

Food Safety Pack for Home Bakers



Contents

2. Registering your Business
 - How to complete a Food Safety Plan
 - Monitoring, Traceability and Records
 - Food Hygiene Rating Scheme
 - Other Considerations
 - Planning Permission
 - Business Rates
 - Insurance
 - Labelling
 - Trade Waste
3. SAFETY POINT 1. OVERVIEW OF BUSINESS
4. CAKE PRODUCTION FLOW DIAGRAM
5. SAFETY POINT 2A. STRUCTURE
6. SAFETY POINT 2B. STRUCTURE
7. SAFETY POINT 3A. CROSS CONTAMINATION: Personal hygiene
8. SAFETY POINT 3B. CROSS CONTAMINATION: Contamination and maintenance
9. SAFETY POINT 3C. CROSS CONTAMINATION: Pest control
10. SAFETY POINT 3D. CROSS CONTAMINATION: Supply and storage
12. SAFETY POINT 4. CLEANING: 2 stage cleaning
13. SAFETY POINT 5A. CHILLING AND FREEZING: Chilled storage
14. SAFETY POINT 5B. CHILLING AND FREEZING: Freezing and defrosting
15. SAFETY POINT 6. PREPARATION / HANDLING
16. SAFETY POINT 7. GLITTERS, DUSTS AND COLOURS
17. SAFETY POINT 8. MARKET STALLS / STANDS
18. SAFETY POINT 9A. OTHER SAFETY POINTS: Allergens
19. SAFETY POINT 9B. OTHER SAFETY POINTS: Shelf life and product composition
20. PRODUCTION DAY CHECK LIST: Blank form for copying

This is a generic pack produced for home bakers; it may therefore not cover all the activities you undertake. If this is the case, you should alter the pack accordingly and add any extra safety points which are required for your business.

Registering your business

All food businesses in the borough must be registered with the council. If you are a home baker and you regularly bake for friends or members of the public, your home will have to be registered with the council as a food business. This is free, and there is only one simple form to fill in, but it is a legal requirement and you can be prosecuted if you do not register before starting. The form can be filled in online at the following link: register.food.gov.uk/new/reigate-and-banstead.

How to complete a Food Safety Plan

The documented food safety management system is an important part of all food business operations and contributes towards the scoring for the food hygiene rating scheme. If you do not have a documented food safety management system in place, this may adversely affect your food hygiene rating.

This pack can be used to produce a Food Safety Plan to meet this requirement for small scale home bakers.

The safety points begin on page 3. Look at each safety point in turn and complete the right-hand column to explain how you, as the business operator, ensure the food you produce is safe.

You should also examine the flow chart to see if you follow the same steps and amend if necessary, to fit how you work.

Monitoring, traceability and records

Some aspects of your food preparation will require checking, for example ensuring your fridges are running at a temperature below +8°C. This information can be recorded in a simple daily diary.

A few records will need to be kept on the days you bake, to record that certain checks and activities have been undertaken. This pack will provide you with a check list for baking/production days. (Page 20 blank form for copying).

Where you sell products to other businesses you must be able to trace them, so keep a record of who, when and what you supplied to them. If any issues are found with the products you have used e.g. the supermarket recalls a product that you have used, you will also need to withdraw the food you sold.

Food Hygiene Rating Scheme

Home bakers are included in the Food Hygiene Rating Scheme. Following your food hygiene inspection, you will be awarded a rating from Five (Very Good) to Zero (Urgent Improvement Necessary). Food Hygiene ratings can be viewed at: ratings.food.gov.uk/. It may take a couple of weeks for your business and rating to show on this website.

Other considerations

Planning Permission: Depending on the type and amount of food you prepare you may need planning permission to run a business from home, so take advice from the planning department at the council: www.reigate-banstead.gov.uk/info/20295/full_planning_applications/135/application_for_planning_permission.

Business Rates: You may have to pay increased rates if you use part of your property for a business. Contact the business rates department at the council: www.reigate-banstead.gov.uk/info/20050/business_rates.

Insurance: Depending on the type and amount of food you prepare you might need to inform your home insurance provider to ensure you are covered for business use. You should consult your solicitor or insurance company.

Labelling: You should consider people with food allergies and have a warning on your food. In addition, you should consider a suitable shelf life. Visit: www.food.gov.uk/business-guidance/packaging-and-labelling.

Trade Waste: If you generate large amounts of waste, you may have to consider getting a trade waste contract.

SAFETY POINT 1. OVERVIEW OF BUSINESS

Please list the types of products you make

Please list where you buy your ingredients and packaging

We recommend you keep a record of where you bought your ingredients for traceability purposes. This is in case there is an issue with any of the products you use, and you need to identify where you bought food from.

Dry goods

Eggs

Dairy

Packaging

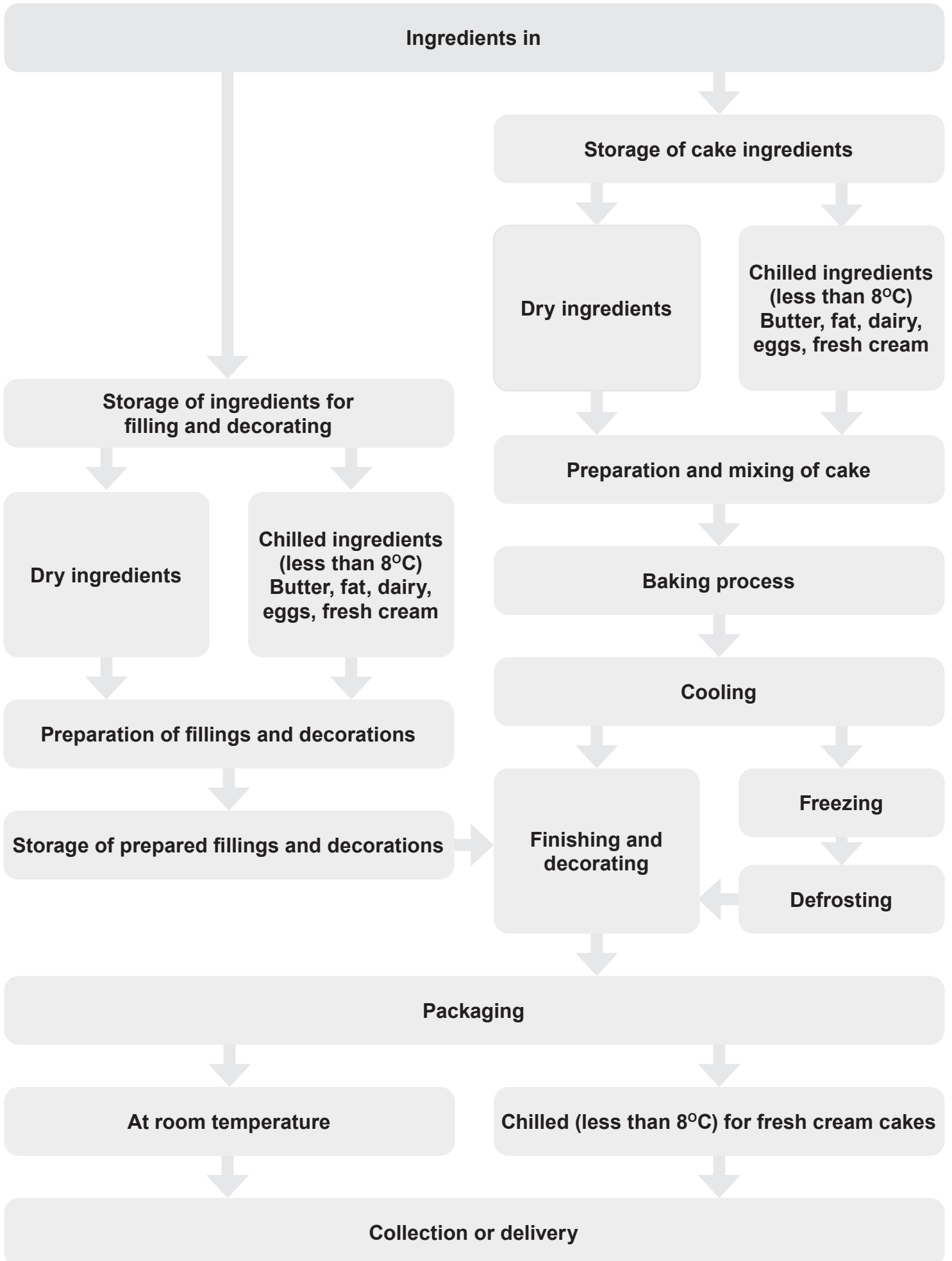
Please list what food hygiene training you have undertaken and the date you did it

Keep a copy of your certificates.

You may need to attend a food hygiene training course if you haven't done one recently. One of the main requirements of the law is that all food handlers must know enough about food safety to allow them to work safely. This usually means passing a training course in food hygiene, at a level which is appropriate to the type of food being prepared. The course recommended is Level 2 Award in Food Safety in Catering, this fits most catering businesses.

CAKE PRODUCTION FLOW DIAGRAM

To identify any hazards in your business you should consider every stage of your production including:



SAFETY POINT 2A. STRUCTURE

Domestic kitchens are not designed for commercial use and so might need some alterations to comply with the food safety laws; you will need to consider how you meet these requirements.

Safety Point

Why is it critical to Food Safety?

You will need access to a wash basin just for washing hands. Where there is a one and a half sink the half sink may be used for the hands depending on how much 'raw' material you handle. Alternatively use another sink e.g. in a utility area, however you must be able to easily access it.

A toilet or bathroom which opens directly on to the kitchen is not recommended, it should have a lobby or another room with a door.

Decorative finishes which are not "easily cleanable" as required by the law e.g. All surfaces must be smooth, impervious and non-absorbent.

Ensure you have enough storage for dry goods and refrigerated goods. Any ingredients you use for your business should be stored separately to anything you use in the domestic setting.

Ensure you have adequate ventilation in your kitchen, which will prevent condensation, mould growth, and damage to decoration. Depending on the amount of cooking mechanical extraction may be required.

Ensure you have enough workspace to help prevent the risk of "cross contamination" (the spread of harmful bacteria). If you use any raw products ideally you should prepare these in a separate area to any other cooked / ready to eat foods.

Access to the kitchen by children, pets, or other people must be restricted while you are handling food, as they can make good hygiene difficult. You may wish to consider controlling access using a stair gate / safety gate.

What I do to meet this Safety Point

Input your details

SAFETY POINT 2B. STRUCTURE

Safety Point

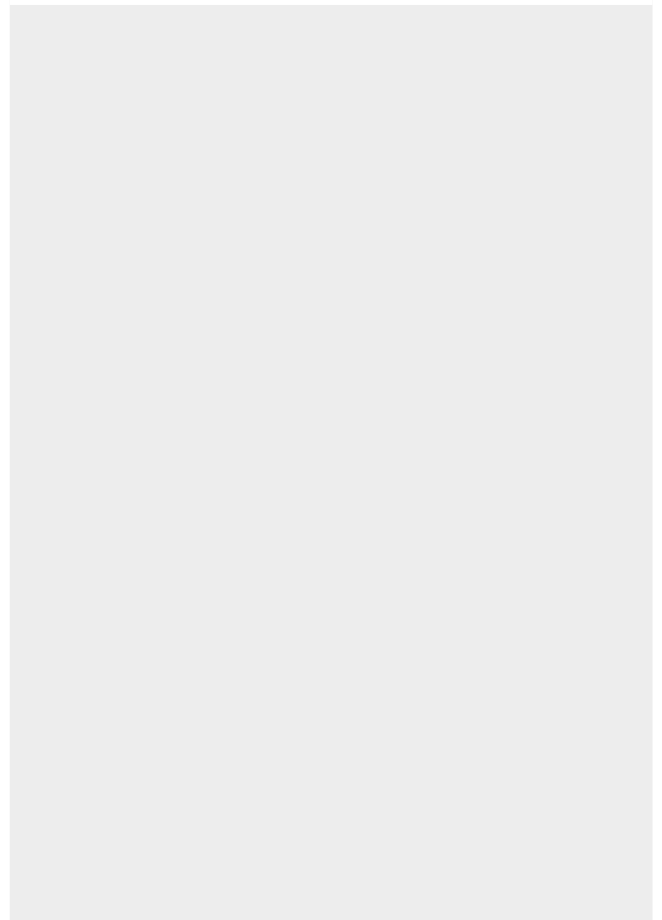
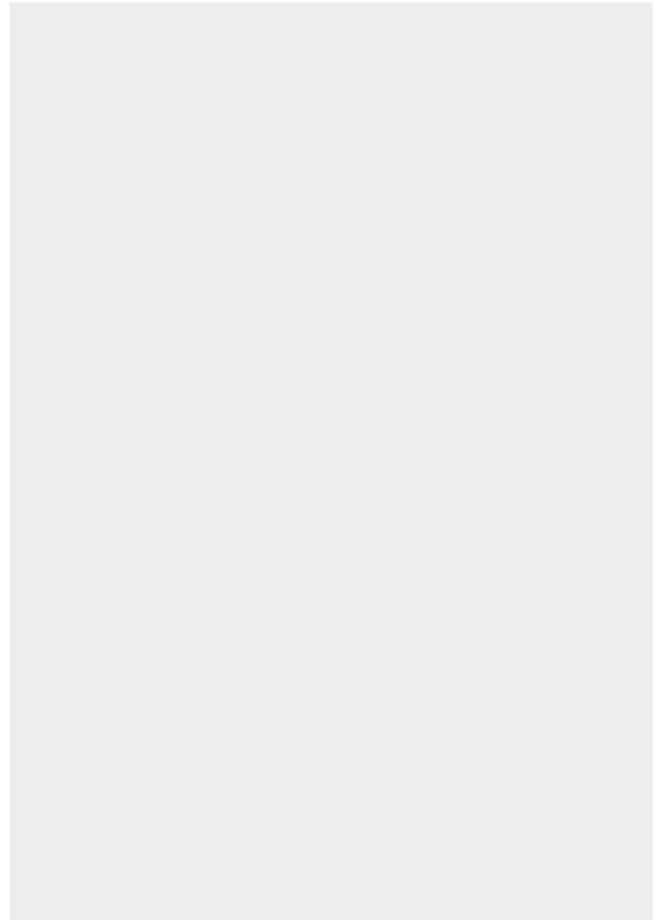
Why is it critical to Food Safety?

All food contact surfaces (work tops, cutting boards etc.) must be in sound condition, easy to clean and disinfect e.g. standard domestic laminate worktops are fine but untreated bare wooden finishes may not be acceptable.

All equipment used in the preparation of food must be in good condition, be easy to keep clean and if necessary, disinfect. The use of wooden equipment such as cutting boards is not recommended, as they cannot be effectively disinfected.

What I do to meet this Safety Point

Input your details



SAFETY POINT 3A. CROSS CONTAMINATION

Personal hygiene

Safety Point

Why is it critical to Food Safety?

Food handlers should wash their hands thoroughly using hot water and antibacterial soap before commencing work and after handling potentially contaminated foods such as raw egg or raw vegetables / fruits / salads.

Bacteria and dirt can spread from the hands of food handlers to the product they are making.

Clean aprons or clean clothing should be changed into prior to starting work.

Dirty overalls or clothing can contaminate food with anything from bacteria to hairs.

Hair should be tied back and / or a hat worn and jewellery should be removed prior to commencing work. (Except for a plain wedding band).

Loose stray hair can contaminate food and jewellery can entrap dirt and bacteria.

Food handlers who are or have been ill within the last 48 hours should not handle foods.

This includes diarrhoea and vomiting illnesses and colds / flus.

Some diseases are contagious and can be passed on to customers through handling food.

You should make sure that anyone who handles food has been symptom free for 48 hours before resuming work. (You may require a back-up plan to ensure orders are met if you are unwell).

What I do to meet this Safety Point

Input your details

SAFETY POINT 3B. CROSS CONTAMINATION

Contamination and maintenance

Safety Point

Why is it critical to Food Safety?

Check your working area for anything (particularly very small items), that could drop into your products.

Food could become physically contaminated, posing a risk to customers.

Repair or replace any equipment or utensils that are damaged or have loose parts.

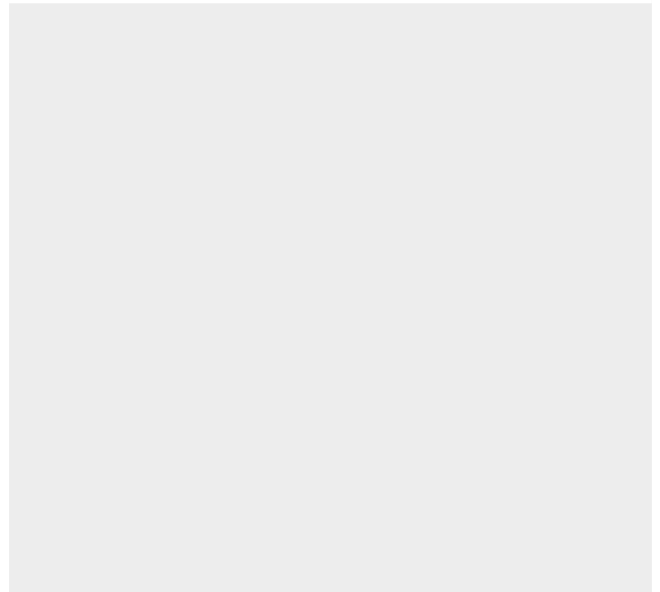
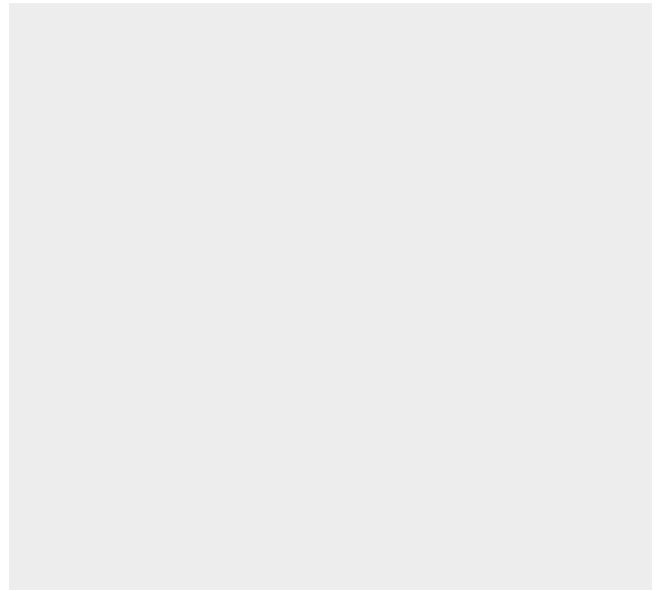
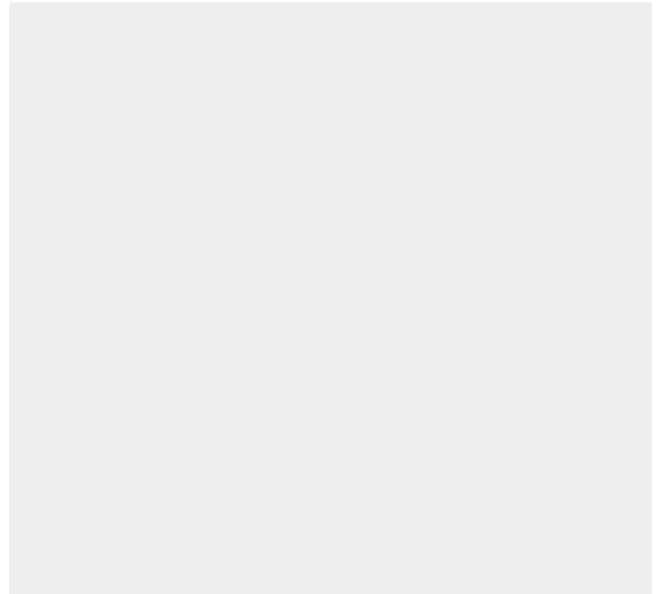
Loose parts may get into food by accident.

Throw away any cracked or chipped dishes and other equipment.

Dirt and harmful bacteria can collect in cracks or chips in damaged equipment.

What I do to meet this Safety Point

Input your details



SAFETY POINT 3C. CROSS CONTAMINATION

Pest control

Safety Point

Why is it critical to Food Safety?

Domestic pets should be removed from the food preparation area before commencing work.

Animals can carry potentially dangerous bacteria which could contaminate work surfaces. Their hair / fur can also be a source of contamination.

Flowers and plants should be removed from the food preparation area before commencing work.

Flowers and soil can harbour potentially dangerous bacteria such as E. Coli which could contaminate work surfaces.

The kitchen must be clean and tidy, with no evidence of pests such as rodents or insects.

Pests can contaminate foods and ingredients. Attention should be paid to cupboards where dry goods such as flour are stored as these foods may attract pests, e.g. mites

Ensure all windows and doors are closed while you are handling / cooling food (unless fitted with insect proof screens)

Dry goods once opened should be stored in washable containers with lids

Packaging e.g. cake boxes should be stored so it does not get dusty / allow items to fall into it or allow pests e.g. spiders to enter it.

If you think any equipment, surfaces or utensils have been touched by pests; they should be washed, disinfected, and dried to stop harmful bacteria spreading. If you think food has been touched by pests, throw it away.

What I do to meet this Safety Point

Input your details

SAFETY POINT 3D. CROSS CONTAMINATION

Supply and storage

Safety Point

Why is it critical to Food Safety?

The starting point for making food safely is to be confident about the safety of your raw ingredients and any ready-made products you buy in.

You should buy your ingredients from reputable reliable suppliers and make sure your raw materials are fresh and have sufficient shelf life on them e.g. a use by date.

Catering premises should be using good quality, fresh, Grade A eggs. Lion marked eggs are from flocks that have been inoculated against Salmonella and are recommended.

Ungraded eggs can be from flocks at risk of avian diseases and Salmonella which can contaminate eggs and the foods produced with them.

Do not use eggs after the 'best before' date.

Storage of your ingredients and your finished cakes must protect them from outside contamination.

- Storing dried goods in plastic lidded containers helps protect them from things like moulds, pests and chemicals such as cleaning chemicals.
- Where finished products or ingredients are stored in the fridge, raw meats should either be stored elsewhere or on the bottom shelves of the fridge to prevent cross contamination. Cross contamination can easily occur during storage.
- Finished products should be boxed or wrapped in fresh, clean, non-toxic, food grade packaging during storage and transit

Separating family use of the kitchen from business use can be very awkward but is essential for good food hygiene. Separate cupboard or storage containers that are clearly labelled can help.

What I do to meet this Safety Point

Input your details

SAFETY POINT 4. CLEANING

Safety Point

Why is it critical to Food Safety?

Domestic kitchen equipment and surfaces including sinks and taps must be thoroughly cleaned and sanitised/disinfected prior to use.

Bacteria from raw meat or unwashed vegetables can contaminate work surfaces, fridges, and equipment, which can then be spread onto the food (e.g. cakes) being prepared.

Disinfectants and sanitizers should meet the following British Standards

- BS EN Standards 1276
- BS EN Standards 13697
- BS EN Standards 14476 (Coronavirus)

You must follow the manufacturer's instructions on how to use and store cleaning chemicals.

Store cleaning chemicals separately from food and make sure they are clearly labelled.

Clean cloths should be used when cleaning down prior and during your work. Cloths should be changed regularly during your operations and after cleaning up contaminated areas e.g. raw egg spills.

Reusable cloths should be changed regularly and washed at a hot temperature (boil washed).

Alternatively, it is recommended that single use, disposable cloths be used. Bacteria can easily survive and spread from cleaning cloths onto food or work surface.

What I do to meet this Safety Point

Input your details

List your cleaning chemicals and what you use them for:

Specify where you store your cleaning chemicals:

List the types of cloths you use and how you clean them if they are reusable:

Fridge shelves must be cleaned regularly.

Fridge shelves can become contaminated with bacteria. This can easily pass onto hands and other products stored in the fridge.

Fridge door handles, cupboard and drawer door handles, taps, switches, and other items people touch frequently must be regularly cleaned and sanitised/ disinfected.

This will help prevent dirt and bacteria being spread to people's hands and then to other food or other areas.

Pay special attention to the cleaning of pieces of equipment which have moving parts e.g. mixer. These can be more difficult to clean but it is important to clean equipment properly to stop bacteria and dirt building up.

If you have one sink for equipment and food washing you must ensure that you carry out a 2 stage clean in between uses. It is advised that if you need to wash any foods e.g. raw salad, fruit, vegetables, that you do this when you first start your preparation. The sink should then undergo a 2-stage clean and be used for washing equipment for the rest of the production time.

2 stage cleaning

Stage 1: general cleaning using a detergent. This involves the physical removal of visible dirt, food particles and debris from surfaces and equipment, followed by a thorough rinse to ensure the removal of all residues from the surface before moving to stage 2.

Stage 2: disinfection. This involves the use of a disinfectant following the manufacturer's instructions for its dilution rate and contact time. Disinfectants will not be effective if used on dirty surfaces, or if applied at the incorrect dilution or for the insufficient contact time or the incorrect temperature.

SAFETY POINT 5A. CHILLING AND FREEZING

Chilled storage

Safety Point

Why is it critical to Food Safety?

Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge. You should have some method of being able to monitor the temperature of your fridges to ensure they are $+8^{\circ}\text{C}$ or colder.

It is recommended that fridges should be set at $+5^{\circ}\text{C}$ or below, to ensure chilled food is below $+8^{\circ}\text{C}$.

Bacteria can survive and grow in foods if they are not properly refrigerated. This then has the potential to cause food poisoning.

You will need to check and write down the temperature of your fridge when you have food in your fridge for your business.

If you use cream cheese, fresh cream or other items that need chilling as a filling or topping for your cakes, the cakes will need to be stored in the fridge.

You should advise your clients of these storage conditions, e.g. on the label.

Bacteria can survive and grow in foods of this type if they are not properly refrigerated. This then has the potential to cause food poisoning.

Where you use ingredients with a 'use by' date, the ingredients used must have sufficient shelf life on them for the durability of the cake made.

E.g. if your cake will last for 3 days, the cream cheese used for the frosting must be used at least 3 days before its 'use by' date.

Following cooking, food must be chilled as soon as possible (within 90 minutes usually) and protected from contamination during the cooling process.

Allowing foods to cool slowly allows the growth of pathogenic bacteria. Food should be covered where possible or protected to avoid contamination.

What I do to meet this Safety Point

Input your details

How do you check the temperature of your fridge and where do you write it down?

SAFETY POINT 5B. CHILLING AND FREEZING

Freezing and defrosting

Safety Point

Why is it critical to Food Safety?

Most cakes will freeze well, even most iced cakes.

Things to consider are:

- Un-iced cakes are fine to freeze apart from those with little or no fat.
- Iced / frosted cake: most frosting is okay to freeze, however do not freeze icing / frosting that contains cream cheese, egg, fresh cream, or boiled versions.
- Buttercream frostings freeze very well for a couple of months.
- Record on the wrapping of the cake the date it was frozen and the type of cake.
- Ensure they are wrapped in moisture proof wrapping, examples include:
 - Greaseproof paper thoroughly covering the cake and taped.
 - Aluminium foil, or aluminium foil and plastic wrap/greaseproof paper underneath it
 - Plastic self-sealing bag
 - Placement of wrapped cake into a metallic tin if desired (protects the cakes from being knocked by other items, makes it very easy to find and provides added protection from moisture and freezer odours, such as seafood)

Recommended time frames for frozen cakes:

- Freeze un-iced /undecorated cakes for up to three months.
- Freeze iced cakes for up to two months.

Defrosting a frozen cake:

For an un-iced cake: leave it on a wire rack in a clean part of the kitchen. Do not microwave or oven heat a frozen cake. It will take about 2 hours for a large cake to thaw under normal room temperature conditions.

For an iced cake: Let it thaw in the refrigerator. This will prevent condensation from forming on the icing / frosting.

What I do to meet this Safety Point

Input your details

Input your details

Input your details

SAFETY POINT 6. PREPARATION/HANDLING

Safety Point

Why is it critical to Food Safety?

Raw egg products, such as some chocolate mousses and cheesecakes should be avoided (unless you can demonstrate how you are making them safely).

Raw egg whites should not be used as a glaze.

Products made with uncooked or lightly cooked eggs can carry Salmonella bacteria which can cause food poisoning.

Ensure that a satisfactory cooking temperature is achieved for your products and that they are cooked evenly.

A visual check is adequate for both sponge and fruit cake (e.g. when a skewer comes away clean the cake is cooked)

Failure to adequately cook food can lead to the survival and growth of bacteria.

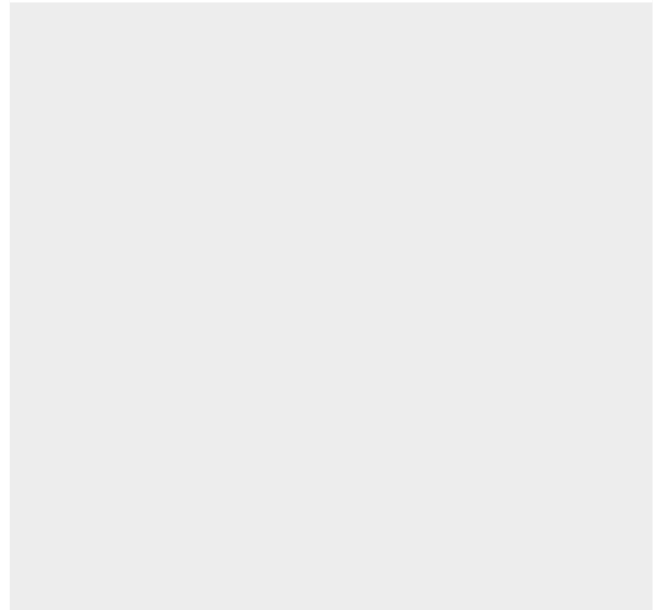
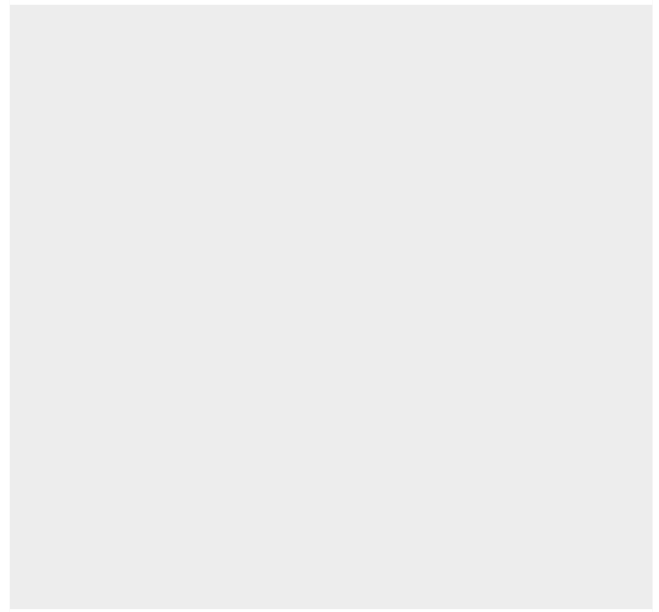
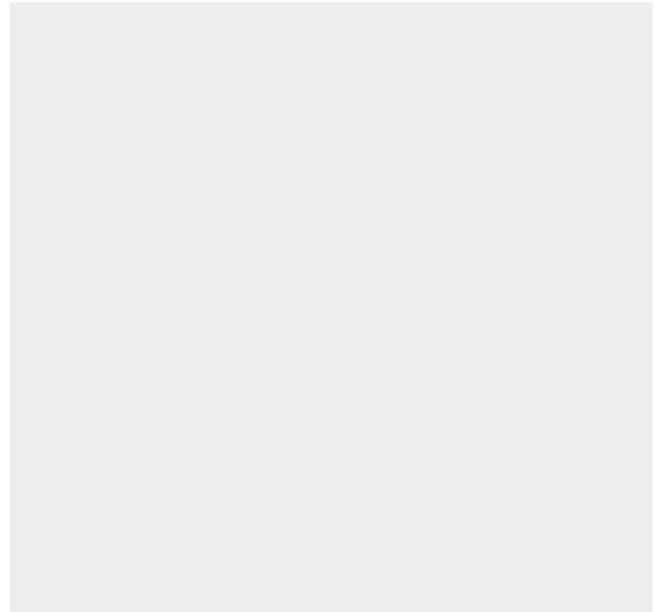
Fresh raw salad / fruit / vegetables must be washed thoroughly before use, particularly where they are to be eaten raw.

These foods are grown outside, often in the ground and could have soil/fertilizers on them. Both can contain bacteria sufficient to cause illness.

If you have prepared vegetables, fruit or salad veg that have dirt or soil on the outside you should clean and disinfect any equipment you have used to prepare them before preparing other foods.

What I do to meet this Safety Point

Input your details



SAFETY POINT 7. GLITTERS, DUSTS AND COLOURS

Glitters and dust are used to decorate confectionery products, some are safe to use others are not and could be a health hazard, please read notes below.

Safety Point

Why is it critical to Food Safety?

You should ensure that no decorations, edible or non-edible are a choking hazard. It is advisable that only edible decorations are used.

Any non-edible decorations must be capable of being removed from the product before it is eaten. You must advise your customers of this. It is good practice to provide written instructions for non-edible decorations.

If you pre-pack your products, the warning should be on the label, if you sell loose (unwrapped) then advise every customer verbally.

Glitters and dusts must be edible and for food use, so always read the label when buying them. If there is any doubt, then do not buy them.

Keep details of the glitters and decorations you are using in the form of the original packaging, as this is proof that the products are labelled as edible. This information may be requested by an Enforcement Officer when they carry out a routine visit or if there is an investigation following an incident or complaint.

Some decorations or ingredients contain colours that are associated with hyperactivity in children. The colours to check for are:

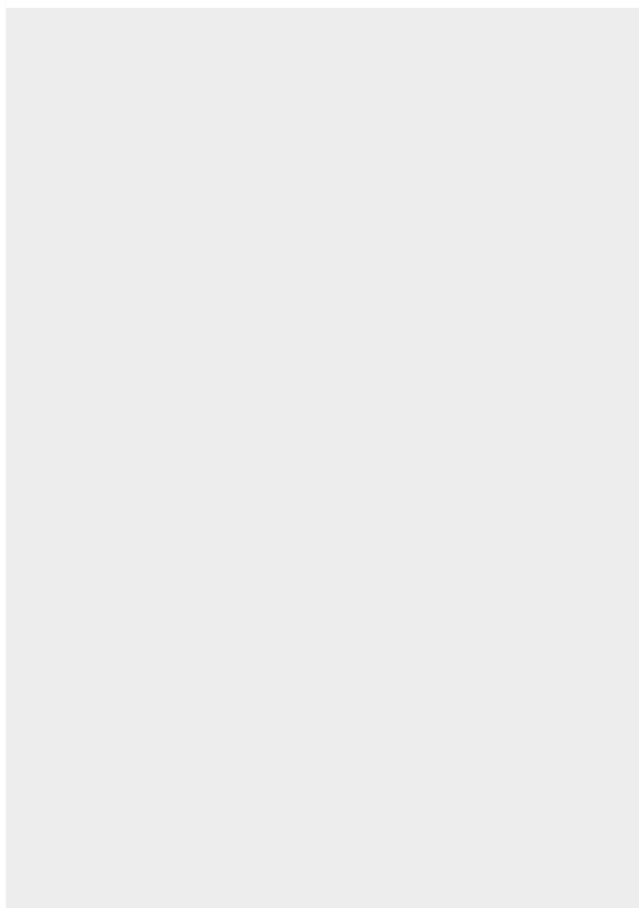
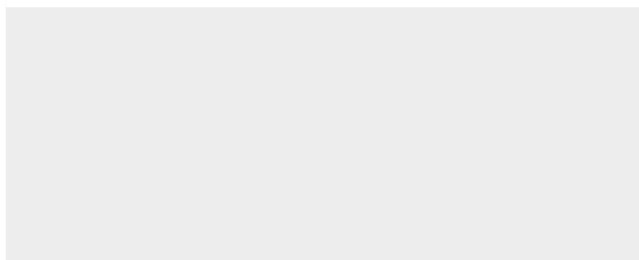
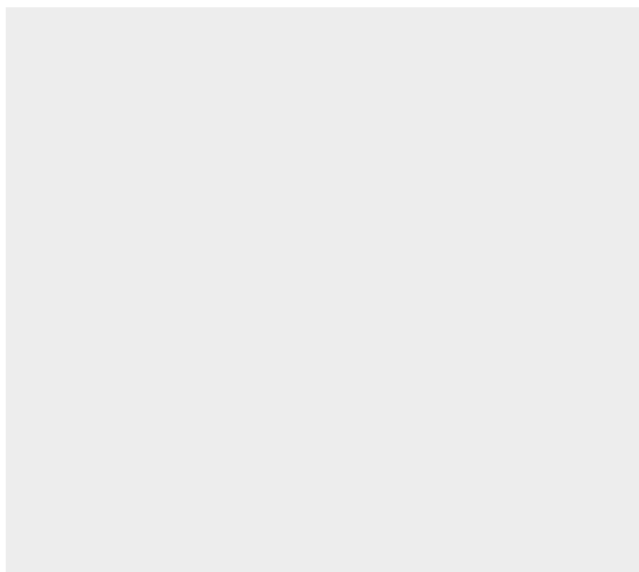
- E102: Tartrazine
- E104: Quinoline yellow
- E110: Sunset Yellow
- E122: Carmoisine
- E124: Ponceau 4R
- E129: Allura Red

If you are selling loose products at a retail outlet or stall and they contain these colours you need to provide a warning for the customer. You can do this by displaying a warning. The warning required is the name of E number of the colour accompanied by the wording "may have an adverse effect on activity and attention in children".

Where you are selling pre-packed food via another retailer the product requires a full list of ingredients and the warning should be given on the pack itself.

What I do to meet this Safety Point

Input your details



SAFETY POINT 8. MARKET STALLS / STANDS

Safety Point

Why is it critical to Food Safety?

If you are working on a market stall and have high risk products that require refrigeration (such as fresh cream cakes or cheesecakes) you must have suitable refrigeration available to store them. This could include cool boxes with ice packs or portable refrigerators.

How will you check that the temperature is ok?

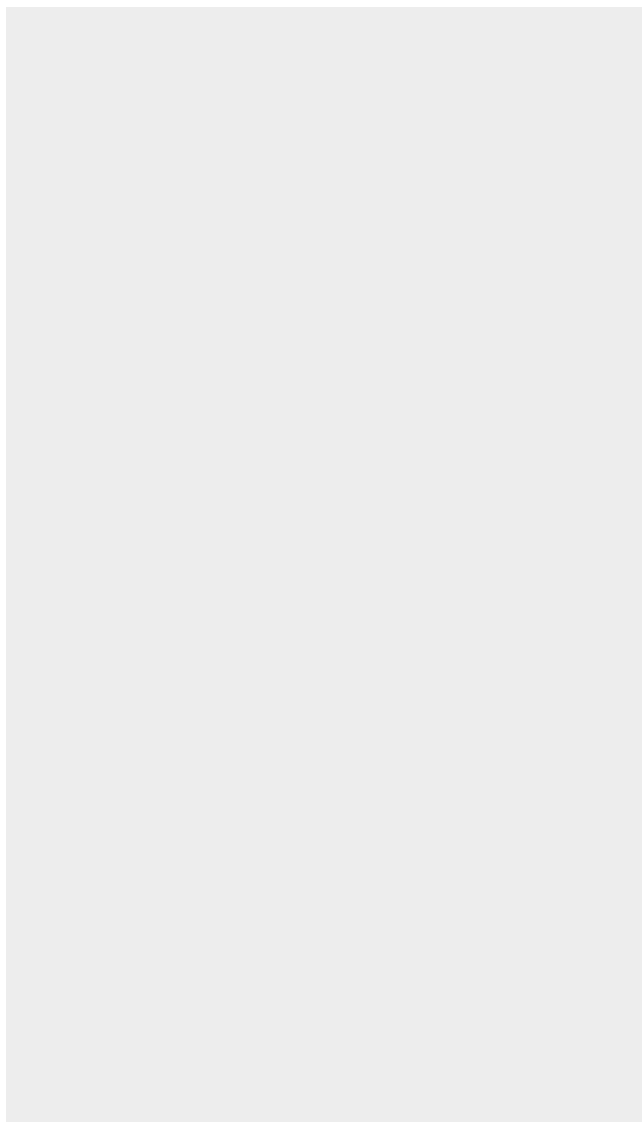
High risk foods can be kept unrefrigerated for a single period of 4 hours during service. If you are relying on this exemption you must be able to demonstrate what time the food was first brought out of the fridge.

If you are working on a market stall and supply open foods, such as slices of cake that are not pre-wrapped you must take along a supply of water and cleaning materials for hand washing and equipment.

Facilities for hand washing will enable personal hygiene to be maintained. (Antibacterial hand gels alone are not sufficient).

What I do to meet this Safety Point

Input your details



SAFETY POINT 9A. OTHER SAFETY POINTS:

Allergens and labelling

Safety Point

Why is it critical to Food Safety?

Some people can have allergic reactions to some types of food. People with a severe allergy can react to even a tiny amount of food they are sensitive to. Some reactions to food allergies can be fatal.

When preparing food, it is good practice to minimise cross contamination of ingredients. If you have been asked to prepare a dish that does not contain a certain ingredient, make sure work surfaces and equipment have been thoroughly cleaned first. Make sure you have washed your hands thoroughly before preparing a dish.

You can find out more about allergies at: www.food.gov.uk/business-industry/allergy-guide/.

There are 14 allergens to consider including: celery, cereals containing gluten, nuts, peanuts, eggs, milk, fish, celery, soya, sesame seeds, lupin, molluscs, mustard and sulphur dioxide.

Your food should be labelled correctly. For sales of foods sold unpacked (loose) or pre-packed for direct sale, (you pack and then sell the food) only the following is required to be displayed:

- the name of the food
- allergens.

If you pack foods and then supply these to other retailers (businesses) for sale you should have full labelling.

Allergen information should be provided in verbal or written form. If there is a chance your products may be given as a gift to a third party, then allergen information should be provided in written form. The allergens should be distinguishable in some way e.g. underlined or in **bold print**.

What I do to meet this Safety Point

Input your details

SAFETY POINT 9B. OTHER SAFETY POINTS:

Shelf life and product composition

Safety Point

Why is it critical to Food Safety?

Where foods are prepared in large quantities and then stored, you should have some method of being able to identify their shelf life.

This includes foods placed in the freezer. Usual methods include date labels.

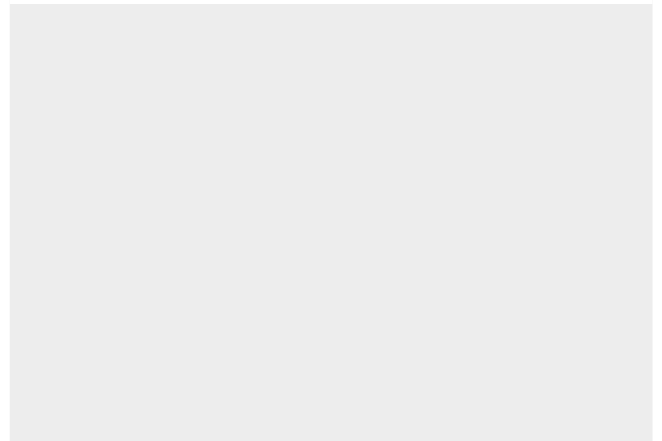
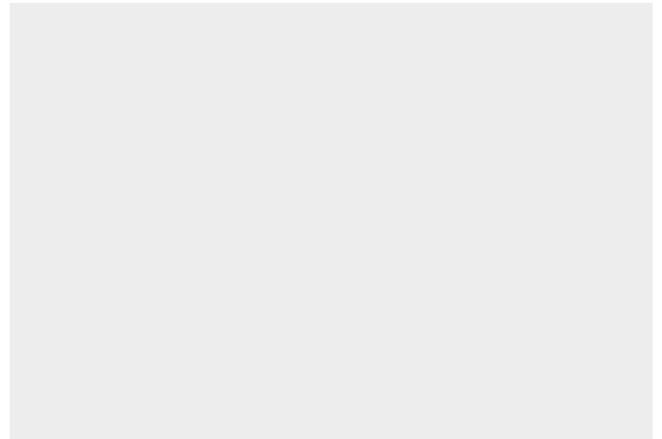
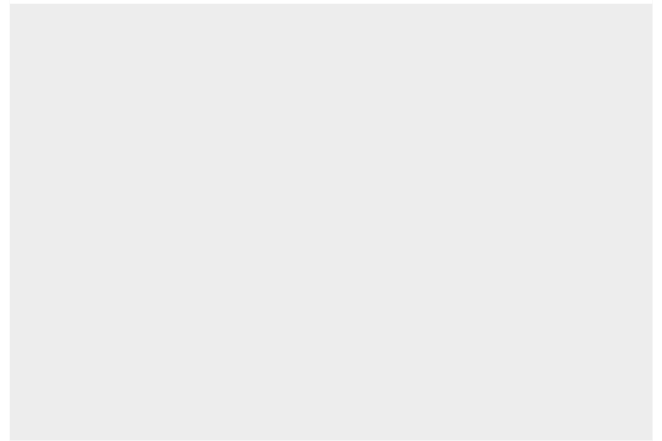
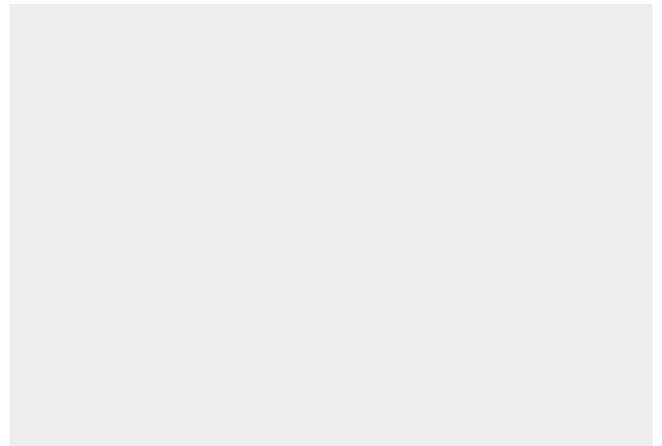
Stock rotation will ensure that foods / ingredients beyond their use by date are not consumed.

You should determine a shelf life for your products. This may be linked to the use by date of the ingredients you have used.

There are strict rules regarding the making and labelling of jams and marmalades. These can be found in the 'Jam and similar products regulations 2013'

What I do to meet this Safety Point

Input your details



PRODUCTION DAY CHECK LIST (BLANK FORM FOR COPYING)

TO BE USED EVERY DAY THAT YOU PRODUCE FOOD FOR YOUR BUSINESS

Date:

Tick each box below if the check you have done is satisfactory. If you cannot tick a box complete the corrective action section.

Corrective action

Personal hygiene

- Clean apron / clothes / hats / head covers
- No jewellery worn
- Washing hands
- Cuts covered
- No illness
- No distractions i.e. children, pets
- Pets and plants removed from food area

Wash hand basin

- Hot water
- Soap
- Clean hand towels

Cleaning

- Disinfectant available
- Clean / disposable cloths available
- Cleaning chemical stored away from food
- Kitchen and equipment cleaned before starting production

Use by and best before dates

- All food checked for use by
- All food checked for best before
- All out of date food put in bin
- Sufficient shelf life on ingredients

Signs of pest activity

- Windows and doors closed
- No evidence of pest activity in your house or in food

Temperature control

Fridge temperature (less than 8°C)

What did you make (include quantities, a description and who they are for)

End of production

Floor clean under equipment

Surfaces clean

Equipment clean

No food left out

Bin emptied

All high-risk food in fridge at less than 8°C

Signature: