

# Food hygiene self-assessment questionnaire for cake makers



PLEASE RETURN TO ENVIRONMENTAL HEALTH

Name of business (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Full name \_\_\_\_\_

Tel no \_\_\_\_\_ email \_\_\_\_\_

**Some questions about what you make:** Quantity of cakes/confectionery made day/week/month.

Do you make your cakes at home? Y/N – if not where.....

Do you supply retail outlets? Y/N? If so, state which outlets.

Do you have anyone to help you? Y/N

Do you transport the final product to the customer? Y/N – briefly explain how –include wrapping/ car/post/collected  
 .....

**What type of food do you make?** Tick as applicable

- |   |  |
|---|--|
| <input type="checkbox"/> Sponge cake/fairy cakes  | <input type="checkbox"/> Novelty cakes                                       |
| <input type="checkbox"/> Christmas (fruit cake)   | <input type="checkbox"/> celebration (Birthday/anniversary/christening) cake |
| <input type="checkbox"/> Cup cakes  | <input type="checkbox"/> biscuits/cookies                                    |
| <input type="checkbox"/> Meringues  | <input type="checkbox"/> Preserves – Jams/ marmalades /lemon curd            |
| <input type="checkbox"/> Savouries – quiche /pizzas   | <input type="checkbox"/> Sandwiches / outside catering                       |
| <input type="checkbox"/> Confectionery: fudge/ marzipan sweets/ chocolate/ truffles/ honeycomb/ toffee. |  |
| <input type="checkbox"/> Other – briefly state  |  |

**Think about the ingredients that you use. What do you use, where do you buy them, how do you use them?** Tick as appropriate.

Eggs – specifically lightly cooked eggs (e.g. in quiches, meringues, mousse, royal or other icing for cakes). How do you cook/use them and state where you buy them (Lion Branded/grade A).  
 .....  
 .....

Cream and soft cheese – UHT or fresh, whipping, double, full fat cream cheese. Explain how you use them:  
 .....  
 .....

Marzipan – home-made or shop bought?

Traceability – food law requires you to demonstrate traceability for your ingredients and the cakes you make. Do you keep receipts for all your ingredients? Can you link the receipt to a specific cake.  
 .....

<input type="checkbox"/>	Cake fillings –what do you use for cake fillings / pastries? State all types of fillings used..... .....
<input type="checkbox"/>	Do you buy any ingredients from outside the UK (eg. personal import) ? Explain .....
Do you keep records of the people who buy your cakes ? .....	
Can you link the customer record to the ingredients used and their date of purchase.....	
<input type="checkbox"/>	Do you use glitter and dusts? Manufacturer / brands used. Do you check the use by date?..... .....

**Storage and Preparation**

- 1      Where do you buy cake ingredients from? What checks do you do at the time of purchase/delivery? Where do you store them once they are at home?

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- 2      Where do you prepare cakes? How do you make them?

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- 3      If applicable, describe how you store food which contains fresh cream or lightly cooked eggs at safe temperatures.

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- 4      How do you reduce the risk of cross contamination during the preparation and storage of food which contains fresh cream or lightly cooked eggs?

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- 5      Explain what happens to the cake once it is completed. (Shelf life of product/ wrapped / labelled and dated?)

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- 6      Do you bulk buy ingredients or purchase ingredients per order

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**Structure**

7 Do you consider the walls, floors and ceilings in your premises to be in a condition which enables you to clean them and (where necessary) to disinfect them? Yes  No

8 Which food contact surfaces/equipment do you sanitise/disinfect?  
\_\_\_\_\_

8a State when you sanitise/disinfect the food contact surfaces:  
\_\_\_\_\_

9 Which sanitiser/disinfectant do you use and what is the contact time?  
\_\_\_\_\_

10 Explain how you clean cake making utensils – (eg; dishwasher/sink, frequency, etc)  
\_\_\_\_\_  
\_\_\_\_\_

11 Where do you keep your cleaning materials?  
\_\_\_\_\_  
\_\_\_\_\_

12 Explain how you use your cleaning chemicals.  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Hygiene**

13 Do you have a designated wash hand basin with a supply of hot and cold water, soap and hygienic hand drying facilities? i.e. paper towels Yes  No

14 Please describe what steps you take to prevent the spread of infection? i.e. hand washing, antibacterial hand wash soap, etc?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15 Please state what pets you own and how you prevent them contaminating food (if applicable).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16 What protective clothing do you wear when preparing/baking cakes? Explain.  
\_\_\_\_\_  
\_\_\_\_\_

**Sale of cakes**

17 Where do you offer your cakes/products for sale?

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18 Do you deliver cakes to the customer? (As a business you may need to check your car insurance)

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19 Do you sell your cakes direct to the final consumer or other businesses? Explain

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20 What records do you keep – list of suppliers, fridge/freezer temperatures, useful contacts? Explain

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**Allergy advice**

21 You must ensure you correctly label food, especially to declaring allergens. How do you label food? Please provide an example. You may need to contact Cambridgeshire County Council's Trading Standards for further labelling advice.

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**Training**

22 Have you (or any of your employees) completed the Level II award in Food Safety in Catering (Foundation) or other similar training? State how (online, course)

Yes  No

When was it completed?

**Any other information**

23 If you have any other information regarding your food business that you think we need to know please specify below (eg; plans for expansion or diversification) :

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Signature:

Date:

Name:

**Thank you for completing the questionnaire, your cooperation is appreciated. If there is any further information you would like to provide please attach it to this questionnaire.**

**If you have any food hygiene/safety queries, please do not hesitate to contact the Commercial Team on 01480 388302 or alternatively log on to [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk)**