

Food Safety Checklist for Home Caterers including cake makers.

Record all problems on the safe food diary

Safe cooking Is food cooked thoroughly Are frozen foods thoroughly defrosted before cooking?
Safe chilled food Is all food being put into fridge straight away after delivery and preparation? Is the temperature of cooked/ready to eat food below 8°C: on delivery?/in fridges and during transport to customers?
Safe frozen food Is frozen food at or below -18°C? Is frozen food in airtight containers? Has all frozen food a 'use by' date?
Safe hot holding Is hot food kept above 63°C?
Safe cooling Is food cooled as quickly as possible? Is high risk food transferred to fridge to finish cooling? Is food cooled in an insect proof area away from raw foods?
Stock control Has all food got a use-by or best-before date? Is all food within its use-by or best-before date? Is food used within 3 days once opened? Is food labelled for customers in accordance with advice from Trading Standards?
Safe personal hygiene Are hands being washed properly and often enough? Is clean overclothing being worn? Are hot water, soap, and clean towels available for hand washing? Is food being handled as little as possible?

Safe cleaning and maintenance Do all surfaces look clean? Are food contact surfaces sanitised daily? Are surfaces in good condition? Are cleaning chemicals stored and used properly? Is cleaning equipment clean and in good condition? Is all lighting and ventilation working and being used properly? Are bins and surrounding areas kept clean?
Safe pest control Are there any signs of mice, flies or other pests?
Cross contamination Is food covered? Are separate chopping boards, knives and other equipment used for raw and cooked foods? Are separate work areas used for raw and cooked foods? Are frozen raw foods thawed away from cooked/ready to eat foods? Are surfaces used for cooked/ready to eat foods sanitised before use? Are cleaning cloths used only once before being sterilised? Are cooked/ready to eat foods stored above raw foods in the fridge?
Other contamination Is all food covered properly in fridges and dry store, and while cooling? Is all food checked for intact packaging and use-by dates on delivery and storage? Are any pets or pet equipment in kitchen or pantry? Is any food or food equipment near the floor? Are food preparation areas cleared of domestic or family articles and cleaned before use? Is food packed so as to prevent damage during transport? Are food containers stored in a food room?
Thermometers Is a probe thermometer used for cooling checks? Has it been calibrated?