning is essential to remove harmful bacteria, viruses and allergens, to stop them spreading to food.	List your cleaning chemicals & materials and their uses:
Cleaning and disinfection needs to be carried out in two stages: <b>1. Clean:</b> Using either hot, soapy water or a cleaning product (such as a sanitiser or degreaser). Remove visible dirt, grease and debris from surfaces/equipment. <b>2. Disinfect:</b> Following the manufacturer's instructions, apply a disinfectant/sanitizer all over the surfaces/equipment and leave on for the required contact time.	Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.	Do you clean and disinfect using two stages? Yes <input type="checkbox"/> No <input type="checkbox"/>
Use disinfectants/sanitizers that meet the following British Standards: BS EN Standards 1276 <b>and/or</b> BS EN Standards 13697.	Many of the products meeting this standard can be found in local supermarkets. This information should be present on the label.	Does your sanitizer/disinfectant meet the BS1276 or 13697? Yes <input type="checkbox"/> No <input type="checkbox"/>
You must follow the manufacturer's instructions on how to use your sanitizer/disinfectants, and ensure you know the correct contact time, and where applicable the dilution ratio.	This is important to make sure that chemicals work effectively and so that harmful bacteria are reduced to safe levels.	Do you follow the manufacturer's instructions for your sanitiser? Yes <input type="checkbox"/> No <input type="checkbox"/>
Store cleaning chemicals separately from food/packaging and make sure they are clearly labelled.	Correct storage will ensure that chemicals cannot contaminate food.	Where do you store your cleaning chemicals?

<p>Use disposable cloths wherever possible &amp; throw away after each task.</p> <p>If re-usable cloths are used, make sure they are thoroughly washed, disinfected and dried properly between tasks. Ideally they should be washed in the washing machine on a hot cycle (90°C). If washing by hand, remove any dirt/food using hot soapy water before disinfection in boiling water or suitable disinfectant (bleach is not a suitable disinfectant).</p>	<p>This ensures that any bacteria or allergens picked up by the cloth will not be spread.</p> <p>Using dirty cloths can spread bacteria and allergens very easily. Cloths that are not dried properly can increase the risk of bacteria. A hot wash cycle will clean the cloths thoroughly and kill bacteria (disinfect). If food or dirt is still on the cloths, this will prevent the disinfection process from being effective, so harmful bacteria might not be killed.</p>	<p>Cloths used &amp; how they are cleaned?</p> <p><input type="checkbox"/> disposable cloths/paper towels  <input type="checkbox"/> reusable cloths (cleaning details below)</p>
<b>CLEANING</b>		
<p>Domestic kitchen equipment and surfaces including sinks and taps, must be thoroughly cleaned and sanitised/disinfected prior to use.</p>	<p>Bacteria and other dirt/debris may be present from prior domestic use of the kitchen.</p>	<p>Do you fully clean &amp; disinfect the kitchen prior to commencing?  Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Hand contact points such as fridge door handles, cupboards, drawer handles, switches &amp; other items people frequently touch must be regularly cleaned &amp; disinfected</p>	<p>This will help prevent dirt and bacteria being spread to people's hands and then to food or surfaces.</p>	<p>How often do you clean &amp; disinfect these areas?</p>
<p>Fridge must be cleaned regularly</p>	<p>Dirty fridges can easily spread bacteria onto hands and other products stored in the fridge.</p>	<p>How often do you clean your fridge?</p>
<p>Complex equipment with moving parts (e.g. mixers) must be kept clean</p>	<p>These can be more difficult to clean, but it is important to clean equipment properly to stop bacteria and dirt building up.</p>	<p>How do you clean complex equipment such as mixers?</p>
<p>Ideally, food should be washed in a dedicated sink. Where this is not possible, and a multi-use sink is used, the sink must be cleaned &amp; disinfected, and a dedicated bowl must be used to protect food during washing, and then a colander used for the final rinse.</p>		<p>Do you have a separate designated sink for washing food?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If no, do you clean and disinfect the sink between uses, use a dedicated bowl, and a colander?  Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## 6 – INGREDIENTS IN (TRACIBILITY & SUPPLIERS)

The starting point for safe food is to be confident about the safety of your raw ingredients and any ready-made products you buy in.

List where you buy your ingredients and packaging from:  Are these: <input type="checkbox"/> Delivered <input type="checkbox"/> Collect	Dry goods:	
	Chilled goods:	
	Frozen goods:	
	Eggs:	
	Packaging:	
	Other:	
WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Use a reputable supplier	It is important that you have reputable suppliers that you can trust to supply and handle food safely.	Do you use reputable suppliers? Yes <input type="checkbox"/> No <input type="checkbox"/>
Keep a record of what food products you have bought, who you bought them from, the quantity and the date.	This is a legal requirement so that you or an enforcement officer can check back to see where the food came from. These records must be kept in a way that makes it easy for you or an enforcement officer to check them.  Ideally, you should keep these records until you are sure that the food they refer to have been consumed without any problems.	Which method do you use to record the food products you have bought, from who, the quantity and date?  <input type="checkbox"/> Invoices/receipts <input type="checkbox"/> Other method (detail below)
Source good quality, fresh, Lion stamped, Grade A eggs or use pasteurised liquid egg	It is a legal requirement for catering businesses to use Grade A eggs. Ungraded eggs can pose a risk as they can be from flocks at risk of avian disease and salmonella, which can contaminate eggs and the foods produced with them. Backyard eggs must not be used for food business purposes.  The British Lion code or equivalent assurance schemes demonstrates eggs have been produced in a safe manner and therefore can be eaten less than thoroughly cooked.	Details of eggs used & in what food items:  Lion stamped eggs used? Yes <input type="checkbox"/> No <input type="checkbox"/> (detail below)

Check all stock when it is delivered or when collecting food from your supplier.	These checks help ensure that food is safe for you to use. Damaged packaging could mean that food will not be safe to use. Swollen or 'blown' packs can be a sign that bacteria have grown in food. If bottles or jars have been opened, or if seals have been broken, the food might not be safe to use.	Checks carried out: Dates Yes <input type="checkbox"/> No <input type="checkbox"/> Visual Yes <input type="checkbox"/> No <input type="checkbox"/> Temperature Yes <input type="checkbox"/> No <input type="checkbox"/> Packaging Yes <input type="checkbox"/> No <input type="checkbox"/> Other (detail below) Yes <input type="checkbox"/> No <input type="checkbox"/>
Transport chilled/frozen ingredients from your suppliers to your premises as soon as possible for storage. Ensure that the vehicle used is clean.	If food is not kept cold for long periods, harmful bacteria can grow in it.  Dirty vehicles may contaminate food and packaging.	Transport arrangement: <input type="checkbox"/> N/A (all ingredients delivered)

## 7 – STORAGE

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<b>GENERAL STORAGE</b>		
Food must be protected from contamination in storage. This can be achieved by storing food in suitable clean, food grade containers or using coverings/packaging	This helps to stop things falling into the food and can protect food from deterioration. Suggested food coverings include kitchen foil, cling film, plastic boxes with lids or freezer bags.	Food containers/wrapping materials used:
Ready to eat food (including finished cakes) must be stored separately or above raw foods	Keeping raw and ready-to-eat food separate is essential to prevent harmful bacteria from spreading.	Storage arrangements:
Any ingredients you use for your business should be stored separately to anything you use for personal domestic consumption.	This may be by achieved by using a separate fridge, cupboard etc. for business food items, or by using clearly labelled storage containers.	How do you segregate personal & business related food items?
Food packaging must appropriately stored, to ensure they do not become contaminated or dirty.	This will ensure that food does not become from contaminated food packaging.	Where do you store you're your food packaging?
<b>AMBIENT STORAGE</b>		
Dry goods, once opened should be stored in the packaging (with the labelling) and where appropriate in washable containers with lids	This will ensure that product information, including allergens is retained and that food is kept protected.	How do you store opened dry goods?

<b>CHILLED STORAGE</b>		
Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge. You should have a method of monitoring the temperature of your fridges to ensure that food is kept at 8°C or colder (best practice: 5°C or less)	<p>Bacteria can survive and grow in foods if they are not properly refrigerated, which may cause food poisoning.</p> <p>You will need to check and write down the temperature when you have food in your fridge for your business use.</p>	<p>How do you check the temperature of your fridge?</p> <p><input type="checkbox"/> Digital display  <input type="checkbox"/> Dial thermometer  <input type="checkbox"/> Fridge thermometer</p> <p>Where do you record this?</p>
If you use cream cheese, fresh cream or other items that need chilling as a filling or topping for your cakes, the cakes will need to be stored in the fridge.	<p>Bacteria can survive and grow in foods of this type if they are not properly refrigerated, which may cause food poisoning.</p> <p>You should advise your customers on specific storage conditions, e.g. on the label</p>	Details of storage arrangements:
<b>FROZEN STORAGE</b>		
Ingredients requiring freezing must be kept in the freezer. You should have a method to monitor the temperature of your freezers to ensure that food is kept at -18°C or below.	<p>If food is not stored correctly, it will begin to defrost and harmful bacteria could grow.</p> <p>It is recommended that you write down your freezer temperature checks.</p>	<p>How do you check the temperature of your freezers?</p> <p><input type="checkbox"/> Digital display  <input type="checkbox"/> Dial thermometer  <input type="checkbox"/> Freezer thermometer  <input type="checkbox"/> N/A (no frozen ingredients)</p> <p>Do you record these?  Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## 8 – PREPARATION

<b>WHAT TO DO / SAFETY POINT</b>	<b>WHY? / OTHER INFORMATION</b>	<b>HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?</b>
<p>Access to the kitchen/food preparation area must be restricted during production.</p> <p>Pets must be removed &amp; restricted from food preparation areas before commencing work. You must thoroughly clean &amp; disinfect food preparation areas before you start your operations.</p>	<p>Children, pets &amp; other people can result in food and surfaces becoming contaminated and can make good food hygiene difficult. Keep doors closed or where appropriate, install stair/safety gates. Animals can carry potentially dangerous bacteria which could contaminate work surfaces, and their hair/fur can contaminate food.</p>	<p>Are pets, children &amp; other people prevented from accessing the kitchen during production?  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Detail of measures in place:</p>

Check your working area for anything (particularly very small items) that could drop into your food products.	Food could become physically contaminated, posing a risk to customers.	Do you check & remove items from the working area which may contaminate food prior to starting: Yes <input type="checkbox"/> No <input type="checkbox"/>
Flowers and plants should be removed from the food preparation area before commencing work.	Flowers and soil can harbour potentially dangerous bacteria such as E.Coli which could contaminate work surfaces. They may also attract insects and flies.	Do you remove flowers/plants before preparing food: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (no plants/flowers)
Ensure you have enough workspace and equipment to help prevent the risk of cross contamination.	If you use any raw products, you should prepare these in a separate area. If this is not possible, prepare them at different times to ready to eat foods and thoroughly clean & disinfect (2-stage) between tasks. Where possible prepare ready to eat foods before raw food preparation and use, coloured coded chopping boards & utensils.	Do you handle raw food: Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, what controls do you have in place:
Always use separate complex equipment (e.g. mixers) for raw and ready to eat foods. This includes separate mixers for raw cake mixes (with eggs) and ready to eat toppings/fillings, unless lion stamped eggs are used.	These equipment can be difficult to clean due to their moving parts, and it may not be possible to remove harmful bacteria from complex machinery, which can result in ready to eat food becoming contaminated.	Do you use separate complex equipment for raw & ready to eat foods? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Vegetables, salads and fruit (that are not further processed) must be washed before being used, unless pre-washed items are used.  Any equipment used to prepare vegetables, salads or fruits with soil on the outside must be cleaned and disinfected after use.	Washing removes soil residues (which may contain bacteria) and pesticides on the fruit, salad and vegetables.	Do you wash vegetables, salads and fruits prior to use? <input type="checkbox"/> Yes <input type="checkbox"/> No (pre-washed) <input type="checkbox"/> N/A (not using any)
Raw egg products (e.g. some chocolate mousses & cheesecakes) or ingredients (e.g. egg whites as glaze) should be avoided unless you can demonstrate they are safe, either by using pasteurised egg or British Lion Code (or equivalent) eggs.	Non-lion stamped or non-pasteurised eggs can contain harmful bacteria and must be thoroughly cooked. The British Lion code or equivalent assurance schemes demonstrates eggs have been produced in a safe manner and therefore can be eaten less than thoroughly cooked. Pasteurisation also kills harmful bacteria.	Types of raw egg products:  Control measures:

## 9 – BAKING / COOKING

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Ensure that a satisfactory cooking temperature is achieved for your products and that they are cooked evenly. A visual check is adequate for both sponge and fruit cake (e.g. when a skewer comes away clean the cake is cooked).	Failure to adequately cook food can lead to the survival and growth of bacteria.	How do you ensure that food is thoroughly cooked?

## 10 – COOLING

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Following cooking, foods that require refrigeration must be chilled as soon as possible (within 90 minutes).	Allowing foods to cool slowly allows the growth of pathogenic bacteria. Using cooling racks can speed up the cooling process.	Cooling method used & duration: <input type="checkbox"/> N/A (ambient products)
Food must be protected from contamination during the cooling process.	Consider the area used to cool down food. Ensure that items cannot contaminate them or fall into them. Consider using a mesh cover to protect food from insects/flyes and other falling items.	How do you protect food during the cooling process?

## 11 – FREEZING & DEFROSTING

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Most cakes and iced cakes will freeze well.	<p>You should consider the following when deciding whether to freeze your products:</p> <ul style="list-style-type: none"> <li>• Un-iced cakes are fine to freeze apart from those with little or no fat.</li> <li>• Iced/frosted cake: most frosting is okay to freeze, however do not freeze icing/frosting that contains cream cheese, egg, fresh cream or boiled versions. Buttercream frostings freeze very well for a couple of months.</li> </ul>	Types of products frozen:

Products must be kept protected when in storage (freezer), and should be wrapped in moisture proof wrapping	Examples include: •Greaseproof paper thoroughly covering the cake and taped •Aluminium foil •Aluminium foil and plastic wrap/greaseproof paper underneath it •Plastic self-sealing bag. • Placement of wrapped cake into a metallic tin if desired	How do you protect foods in the freezer?
Record on the wrapping of the cake the date it was frozen and the type of cake.	This will make it easier to identify and assist with your stock rotation.  The recommended time frames for frozen cakes: • Freeze un-iced /undecorated cakes for up to three months. • Freeze iced cakes for up to two months	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>  How long do you keeps frozen cakes for?
Defrosting a frozen cake: • For an un-iced cake: leave it on a wire rack in a clean part of the kitchen. Do not microwave or oven heat a frozen cake. It will take about 2 hours for a large cake to thaw under normal room temperature conditions. • For an iced cake: let it thaw in the refrigerator. This will prevent condensation from forming on the icing/frosting.	Harmful bacteria can grow in foods that are not defrosted properly and the quality may also be impacted.	Defrosting method/procedure:

## 12 – FINISHING & DECORATING (GLITTERS, DUSTS & COLOURS)

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Edible and non-edible decorations must be safe for the customer  Any non-edible decoration which comes into contact with food, must be food grade.	You must ensure they do not pose a choking hazard to the customer.  These will normally be marked with 'for food contact' or marked with a symbol (wine glass & fork)	Type of decorations used:  Are you using food grade non-edible decorations? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



<p>Any non-edible decorations must be capable of being removed from the product before it is eaten. You must advise your customers of this.</p>	<p>It is advised that only edible decorations are used. It is good practice to provide written instructions for non-edible decorations. If you pre-pack your products, the warning should be on the label. If you sell loose (unwrapped) then advise every customer verbally.</p>	<p>Do you use non-edible decorations? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, are these easily removable? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Communication method: <input type="checkbox"/> Verbal <input type="checkbox"/> Written instructions</p>
<p>Glitters and dusts must be edible and for food use, so always read the label when buying them. If there is any doubt, they should not be used.</p>	<p>Keep details of the glitters and decorations you are using in the form of the original packaging, as this is proof that the products are labelled as edible. This information may be requested by an Enforcement Officer when they carry out a routine visit or if there is an investigation following an incident or complaint.</p>	<p>Do you use edible and food use glitters/dusts? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Some decorations or ingredients contain colours that are associated with hyperactivity in children.</p> <p>The colours to check for are:</p> <ul style="list-style-type: none"> <li>• E102 :Tartrazine</li> <li>• E104 :Quinoline yellow</li> <li>• E110 :Sunset Yellow</li> <li>• E122 :Carmoisine</li> <li>• E124 :Ponceau 4R</li> <li>• E129: Allura Red</li> </ul> <p>If you are selling prepacked food via another business, you must display a mandatory warning, if your product contains any of the above colours on the label.</p>	<p>The mandatory warning is: 'name/E-number: may have an adverse effect on activity and attention in children'</p>	<p>List of colourings used:</p> <p>Do you use the colours listed and do you have the mandatory warning on the label? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (colours not used) <input type="checkbox"/> N/A (no pre-packed foods)</p>
<p>Some colours and other additives are only authorised for use in certain food categories and may have maximum limits. You must ensure you follow manufacturer's instructions on the permitted uses and amounts.</p>	<p>Excessive consumption of some additives/colours have been linked to allergic reactions and sickness.</p>	<p>Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

### 13 – SHELF LIFE & PRODUCT COMPOSITION

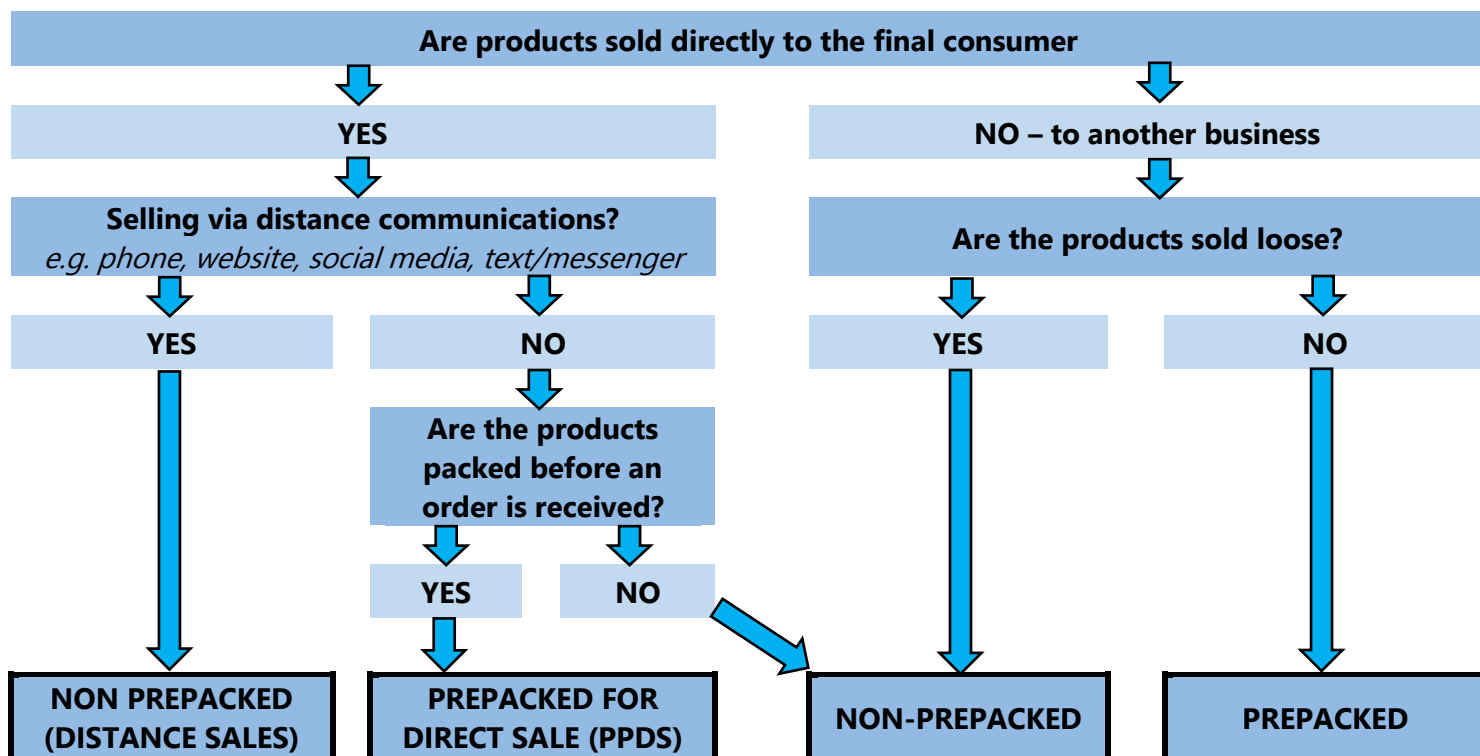
WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
Make sure you use food before its 'use by' date.	Food past its use-by date is considered unsafe and must not be used.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Where foods are prepared in advance and then stored for later use (including in the freezer), or for opened ingredients with after opening usage instructions, you must have a system in place to ensure you can keep track of when food must be used or thrown away	The easiest way to do this is by labelling food with date stickers/labels. This will ensure that foods/ingredients beyond their use by date are not consumed.	Stock rotation procedure:
You should determine a shelf life for your products. This may be linked to the use by date of the ingredients you have used. For ambient products, the shelf life will depend on how long the product will keep fresh/its quality.	Where you use ingredients with a 'use by' date, the ingredients used must have sufficient shelf life on them for the durability of the cake made. E.g. if your cake will last for 3 days, the cream cheese used for the frosting must be used at least 3 days before its 'use by' date.	Shelf life for end products:
There are additional requirements which may apply to your product's composition and labelling if you use legally protected names e.g. jams & marmalades, chocolates etc.	Jam and Similar Products (Wales) Regulations 2018  The Cocoa and Chocolate Products (Wales) Regulations 2003	Details of products:

## 14 – SALES FROM OTHER LOCATIONS (e.g. MARKET STALLS, VEHICLES etc.)

<p>This section is only applicable if you sell/supply your products at other locations away from your domestic settings. If you only sell from home (inc. online sales), this section can be left blank.</p>	<p>Do you attend other locations to sell/supply your products?</p> <p><input type="checkbox"/> Yes (complete section 14 below)</p> <p><input type="checkbox"/> No</p>	
WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<p>You must have suitable refrigeration provision available for high risk products (e.g. cheesecake, fresh cream cakes etc.).</p> <p>If you are keeping high risk food that needs to be kept below 8°C un-refrigerated, then you can only do this for a single period of up to 4 hours during service.</p>	<p>This may be achieved by using cool boxes with ice packs or portable refrigerators.</p> <p>If you are relying on this exemption you must be able to demonstrate what time the food was taken out of the fridge for, and how long it has been on display outside of refrigeration temperature for (above 8°C).</p>	<p>Do you keep food under refrigeration conditions in markets/stalls?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no: how do you monitor that food is only kept unrefrigerated for less than 4 hours?</p>
<p>Where open food is handled at market stalls etc., a purpose made wash hand basin must be installed/available, complete with adequate supply of cold &amp; hot water (or hot at appropriate temperature) and drainage facilities.</p>	<p>Facilities for hand washing will enable personal hygiene to be maintained.</p> <p>For sales of products packaged off-site, and where no open food is handled at the market stall/vehicle, alternative measures such as gloves, wipes, hand sanitiser may be suitable for personal hygiene.</p>	<p>Do you supply unwrapped foods at market stalls?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details of hand washing facilities:</p>
<p>Where open food is handled at market stalls etc., you must ensure you have adequate provision for cleaning of utensils and equipment</p>	<p>This will involve having a separate sink with an adequate supply of hot and cold water with adequate drainage facilities. For limited amounts of equipment, it may be suitable to bring sufficient supplies of clean ones with you to keep aside. These can be transported and washed on your return to the permanent premises.</p>	<p>Details of equipment washing facilities/arrangements:</p>

## 15 – LABELLING & FOOD INFORMATION

The below labelling decision chart will assist you to determine the mandatory food information required for different products (depending on the way you sell the food item).



Food information required based on the product type:

Product type	Labelling requirements
<b>NON PREPACKED (DISTANCE SALES)</b>	Allergen information must be provided before sale (e.g. website, on the phone or signposting) & at the moment of delivery (e.g. label, oral, signposting, spec sheet).
<b>PREPACKED FOR DIRECT SALE (PPDS)</b>	The product name & full list of ingredients with allergens emphasised, must appear directly on the packaging or label attached to the packaging.
<b>NON-PREPACKED</b>	Allergen information must be provided. Where this information is not provided upfront, and is provided verbally, you must signpost customers as to where allergen information can be obtained from. For non-prepacked foods sold to other businesses, you must provide a full ingredients list and allergen information.
<b>PREPACKED</b>	Full labelling is required: name, ingredients list, allergen information, QUID (where required), Net quantity, storage/usage information, durability information, business name & address and nutritional declaration (where required).

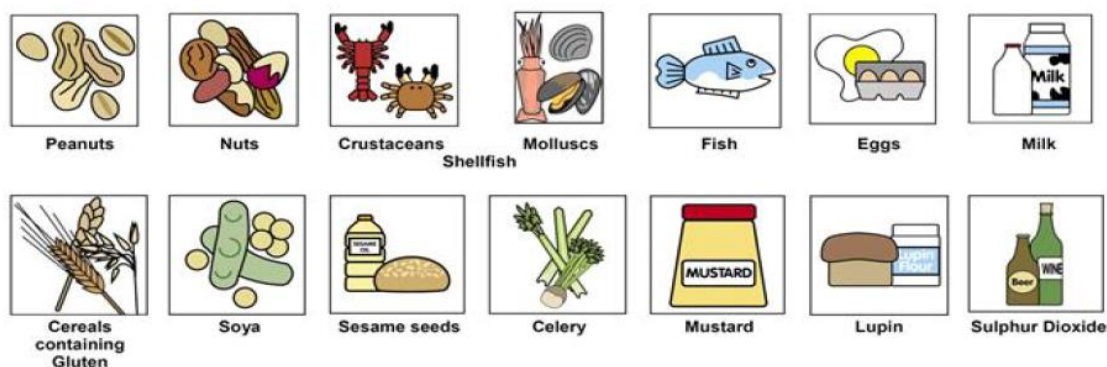
There are additional requirements for labelling colours (see section 12).

The Food Standards Agency has further labelling guidance on their website here: <https://www.food.gov.uk/business-guidance/packaging-and-labelling>. For specific queries, you can contact the food safety/standards team for advice.

WHAT TO DO / SAFETY POINT	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<p>You must ensure that you comply with labelling requirements for the products you sell.</p> <p>You may wish to refer to the above flow chart and information to determine the amount of mandatory food information required for your products.</p> <p>You may wish to add a copy of the label applied to your products to this page.</p>	<p>Type of products sold:</p> <p><input type="checkbox"/> Non-prepacked (distance sales)</p> <p><input type="checkbox"/> Non-prepacked</p> <p><input type="checkbox"/> PPDS</p> <p><input type="checkbox"/> Prepacked</p>
	<p>For non-prepacked foods (distance sales), how do you provide allergen information prior to the sale, and on delivery?</p> <p><input type="checkbox"/> N/A</p>
	<p>For non-prepacked foods, how do you provide allergen information?</p> <p><input type="checkbox"/> N/A</p>
	<p>For PPDS foods, does your label contain the mandatory information on the label (name, ingredients list &amp; allergens emphasised)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
	<p>For prepacked foods, does your label contain the mandatory information?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

## 16 – ALLERGENS

People with food allergies have to take great care when eating out to avoid certain foods that could cause them harm. As a business you have a legal obligation to ensure that any food you produce or prepare is safe. You have a legal obligation to provide information to consumers on the allergens that are in the food that you supply. This is so that consumers can make an informed choice about what to eat. There are 14 allergens that you must consider and provide information by law:



The requirements on how allergen information must be provided varies depending on whether the food is supplied to the consumer unpacked/package to order, packaged before it is selected/ordered (prepacked for direct sale) or packaged by another business (prepacked) – see section 15 for further information.

It is no longer enough for businesses to say that they do not know whether or not a food contains an allergen, nor is it enough to say that all their foods may contain allergens. Allergen information must be specific to the food, complete and accurate. As a food business operator you cannot refuse to provide specific allergen information on foods served/sold. Allergen information (menu, verbal etc.) must be accurate, clear and easy to understand, and must not be misleading.

If you are not completely certain that you can provide food that is suitable for someone with a food allergy (once you have considered the controls and allergen cross contamination risks), then you must tell them, so that they can then decide if they want to eat the foods you provide.

If you think a customer is having a severe allergic reaction: do not move them, ring 999 and ask for an ambulance with a paramedic straight away, explain that your customer could have anaphylaxis (pronounced 'anna-fill-axis'), send someone outside to wait for the ambulance, if the customer has an adrenalin or Epi pen, help them to get it.

Additional Food Standards Agency guidance: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Matrix: <https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf>

Recipe Cards: <https://www.food.gov.uk/sites/default/files/media/document/recipe-sheet.pdf>

Allergen Sign: <https://www.food.gov.uk/document/allergy-and-intolerance-sign-colour>

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
<b>SUPPLIERS / INGREDIENTS IN</b>		
<p>Ensure that you are provided with allergen information for the products and ingredients you use from your suppliers.</p> <p>Regularly review allergen information supplied as existing product ingredients may change.</p>	<p>This will enable you to provide accurate allergen information to consumers for your products and comply with your legal duties. For prepacked products this will usually be by keeping labels, for open/ loose foods this may be on a sheet.</p> <p>If you change supplier/product you must check and amend your allergen information, if these differ to the previous product used.</p> <p>Food labels must be in English.</p> <p><b>INGREDIENTS:</b> Water, Carrots, Onions, Red Lentils (4.5%) Potatoes, Cauliflower, Leeks, Peas, Cornflour, <b>Wheat</b> flour, Salt, <b>Cream</b>, Yeast Extract, Concentrated Tomato Paste, Garlic, Sugar, <b>Celery</b> Seed, Vegetable Oil (sunflower), Herb and Spice, White Pepper, Parsley.</p>	<p>How do you collect allergen information for the ingredients/ products you use?</p> <p>Do you always review substituted products to check whether any different allergens are present? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How often do you check existing ingredient for allergens changes?</p>
<b>STORAGE</b>		
<p>Store food and ingredients containing allergens in designated area, or if this is not possible, store on a lower shelf in a sealed, labelled container.</p>	<p>Having a suitable storage system in place will help prevent cross contamination of ingredients with other ingredients containing allergens. If you are not controlling cross contamination or it is not possible, you must inform customers of this risk.</p>	<p>Storage arrangements details to limit cross contamination with allergens:</p>
<p>Keep food with their original label (with the allergen information listed) wherever possible, or ensure this information is kept in another way (e.g. own labels)</p> <p>If decanting products, always use clean &amp; dry containers, use the same container for the same food type (e.g. the same container used to store nuts should not be used for allergen free food items)</p>	<p>This will ensure that the information is easily available should you need to check a specific ingredient for allergen information.</p>	<p>Do you keep original labels with food in storage? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, how do you keep this information &amp; what containers do you use to store these?</p>


**PREPARATION, HANDLING & PERSONAL HYGIENE**

If you serve customers with a food allergy, you must do more than simply identify what allergens are present in the food provided. You must have appropriate hygiene controls in place to ensure the food served to them is safe. To do this, first it is necessary to ensure foods with allergens have been correctly identified, as described in the storage section. Then it is necessary to decide how best to prevent any cross contamination from allergenic foods/ingredients to non-allergenic foods/ingredients during preparation and handling. **If you are not completely certain that you can provide food that is suitable for someone with a food allergy, then you must tell them, so that they can then decide if they want to eat the foods you provide.**

<p>When preparing orders/food for customers with a food allergy, you must have procedures in place to prevent allergen cross contamination.</p> <p>Always check the ingredients label for allergic ingredients including for items such as toppings, sauces etc.</p>	<p>Potential contamination via work surfaces, equipment, cloths, clothing and hands must all be controlled. Identify allergic ingredients you handle that can easily be spread and how you control them.</p> <p>This helps to prevent small amounts of the food that a person is allergic to getting into food accidentally, which could prove fatal.</p>	<p>How do you prepare foods for customers with allergies?</p>
<p>When preparing all foods, care must be taken to ensure that no cross contamination can occur between foods containing allergens and foods which are allergen free. Where possible, allergen free foods should be prepared separately from allergen containing foods.</p>	<p>Consider the allergens that you are handling e.g. high risk allergens - those easily spread or those that can cause a severe allergic reaction (shellfish, nuts, powdered ingredients, sesame seeds etc.), and the way you are handling them. Think about the distribution of the allergens when handling them.</p>	<p>Do you use a different area for preparing allergen free food? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, are these areas cleaned thoroughly before preparing allergen free food? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Additional consideration must be given to the risk of cross contamination from the use of the kitchen for domestic purposes.</p>	<p>The kitchen must be cleaned and disinfected before using for business related activities. Domestic ingredients and food should be stored separately to business related items. Where the risk of allergen cross contamination is not possible from domestic activities, then customers must be informed of these risks, and details should be included in any allergen information documents (matrix/ recipe cards etc.).</p>	<p>Details:</p>



<p>Where possible use separate pots, pans, chopping boards, knives and spoons for allergen and allergen free foods.</p> <p>If not possible, thoroughly clean equipment/utensils/ surfaces between uses.</p>	<p>If you are not controlling cross contamination or it is not possible, you must inform customers of this risk.</p>	<p>Do you have separate utensils &amp; equipment for allergen &amp; allergen free foods? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details:</p>
<p>Some pieces of equipment are inherently difficult to clean properly e.g. microwaves, blenders and mixers and other pieces of complex equipment.</p>	<p>Some equipment may not be easily cleanable due to moving parts, uneven surfaces or intricate parts. Where allergen free meals are prepared using more complex pieces of equipment, it must be cleaned in between allergen items. If it is not possible, separate equipment must be used for allergen free items, or if it is not possible, the customer must be informed of the risk.</p>	<p>Do you use equipment like this? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what equipment and what for?</p> <p>Procedure for allergen free items, using difficult to clean equipment:</p>
<p>Where cakes and other items are displayed for sale, cross contamination must be considered. Use separate serving utensils &amp; equipment, and consider storage arrangement.</p>	<p>Using the same utensil to serve/handle different food items, can result in allergen cross contamination. Items stored next to or above, may result in foods becoming contaminated with allergens. Where allergen cross contamination is not managed/ possible, the customer must be informed of the risk.</p>	<p>What controls are in place to avoid cross contamination from serving equipment &amp; storage arrangements?</p>

<p>Cross contamination of a food allergy customer orders can take place during transport from your business to the customer's home. You should take steps to prevent contamination such as keeping the food for the customer with an allergy separate, labelled and covered.</p>	<p>If a food allergy customer's order is contaminated with allergens, they could suffer an allergic reaction.</p>	<p>How do you prevent contamination from allergens when delivering/transporting orders?</p>
<p>Make sure that thorough cleaning takes place before and after handling/preparing different foods.</p>	<p>Two stage cleaning must take place to remove allergenic residues from equipment and surfaces.</p>	<p>What cleaning products and/or equipment do you use?</p>
<p>Use single use/disposable cloths where ever possible.</p> <p>If re-usable cloths are used, make sure they are thoroughly washed, disinfected and dried properly between tasks. Ideally they should be washed in the washing machine on a hot cycle (90°C). If washing by hand, remove any dirt/food using hot soapy water before disinfection in boiling water or suitable disinfectant (bleach is not a suitable disinfectant).</p>	<p>This will make sure that any allergens picked up by the cloth will not be spread.</p> <p>Using disposable or new clean cloths (washed &amp; disinfected) will help prevent allergens spreading onto other foods from work surfaces.</p> <p>Wipe spillages as soon as they happen. This helps prevent allergens from spreading.</p>	<p>Do you use re-usable cloths? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how do you clean them?</p>
<p>Verify that all food handlers follow adequate hand-washing procedures. Food handlers must wash their hands thoroughly before preparing an allergy free dish.</p> 	<p>Hands play a major role in allergen cross contamination, so hand washing is very important. Hand sanitizers/gels do not remove allergens.</p>	<p>Do all food handlers follow adequate hand washing procedures? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Clothing must not be a source of allergen cross contamination. Use disposable aprons where possible, or use separate, clean aprons.</p>	<p>Using the same apron for allergen and allergen-free items, may result in cross contamination.</p>	<p>Do you use disposable or separate aprons for allergy-free items/orders? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## ALLERGEN INFORMATION, AWARENESS & STAFF TRAINING

DISHES AND THEIR ALLERGEN CONTENT - (INSERT THE NAME OF YOUR FOOD BUSINESS HERE)
















DISHES	Celery	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur dioxide
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ALLERGENS: CHEF RECIPE CARDS

Dish/ingredient:

Date: Chef:

Please state the name of the cereal(s) containing gluten\* AND/OR the name of the nut(s)†

 Celery <input type="checkbox"/>	 Cereals containing gluten* <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 Lupin <input type="checkbox"/>	 Milk <input type="checkbox"/>	 Molluscs <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts† <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur dioxide <input type="checkbox"/>	 Tick the allergens which are in the dish <input type="checkbox"/>

You need to know what allergens are in all of the products you sell/supply. To do this you must ensure you have the ingredients lists available for all products/ingredients you use. If you buy open/loose food from a supplier, you must ask the supplier to provide you with the allergenic information for these products, if they have not done so already. You can save the labels from the packets of food, which contain the allergen information and or transfer this information on to an allergen matrix. If you are saving labels, you must ensure they are easily retrievable and up-to-date, it is good practice to keep the most recent label, and discard any old ones. It is also good practice to check on a regular basis for recipe/product changes. If you are products with a number of different ingredients, it is recommended that you complete an allergen matrix or a recipe card to record the allergens they contain. Examples of both are shown on the left. Remember to check all ingredients used, including toppings and fillings. Once you have identified what foods/dishes contain what allergens, you must keep this information up to date.

When a request is received about allergens, you must be able to identify any of the 14 allergens which are present in the food you sell/supply. This information must be readily available so you can provide this to customers when required.

There are various ways that you can do this, including allergen matrix, allergen recipe cards or by checking ingredients labels (you must have all of these available on site). Matrixes & recipe cards must be reviewed regularly, especially when changing products or suppliers.

What method do you use for allergen information?

- Labels  
 Allergen matrix  
 Allergen recipe card  
 Other (detail below)

Consideration should be given to product recipes, and whether some allergenic ingredients could be removed completely, thus removing them from the kitchen environment.

This will help reduce the risk of allergen cross contamination.

Can recipes be amended to remove allergenic ingredients?

Yes  No

If yes, details:

You must ensure that you are trained in allergy awareness.

You/all staff must understand that they should never guess whether or not an allergen is present in food. Always be honest with the customer, if you do not know admit it.

Free allergen FSA training is available online here

[allergytraining.food.gov.uk](http://allergytraining.food.gov.uk).

Training on your own procedures must also take place (section 17).

Ensure you are awareness of:

- The effect of providing the wrong information or serving food containing an ingredient that a customer is allergic to.
- Procedures to prevent cross-contamination during storage, preparation and service
- How you identify customers with food allergies (when taking orders etc.).
- How allergen information is kept and how requests are recorded.

Have you/staff received food allergen training?

Yes  No

Details of training & dates:

<p>You/staff must be able to deal responsibly with a customer complaint over concerns that their food may be contaminated with an allergenic ingredient.</p>	<p>You should not just remove the 'offending' allergen from a prepared item, because traces of the allergen will remain which could cause a reaction.</p>	<p>Details:</p>
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**OTHER NOTES & PROCEDURES**

Space for other notes & action:

## 17 – STAFF TRAINING

WHAT TO DO / SAFETY POINT	WHY? / OTHER INFORMATION	HOW DO YOU DO THIS? / HOW DO YOU MEET THIS?
You may need to attend a food hygiene training course if you have not done one recently. One of the main requirements of the law is that all food handlers must know enough about food safety to allow them to work safely. This usually means passing a training course in food hygiene, at a level which is appropriate to the type of food being prepared. For anyone handling open food, the course recommended is Level 2.	Where external training (in person or online) has been completed, ensure you keep a copy of certificates at the premises. It is recommended that refresher training is undertaken every 3 years.	Details of training undertaken & date:  Refresher dates:

### IN-HOUSE TRAINING / INSTRUCTION

In addition to external training you must make sure that you/staff are trained and aware of your food safety management system (i.e. this pack). You can use the training record below to sign off that you have read, understood and will implement each safety area in this pack.

<b>Name:</b>		<b>Position / Role:</b>	
<b>Date</b>			
Area / Safety Point	Read & Understood		
Personal Hygiene & Fitness to Work	<input type="checkbox"/>		
General Structure	<input type="checkbox"/>		
Wash Hand & WC Facilities	<input type="checkbox"/>		
Cleaning	<input type="checkbox"/>		
Ingredients In (Traceability & Suppliers)	<input type="checkbox"/>		
Storage	<input type="checkbox"/>		
Preparation	<input type="checkbox"/>		
Baking / Cooking	<input type="checkbox"/>		
Cooling	<input type="checkbox"/>		
Freezing & Defrosting	<input type="checkbox"/>		
Finishing & Decorating (Glitters, Dusts & Colours)	<input type="checkbox"/>		
Shelf Life & Product Composition	<input type="checkbox"/>		
Sales From Other Locations (e.g. Market Stalls, Vehicles etc.)	<input type="checkbox"/>		
Labelling & Food Information	<input type="checkbox"/>		
Allergens	<input type="checkbox"/>		

**PRODUCTION LOG CHECK SHEET**

*To be used every day that you produce food for your business. Tick each box below if the check you have done is satisfactory . If you cannot tick a box, complete the corrective action section.*

<b>Date:</b>			
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PRE-PRODUCTION CHECKS		END OF PRODUCTION CHECKS	
Clean clothing & protective clothing worn	<input type="checkbox"/>	Surfaces & floor cleaned	<input type="checkbox"/>
Jewellery removed	<input type="checkbox"/>	Equipment cleaned	<input type="checkbox"/>
No illness in the last 48 hours	<input type="checkbox"/>	No food left out	<input type="checkbox"/>
Pets restricted & removed from preparation area	<input type="checkbox"/>	Bin emptied	<input type="checkbox"/>
Other persons/children restricted from food area	<input type="checkbox"/>	All high risk food in fridge (under 8°C)	<input type="checkbox"/>
Plants / other items removed from food area	<input type="checkbox"/>	All food in storage covered	<input type="checkbox"/>
Windows & doors closed	<input type="checkbox"/>	Food on its use by thrown away	<input type="checkbox"/>
No pest activity in house or in food	<input type="checkbox"/>	Dirty cleaning equipment thrown away/cleaned	<input type="checkbox"/>
Hot water, soap & paper towels to sink	<input type="checkbox"/>		
Disinfectant & clean cloths available	<input type="checkbox"/>		
Cleaning chemicals stored away from food area	<input type="checkbox"/>		
Kitchen/equipment cleaned before production	<input type="checkbox"/>		
All foods within use by/best before dates	<input type="checkbox"/>		
Fridge temperature (below 8°C) – specify _____°C			
Freezer temperature (below -18°C) _____°C			
<b>Issues noted &amp; corrective action</b>			

Food items prepared						
Product	No.	Ingredients	Allergens			Customer
			<input type="checkbox"/> Celery	<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Eggs	
<input type="checkbox"/> Fish	<input type="checkbox"/> Lupin	<input type="checkbox"/> Milk				
<input type="checkbox"/> Mollusc	<input type="checkbox"/> Mustard	<input type="checkbox"/> Nuts				
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame	<input type="checkbox"/> Sulphites				
<input type="checkbox"/> Gluten:		<input type="checkbox"/> Soya				
<input type="checkbox"/> Celery	<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Eggs				
<input type="checkbox"/> Fish	<input type="checkbox"/> Lupin	<input type="checkbox"/> Milk				
<input type="checkbox"/> Mollusc	<input type="checkbox"/> Mustard	<input type="checkbox"/> Nuts				
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame	<input type="checkbox"/> Sulphites				
<input type="checkbox"/> Gluten:		<input type="checkbox"/> Soya				
<input type="checkbox"/> Celery	<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Eggs				
<input type="checkbox"/> Fish	<input type="checkbox"/> Lupin	<input type="checkbox"/> Milk				
<input type="checkbox"/> Mollusc	<input type="checkbox"/> Mustard	<input type="checkbox"/> Nuts				
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame	<input type="checkbox"/> Sulphites				
<input type="checkbox"/> Gluten:		<input type="checkbox"/> Soya				

Allergens & Intolerances		
<b>Are there any dietary requirements, allergen or food intolerances with this order?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes, details:</b>		

Additional notes

**Signature:**