

Solstice Bakery Method Statement

Business Details

Food Business Operator (FBO)	Ellen Edwards
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Summary of Work

Vegan and Gluten-Free bakery items produced in a home kitchen. Items are supplied to local cafes, sold online, and sold at in- and out-door market stalls.

All work is carried out by the FBO.

Risk Identification and Management

Production

Risks identified within the production of foods have been outlined in the [Food Safety Risk Assessment](#). This is a comprehensive assessment covering all risks associated with delivery of stock, storage, preparation, cooking, cooling and defrosting.

As a Gluten-Free kitchen, extreme care is taken to avoid cross-contamination with cereals containing gluten. All ingredients are checked to ensure there are no trace amounts of Gluten. No Gluten containing foods are prepared in the same area as food items for sale. Ready to Eat food items are stored in airtight containers and handled with tongs.

Whilst great care is taken to provide options that are allergen free, the kitchen cannot guarantee that foods are free from other common allergens, most particularly Soy, Nuts, Peanuts and Sesame.

The FBO holds a [Level 2 food Hygiene Certificate](#).

Protective clothing is worn by the FBO throughout production, including chef hat, apron and gloves when necessary.

Hands are washed frequently and with warm water and antibacterial soap, and dried with a clean towel or disposable napkin.

Sales and Display

Risks associated with the direct sale of foods are covered in the Food Safety Risk Assessment, which also covers transportation, display and service.

Food items supplied to other food establishments are no longer under the care of Solstice Bakery upon delivery, and their handling and display are to the discretion of the recipient businesses.

Food items sold online are packaged and handled in accordance with the Pre-packed For Direct Sale (PPDS) guidelines, as outlined by the Food Standards Agency.

Food Items sold at market stalls are transported in sealed airtight containers and only handled by the FBO. Minimal food items are displayed at any one time, and replacement stock are kept in cooler bags and boxes to remain fresh and uncontaminated. Food is served with tongs directly into takeaway packaging.

Allergen information about all food items is available upon request by the customer in the form of allergen matrices.

Troubleshooting and Mitigation

In the event of a customer having an allergic reaction to any food items produced by Solstice Bakery, all food from the same production batch will be recalled. All ingredients and production methods will be reviewed and updated, and allergen information will be updated.

In the event of a customer contracting a foodborne illness or food poisoning, all production methods will be updated, and food safety management systems will be reviewed and updated.

Method Statement Completed on 27/08/2025

Completed by Ellen Edwards

A handwritten signature in black ink, appearing to be 'E. Edwards', written in a cursive style.

