

Wellsies Pet Treats (Wellsies Cakes) Food Safety & Hygiene Policy

Effective Date: 01st January 2025

Reviewed: 18th April 2025

Review Frequency: Annually

Applies to: All preparation, storage, and sales of Wellsies Cakes' pet treats

Purpose

This policy ensures all pet treats made by Wellsies Cakes are prepared, handled and stored in a hygienic and safe environment, following best practices for food safety. We are committed to preventing contamination and maintaining the highest standards of cleanliness.

Scope

Applies to:

- The home kitchen used for food preparation
 - Storage of ingredients and finished products
 - Packaging stations
 - Market stalls, events and pop-up sales
-

Personal Hygiene Standards

- Hands must be washed thoroughly before handling food, after breaks, or after contact with pets, waste or raw ingredients.
 - A clean apron or designated work wear must be worn when preparing treats.
 - Hair must be tied back or covered with a net.
 - Jewellery (except plain wedding bands) must be removed during food prep.
 - No eating or drinking near the prep area.
 - No food preparation should occur while the preparer is ill, especially with symptoms of vomiting or diarrhoea.
-

Cleaning & Sanitation

- All surfaces, utensils, cutters and equipment must be cleaned and sanitised before and after each baking session.
 - A food-safe sanitiser is used to disinfect surfaces.
 - Equipment such as mixing bowls, cutters, and moulds are washed in hot soapy water and left to air-dry fully.
 - Cleaning cloths and sponges are replaced regularly to avoid bacterial build-up.
 - See Appendix A for Cleaning Frequency Schedule.
-

Ingredient Handling

- All ingredients must be stored in sealed containers, off the floor, in a cool, dry area.
 - Ingredients are checked for signs of spoilage before use.
 - Use-by and best before dates are monitored.
 - Only food-grade ingredients are used – all suitable and safe for pets.
-

Allergen & Cross-Contamination Control

- Recipes containing allergens (e.g. peanuts, dairy) are prepared separately and clearly labelled.
 - Utensils and surfaces are cleaned between batches.
 - Packaging includes a clear allergen statement and “made in a kitchen that handles...” disclaimer.
-

Product Storage & Transport

- Finished treats are stored in airtight containers in a clean, dry space.
 - Market products are transported in sealed tubs or food-safe boxes.
 - Customers are advised to store treats in a cool, dry place, in a sealed container. Once sold, storage is outside our control.
-

Waste Disposal

- Waste food and packaging are disposed of daily.
 - Waste bins are emptied regularly and cleaned to prevent pests.
-

Monitoring & Records

- A cleaning checklist is maintained and completed after each prep session.
 - Ingredient logs and batch codes are recorded for traceability.
 - Pest control checks are documented weekly.
 - Appendix B is the Cleaning Schedule Checklist Template
-

Responsibility

The business owner is responsible for:

- Ensuring all hygiene procedures are followed.
 - Keeping training, logs, and cleaning up to date.
 - Reviewing and updating this policy annually or as required.
-

Contact Us

- Wellsiescakes@outlook.com
- TikTok & Instagram: @wellsiespettreats
- Visit our weekend Pop-Up Shop (from 18th April 2025)

Wellies Pet Treats (Wellsies Cakes)

Appendix A – Cleaning Frequency Schedule

Item / Area	Frequency	Notes
Food Preparation Surfaces	Before & after each use	Use food-safe sanitiser
Mixing Bowls & Baking Utensils	After every use	Hand wash or dishwasher
Cookie Cutters & Silicone Moulds	After every use	Air dry thoroughly
Aprons / Work Wear	Weekly (or when soiled)	Wash separately from everyday clothes
Ingredient Storage Containers	Weekly	Check for residue or spills
Treat Storage Bins / Tubs	Weekly	Wipe down inside and out
Market Stall Tables & Displays	Before and after each event	Use sanitising wipes or spray
Pop-Up Shop Counters	Daily (when in use)	Clean at start and end of each day
Floors (Kitchen / Market Setup Area)	Daily	Sweep and mop as needed
Bins (Empty & Clean)	Daily	Wipe inside and outside
Fridge (if used)	Weekly	Check expiry dates, discard as needed
Customer Contact Areas (Card Reader, Table Edges)	Daily	Wipe frequently
Doors & Handles (Kitchen / Storage)	Weekly	Use antibacterial cleaner
Deep Clean – Full Prep Area	Monthly	Includes walls, skirting, cupboard doors.

Wellies Pet Treats (Wellsies Cakes)

Appendix B – Cleaning Schedule Checklist

Location: Home Kitchen / Market Stall / Pop-Up Shop / Storage Area / other: _____

Week Starting: ____ / ____ / ____

Completed by: _____

Item / Area	Frequency	Day & Time	Initials	Notes / Issues Found
Food Preparation Surfaces	Before & after each use			
Mixing Bowls & Baking Utensils	After every use			
Cookie Cutters & Silicone Moulds	After every use			
Aprons / Work Wear	Weekly (or when soiled)			
Ingredient Storage Containers	Weekly			
Treat Storage Bins / Tubs	Weekly			
Market Stall Tables & Displays	Before and after each event			
Pop-Up Shop Counters	Daily (when in use)			
Floors (Kitchen / Market Setup Area)	Daily			
Bins (Empty & Clean)	Daily			
Fridge (if used)	Weekly			
Customer Contact Areas (Card Reader, Table Edges)	Daily			
Doors & Handles (Kitchen / Storage)	Weekly			
Deep Clean – Full Prep Area	Monthly			