



**CREAMVILL
BAKERIES LIMITED**

***FOOD SAFETY AND
HYGIENE POLICY***

PRESENTED BY:

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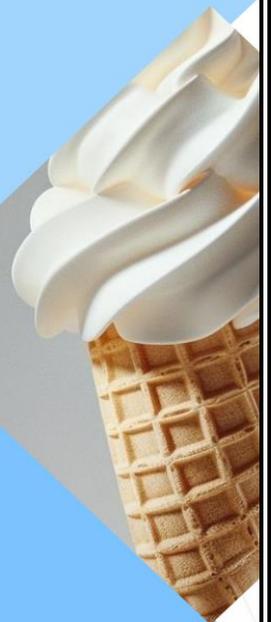


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CREAMVILL BAKERIES LIMITED



PURPOSE

The primary purpose of the Food Safety and Hygiene Policy at CREAMVILL BAKERIES LIMITED is to establish a robust framework that ensures the production, handling, storage, and distribution of food products are carried out in a manner that guarantees safety, quality, and compliance with all relevant food safety legislation and standards in the United Kingdom. This policy is designed to protect consumers, employees, and the company's reputation by minimizing risks associated with foodborne illnesses, contamination, and other hazards that may arise during food production and handling.

CREAMVILL BAKERIES LIMITED recognizes that food safety is not only a regulatory requirement but also a fundamental component of the company's commitment to excellence and customer satisfaction. The purpose of this policy is therefore to provide clear guidance on how the organization identifies, controls, and monitors potential risks associated with its food products. It sets out the principles and practices that all employees, contractors, and temporary staff must adhere to, ensuring that everyone involved in the food production process understands their role in maintaining a safe and hygienic environment.

By implementing this policy, the company aims to foster a culture of proactive food safety management. This includes adherence to best practices in personal hygiene, proper food handling, allergen control, storage, and preparation procedures. The policy emphasizes that food safety is a shared responsibility across all levels of the organization, from senior management to production staff, and that compliance with these standards is essential to preventing contamination, spoilage, and any potential harm to consumers.

Furthermore, this policy serves as a foundational document that aligns the company's operational practices with national and international food safety standards, including those set out by the Food Standards Agency (FSA) and Hazard Analysis and Critical



Control Point (HACCP) principles. By clearly articulating the purpose, CREAMVILL BAKERIES LIMITED underscores its commitment to continuous improvement, risk mitigation, and accountability in all aspects of food safety and hygiene.

In addition to regulatory compliance, the purpose of this policy is to enhance customer trust and confidence in the company's products. Safe, high-quality food is a critical factor in building brand loyalty and maintaining long-term business success. By clearly defining the objectives and expectations regarding food safety, the company ensures that employees are aware of the importance of vigilance, adherence to procedures, and prompt reporting of any incidents or deviations from established standards.

Ultimately, the purpose of this Food Safety and Hygiene Policy is to create a systematic approach that integrates safety, hygiene, and quality into every stage of the food production and handling process. It demonstrates CREAMVILL BAKERIES LIMITED's unwavering commitment to protecting public health, meeting legal obligations, and delivering products that consistently meet the highest standards of safety and quality.

SCOPE

The scope of the Food Safety and Hygiene Policy at CREAMVILL BAKERIES LIMITED defines the boundaries of its application and ensures that every individual involved in the company's operations understands their responsibilities in maintaining the highest standards of food safety and hygiene. This policy applies comprehensively to all employees, contractors, temporary staff, and any third-party service providers who are engaged in the production, handling, storage, preparation, or distribution of food products within the company's premises or under its control.

The policy encompasses all aspects of the food supply chain managed by CREAMVILL BAKERIES LIMITED, including the receipt of raw materials, storage, processing, cooking, packaging, labeling, and delivery of finished products. It is designed to address all



potential risks to food safety, including biological, chemical, and physical hazards, and ensures that preventive measures are in place to mitigate these risks at every stage. The policy also covers ancillary areas that can impact food safety, such as cleaning and sanitation of equipment and facilities, waste management, pest control, personal hygiene of staff, and management of allergens.

In practical terms, the scope ensures that the principles of food safety are consistently applied across all operational areas, whether in production kitchens, storage facilities, distribution channels, or office environments where food handling is involved. It also includes activities carried out offsite, such as delivery and transportation, where control measures must be maintained to prevent contamination or spoilage. All equipment, utensils, and machinery used in food production are within the scope of this policy, and their proper maintenance, cleaning, and calibration are critical components of its application.

Additionally, the scope emphasizes that the policy is not limited to day-to-day operations but extends to planning, procurement, and supplier management. Suppliers and vendors providing raw materials, ingredients, or packaging are expected to comply with equivalent food safety standards, and their performance is monitored to ensure the integrity of the supply chain.

By clearly defining its scope, CREAMVILL BAKERIES LIMITED ensures that all staff understand that food safety is an organization-wide responsibility and that adherence to this policy is mandatory for everyone involved. It establishes a framework for consistent practices, accountability, and continuous monitoring, ensuring that safe, high-quality food products are delivered to customers while maintaining compliance with all relevant legal and regulatory requirements



Responsibilities

Ensuring food safety and maintaining high standards of hygiene is a shared responsibility across all levels of CREAMVILL BAKERIES LIMITED. Management is accountable for creating and maintaining an environment where safe food handling practices are prioritized. This includes providing the necessary resources, facilities, and training to enable employees to perform their duties in compliance with food safety regulations. Senior management is also responsible for implementing systems to monitor compliance, identify potential hazards, and ensure corrective actions are taken promptly whenever issues arise.

Supervisors and team leaders play a key role in overseeing day-to-day operations. They must ensure that all staff consistently adhere to hygiene protocols, follow established procedures, and use protective equipment correctly. Supervisors are also responsible for documenting inspections, monitoring temperature controls, verifying cleaning schedules, and reporting any deviations or non-compliance to management.

All employees have an individual duty to maintain personal hygiene, handle food safely, and follow all company procedures. Staff must immediately report any potential food safety hazards, contamination risks, or breaches of hygiene standards. Employees are expected to participate in training programs, demonstrate competence in their assigned roles, and take proactive steps to prevent incidents that could compromise food safety.

Additionally, contractors and temporary staff working within the company are required to comply with this policy fully. They must understand the procedures relevant to their role and cooperate with management and supervisors in maintaining a safe and hygienic working environment.

By clearly defining these responsibilities, CREAMVILL BAKERIES LIMITED ensures accountability and promotes a culture where food safety is integral to every task. This structured approach helps protect consumers, support regulatory compliance, and uphold the company's reputation for delivering safe, high-quality food products.



Food Safety Practices

CREAMVILL BAKERIES LIMITED is committed to implementing rigorous food safety practices to prevent contamination, ensure product quality, and protect the health of consumers. All employees are expected to adhere to the following practices consistently:

Personal Hygiene

- Employees must maintain high standards of personal cleanliness, including washing hands thoroughly before handling food, after using the restroom, and when switching between tasks.
- Protective clothing such as hairnets, gloves, aprons, and masks must be worn as required to minimize contamination.
- Staff must avoid wearing jewelry, nail polish, or other items that may pose a contamination risk.

Food Handling

- All food must be handled carefully to prevent physical, chemical, or biological contamination.
- Raw and cooked products should be kept separate to avoid cross-contamination.
- Food must be prepared and processed using clean utensils and equipment, following approved procedures.

Storage and Temperature Control

- Food products must be stored at appropriate temperatures in accordance with legal requirements and manufacturer guidelines.



- Refrigerated and frozen items must be monitored regularly using temperature logs to ensure compliance.
- Stock rotation (First In, First Out – FIFO) must be applied to prevent spoilage and waste.

Cleaning and Sanitation

- All work surfaces, utensils, and equipment must be cleaned and sanitized regularly.
- Cleaning schedules must be strictly followed, and records maintained for accountability.
- Pest control measures must be implemented to maintain a safe and hygienic environment.

Allergen Management

- All allergens must be clearly identified, segregated, and labeled to prevent accidental exposure.
- Staff must be trained on allergen handling procedures and respond appropriately to allergen-related incidents.

Waste Management

Waste must be disposed of safely and promptly to prevent contamination or pest infestations.

- Designated bins and disposal methods must be used according to company procedures.



TRAINING AND COMPETENCE

CREAMVILL BAKERIES LIMITED recognizes that effective training and staff competence are fundamental to maintaining high standards of food safety and hygiene. All employees, contractors, and temporary staff involved in food production, handling, storage, or distribution must receive appropriate training to ensure they can perform their duties safely and in compliance with regulatory.

Induction Training

- All new employees must undergo a comprehensive induction program covering company food safety policies, hygiene practices, allergen awareness, and operational procedures.
- Induction ensures that staff understand their responsibilities, the importance of maintaining food safety, and the consequences of non-compliance.

Job-Specific Training

- Employees will receive training tailored to their specific roles, including proper food handling, preparation techniques, temperature control, storage procedures, cleaning, and waste management.
- Staff operating specialized equipment or machinery will receive detailed instruction and supervision until they demonstrate competence.

Ongoing and Refresher Training

- All employees are required to participate in regular refresher training sessions to stay updated on best practices, legislative changes, and internal procedural updates.
- Refresher training ensures continuous improvement, reinforces compliance, and addresses any observed gaps in performance.

Assessment and Competence Monitoring



- Staff competence will be regularly assessed through observation, practical demonstrations, and written evaluations where appropriate.
- Supervisors are responsible for monitoring adherence to food safety procedures and providing feedback or additional support when required.

Record Keeping

- Comprehensive records of all training activities, including induction, job-specific, and refresher courses, will be maintained.
- Training records provide evidence of compliance with legal requirements and serve as a reference for continuous improvement.

Monitoring and Compliance

CREAMVILL BAKERIES LIMITED is committed to ensuring that all food safety and hygiene standards are consistently maintained across every aspect of its operations. To achieve this, the company has established a robust monitoring and compliance framework that emphasizes proactive oversight, regular inspections, and continuous improvement. Monitoring activities are designed to identify potential risks, detect deviations from established procedures, and ensure corrective actions are implemented promptly to safeguard the quality and safety of all food products.

Compliance is maintained through systematic checks of food handling, preparation, storage, and distribution processes. Temperature controls, cleaning schedules, equipment maintenance, and pest control measures are regularly monitored and recorded to ensure adherence to internal policies and legal requirements. Supervisors and management are responsible for conducting these checks, providing guidance to staff, and addressing any non-conformities immediately. The company also undertakes internal audits to assess the effectiveness of food safety procedures, identify areas for improvement, and verify that all regulatory obligations are being met.



Record-keeping plays a critical role in monitoring and compliance, providing documented evidence of adherence to food safety standards. Detailed records of temperature logs, cleaning activities, staff training, supplier compliance, and incident reports are maintained to demonstrate accountability and support continuous review processes. Any incidents of non-compliance, contamination, or food safety hazards are investigated thoroughly, and corrective actions are implemented to prevent recurrence.

Through this structured approach, CREAMVILL BAKERIES LIMITED ensures that food safety is not only a matter of policy but an actively managed aspect of day-to-day operations. By embedding monitoring and compliance into the company culture, management ensures that risks are minimized, standards are consistently upheld, and consumer confidence is protected. This commitment reinforces the company's dedication to delivering safe, high-quality food products while maintaining compliance with all relevant legislation and industry best practices.

Reporting and Corrective Action

CREAMVILL BAKERIES LIMITED recognizes the importance of a clear and structured system for reporting food safety issues and implementing corrective actions. Prompt reporting of any hazards, deviations, or non-compliance is critical to preventing contamination, protecting consumer health, and maintaining the integrity of the company's operations. All employees, contractors, and temporary staff are required to immediately notify their supervisors or management of any incidents that could compromise food safety, including equipment malfunctions, improper handling of food, hygiene breaches, pest activity, or any suspected contamination.

Once a report is received, management takes responsibility for assessing the situation, investigating the root cause, and determining appropriate corrective measures.



Corrective actions may include immediate containment or disposal of affected products, adjustments to procedures, retraining of staff, or maintenance of equipment. The company ensures that all corrective measures are documented, implemented without delay, and communicated clearly to relevant personnel to prevent recurrence.

REVIEW

CREAMVILL BAKERIES LIMITED is committed to ensuring that its Food Safety and Hygiene Policy remains current, effective, and aligned with legislative requirements and industry best practices. The policy will be reviewed on a regular basis, at least annually, or more frequently if there are significant changes in operations, food safety legislation, regulatory guidance, or company procedures. Regular review ensures that emerging risks, updated standards, and lessons learned from incidents are incorporated into the company's practices, maintaining a proactive approach to food safety.

The review process is the responsibility of senior management, who will evaluate the effectiveness of existing procedures, assess compliance records, and consider feedback from staff, audits, inspections, and regulatory authorities. Any identified gaps or areas for improvement will result in the updating of procedures, training programs, or operational practices to strengthen food safety controls. Changes to the policy or associated procedures will be clearly documented, communicated to all relevant personnel, and incorporated into training and operational guidance to ensure consistent implementation across the organization.

Additionally, review processes support continuous improvement by providing an opportunity to analyze incident reports, corrective actions, monitoring records, and staff



feedback. This enables management to identify recurring risks, implement preventive measures, and enhance the overall food safety culture within the company. By maintaining a structured review schedule, CREAMVILL BAKERIES LIMITED demonstrates its commitment to accountability, transparency, and the ongoing protection of consumers, staff, and the company's reputation.

Ultimately, the review process ensures that the Food Safety and Hygiene Policy remains a living document that guides operational excellence, reinforces compliance with legal requirements, and sustains the delivery of safe, high-quality food products. Through careful evaluation and timely updates, the company continually strengthens its food safety management system, reflecting its dedication to safeguarding public health and upholding customer trust.

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