

# FOOD SAFETY MANAGEMENT SYSTEM

Domestic Premises registered as a Food Business  
with Telford & Wrekin Council



This pack has been developed to assist domestic businesses who are registered as a food business with Telford & Wrekin Council. If you complete and follow this you will be complying with the requirement to provide a documented food safety management system. You should remember to maintain any associated monitoring and records.

**FOOD SAFETY MANAGEMENT SYSTEM  
HOME CAKE MAKERS AND GENERAL HOME CATERING**

<b>Name of Business:</b>	
<b>Address from which business operates:</b>	
<b>Name of business owner/food business operator:</b>	
<b>Date this pack was first completed:</b>	
<b>Review Date:</b> (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 domestic premises registered as a food premises. You should examine each safety point in turn and complete the right hand column of the table to indicate how you, as the 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

If there is anything not covered in this document that you feel requires controls, you should include them as a supplementary sheet.

**Monitoring**

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

**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.

<b>Safety Point – Cross Contamination</b>	
<b>Why it is critical to food safety?</b>	<b>What I do to meet this safety point:</b>
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 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.	
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 off into the food.	
Food handlers who are ill or have been unwell within the last 48 hours should not handle foods. This includes diarrhoea, vomiting 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 may wish to have a plan to ensure orders are met if 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).	

<b>Safety Point - Cleaning</b>	
<b>Why it is critical to food safety?</b>	<b>What I do to meet this safety point:</b>
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.	
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 (eg cakes) being prepared.	
Specify the type of cleaning chemicals used. Reusable cloths should be changed regularly. Alternatively single use, disposable cloths may be used. Bacteria can easily survive and spread from cleaning cloths onto food or work surface.	
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. Fridge shelves can become contaminated with bacteria. This can easily pass onto hands and other products stored in the fridge.	
The kitchen must be 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.	

<b>Safety Point – Cooking and Temperature</b>	
<b>Why it is critical to food safety?</b>	<b>What I do to meet this safety point?</b>
Please specify the different types of food that you make.	
Raw egg products, such as some chocolate mousses and cheesecakes should be avoided. Products made with uncooked or lightly cooked eggs can carry <i>Salmonella</i> bacteria which can cause food poisoning.	
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 8C or colder).	
Bacteria can survive and grow in foods which require refrigeration. Indicate here how often you will check your fridge temperature. It is recommended that you keep a record of fridge temperatures, will you do this?	
If you are working on a market stall and have high risk foods 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? <i>High risk foods can be kept unrefrigerated for a <b>single period of 4 hours</b> during service. If you are relying on this exemption you <b>must</b> be able to demonstrate what time the food was first put out.</i>	
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 a supply of water and cleaning materials for hand washing and equipment. Facilities for hand washing will enable personal hygiene to be maintained. (Antibacterial hand gels alone are not always sufficient).	

<b>Safety Point - Other</b>	
<b>Why it is critical to food safety?</b>	<b>What I do to meet this safety point:</b>
Catering premises should be using good quality, fresh, Grade A eggs. Lion marked eggs are recommended.	
Allergens such as nuts and some dairy 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 include date labels.	
Stock rotation will ensure that foods beyond their use by date are not consumed.	

**Labelling:** Further information on the labelling requirements can be found on our website:

[http://www.telford.gov.uk/info/200040/environmental\\_health/1677/food\\_labelling/8](http://www.telford.gov.uk/info/200040/environmental_health/1677/food_labelling/8)

**Further Advice:**

If you require any further information or advice please contact us:

Email: [bas@telford.gov.uk](mailto:bas@telford.gov.uk)  
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