

Food Safety Pack for Home Bakers

This pack provides advice and information on the following:

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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.

<http://www.wigan.gov.uk/Business/Environmental-Health/Food-Hygiene-and-Safety/Food-premises-registration.aspx>

Alternatively if you wish to complete a paper copy please email Comm@wigan.gov.uk to request a 'premises registration' application form.

Name of Business	
Address from which the business ordinarily operates:	
Name of business owner/food business operator:	
Date this pack was first completed:	
Review Dates: <i>(This document should be reviewed each year and amended where necessary, particularly if you start a new product or try new methods of preparation)</i>	

How to complete a Food Safety Plan

All food businesses are required by law to have a documented food safety management system in place, to show how they are producing safe food. 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 4. 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 may be included in the Food Hygiene Rating Scheme. This will depend on the quantities of food you produce and how regular your activities are. Following your food hygiene inspection you may be awarded a rating from Five (Very Good) to Zero (Urgent Improvement Necessary). Food Hygiene ratings can be viewed at <http://ratings.food.gov.uk/>



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 of the council.

Business Rates

You may have to pay increased rates if you use part of your property for a business. Contact the Business Rates section of the council.

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 some kind of warning on your food. In addition you should consider a suitable shelf life.

Trade Waste

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

Wigan Council Regulatory Advice and Guidance service

Wigan Council now provides a regulatory advice and guidance service to help businesses comply with their legal obligations. You can benefit from an hour's free telephone consultation by registering your business at the following link <https://www.wigan.gov.uk/Business/Business-Support/Regulatory-advice-and-guidance/Business-regulatory-advice-and-guidance.aspx>

If you would like a site visit from an officer before you begin to operate your business this can be arranged for a fee. Please contact the Business Compliance and Improvement team for further information. Email comm.@wigan.gov.uk or telephone 01942 489330.

Food Standards Agency

Business advice can also be obtained from the Food Standards Agency at the following link: www.food.gov.uk

SAFETY POINT 1. OVERVIEW OF BUSINESS

Please list the types of products you make

Please list where you buy your ingredients and packaging

You are required by law to 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

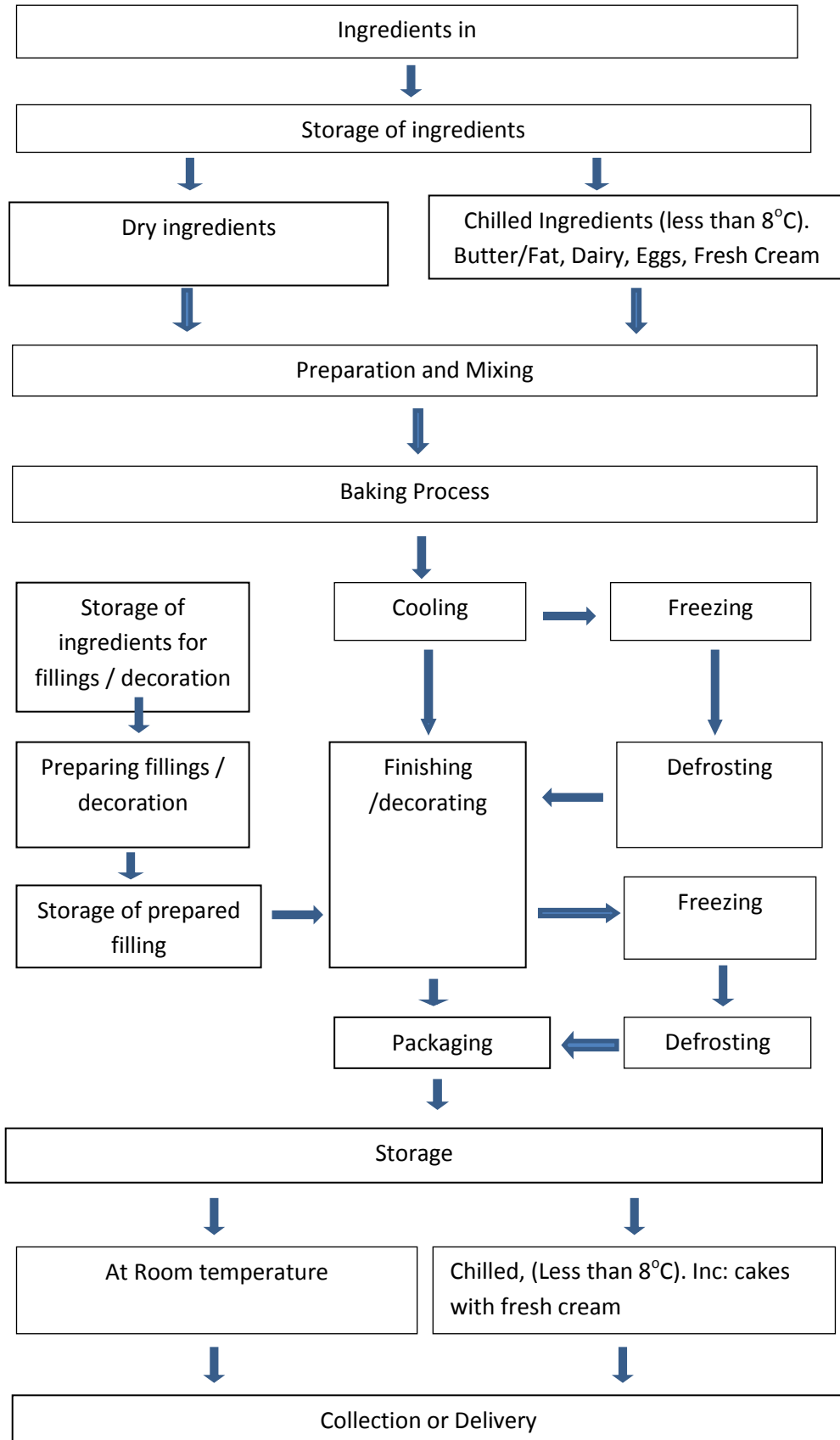
Packaging

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

In order to help you identify any hazards in your business you should consider every stage of your production including:



Think: What are the risks? What are the control measures?

SAFETY PONT 2A. STRUCTURE

Domestic kitchens are not designed for commercial use and so might need some alteration 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?	What I do to meet this Safety Point? Input your details
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 allowed, it must have a lobby or another room with a door.	
Decorative finishes which are not "easily cleanable" as required by the law e.g. bare wood, artex ceilings, carpet may need replacing. 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 work space 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.	
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SAFETY PONT 2B. STRUCTURE

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
All food contact surfaces (work tops, cutting boards etc.) must be in sound condition, easy to clean and disinfect. Traditional domestic structural finishes may be satisfactory if they can be kept clean and are maintained in good repair e.g. standard domestic laminate worktops are fine but untreated bare wooden finishes are unacceptable.	
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. For more comprehensive food production it may be necessary to invest in commercial equipment.	

SAFETY POINT 3A. CROSS CONTAMINATION

Personal Hygiene	
Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>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.</p> <p>Bacteria and dirt can spread from the hands of food handlers to the product they are making.</p>	
<p>Clean aprons or clean clothing should be changed into prior to starting work.</p> <p>Dirty overalls or clothing can contaminate food with anything from bacteria to hairs.</p>	
<p>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).</p> <p>Loose stray hair can contaminate food and jewellery can entrap dirt and bacteria.</p>	
<p>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/flu.</p> <p>Some diseases are contagious and can be passed on to customers through handling food.</p> <p>You should make sure that anyone who handles food has been symptom free for 48 hours before resuming work. <i>(You may require a back-up plan to ensure orders are met if you are unwell).</i></p>	

SAFETY POINT 3B. CROSS CONTAMINATION

Contamination and Maintenance	
Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Check your working area for anything (particularly very small items), that could drop into your products.</p> <p>Food could become physically contaminated, posing a risk to customers.</p>	
<p>Repair or replace any equipment or utensils that are damaged or have loose parts.</p> <p>Loose parts may get into food by accident.</p>	
<p>Throw away any cracked or chipped dishes and other equipment.</p> <p>Dirt and harmful bacteria can collect in cracks or chips in damaged equipment.</p>	

SAFETY POINT 3C. CROSS CONTAMINATION

Pest Control	
Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Domestic pets should be removed from the food preparation area before commencing work.</p> <p>Animals can carry potentially dangerous bacteria which could contaminate work surfaces. Their hair/fur can also be a source of contamination.</p>	
<p>Flowers and plants should be removed from the food preparation area before commencing work.</p> <p>Flowers and soil can harbour potentially dangerous bacteria such as E Coli which could contaminate work surfaces.</p>	
<p>The kitchen must be clean and tidy, with no evidence of pests such as rodents or insects.</p> <p>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</p> <p>Ensure all windows and doors are closed while you are handling /cooling food (unless fitted with insect proof screens)</p> <p>Dry goods once opened should be stored in washable containers with lids</p> <p>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.</p> <p>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 in anyway, throw it away.</p>	

SAFETY POINT 3D. CROSS CONTAMINATION

Supply and Storage	
Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>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.</p> <p>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.</p>	
<p>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.</p> <p>Ungraded eggs can be from flocks at risk of avian diseases and Salmonella which can contaminate eggs and the foods produced with them.</p> <p>Do not use eggs after the 'best before' date.</p>	
<p>Storage of your ingredients and your finished cakes must protect them from outside contamination.</p> <ul style="list-style-type: none"> • Storing dried goods in plastic lidded containers helps protects 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 <p>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.</p>	

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?	What I do to meet this Safety Point? Input your details
<p>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°C or colder. It is recommended that fridges should be set at 5°C or below, to ensure chilled food is below 8°C.</p> <p>Bacteria can survive and grow in foods if they are not properly refrigerated. This then has the potential to cause food poisoning.</p> <p>You will need to check and write down the temperature of your fridge when you have food in your fridge for your business.</p>	<p><i>How do you check the temperature of your fridge and where do you write it down?</i></p>
<p>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.</p>	

<p>You should advise your clients of these storage conditions, e.g. on the label</p> <p>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.</p>	
<p>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.</p> <p>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.</p>	
<p>Following cooking, food must be chilled as soon as possible (within 90 minutes usually) and protected from contamination during the cooling process.</p> <p>Allowing foods to cool slowly allows the growth of pathogenic bacteria. Food should be covered where possible or protected to avoid contamination.</p>	

SAFETY POINT 5B. CHILLING AND FREEZING

Freezing and Defrosting	
Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Most cakes will freeze well, even most iced cakes. Things to consider are:</p> <ul style="list-style-type: none"> • Un-iced cakes are fine to freeze apart from those with little or no fat. • <i>Iced/frosted cake</i>: 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. <p>Ensure they are wrapped in moisture proof wrapping, examples include:</p> <ul style="list-style-type: none"> • Greaseproof paper thoroughly covering the cake and taped. • Aluminum foil, or aluminum 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.

SAFETY POINT 6. PREPARATION/HANDLING

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Raw egg products, such as some chocolate mousses and cheesecakes should be avoided (unless you can demonstrate how you are making them safely).</p> <p>Raw egg whites should not be used as a glaze.</p> <p>Products made with uncooked or lightly cooked eggs can carry salmonella bacteria which can cause food poisoning.</p>	
<p>Ensure that a satisfactory cooking temperature is achieved for your products and that they are cooked evenly.</p> <p>A visual check is adequate for both sponge and fruit cake (e.g. when a skewer comes away clean the cake is cooked)</p> <p>Failure to adequately cook food can lead to the survival and growth of bacteria.</p>	
<p>Fresh raw salad/fruit/vegetables must be washed thoroughly before use, particularly where they are to be eaten raw.</p>	

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.

SAFETY POINT 7. GLITTERS, DUSTS AND COLOURS

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<i>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.</i>	
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: <ul style="list-style-type: none"> • 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.

SAFETY POINT 8. MARKET STALLS/STANDS

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>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.</p> <p>How will you check that the temperature is ok?</p> <p>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.</p>	
<p>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.</p> <p>Facilities for hand washing will enable personal hygiene to be maintained. (Antibacterial hand gels alone are not sufficient)</p>	

SAFETY POINT 9A. OTHER SAFETY POINTS: ALLERGENS AND LABELLING

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>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</p>	

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:

<http://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:

- 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**.

SAFETY POINT 9. OTHER SAFETY POINTS: SHELF LIFE AND PRODUCT COMPOSITION

Safety Point Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Where foods are prepared in large quantities and then stored, you should have some method of being able to identify their shelf life.</p> <p>This includes foods placed in the freezer. Usual methods include date labels.</p>	
<p>Stock rotation will ensure that foods/ingredients</p>	

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 ' <i>Jam and similar products regulations 2013</i> '	

PRODUCTION DAY CHECK LIST (BLANK FORM FOR COPYING)

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

Date:		
<i>Tick each box below if the check you have done is satisfactory (✓) If you cannot tick a box complete Corrective action section</i>		
		Corrective Action
Personal Hygiene		
Clean Apron/Clothes/Hats/ Head Covers	<input type="checkbox"/>	
No Jewellery worn	<input type="checkbox"/>	
Washing hands	<input type="checkbox"/>	
Cuts covered	<input type="checkbox"/>	
No Illness	<input type="checkbox"/>	
No distractions i.e. children, pets	<input type="checkbox"/>	
Pets and plants removed from food area	<input type="checkbox"/>	
Wash Hand Basin		
Hot Water	<input type="checkbox"/>	
Soap	<input type="checkbox"/>	
Clean Hand Towels	<input type="checkbox"/>	
Cleaning		
Disinfectant available	<input type="checkbox"/>	
Clean/disposable cloths available	<input type="checkbox"/>	
Cleaning chemical stored away from food	<input type="checkbox"/>	
Kitchen and equipment cleaned before starting production	<input type="checkbox"/>	
Use-By and Best Before dates		
All food checked for use by	<input type="checkbox"/>	
All food checked for best before	<input type="checkbox"/>	
All out of date food put in bin	<input type="checkbox"/>	
Sufficient shelf life on ingredients	<input type="checkbox"/>	
Signs of Pest activity		
Windows and doors closed	<input type="checkbox"/>	
No evidence of pest activity in your house or in food	<input type="checkbox"/>	
Temperature control		
Fridge temperature (less than 8°C)	<input type="checkbox"/>	
What did you make (include quantities, a description and who they are for)		
End of production		
Floor clean under equipment	<input type="checkbox"/>	
Surfaces clean	<input type="checkbox"/>	
Equipment clean	<input type="checkbox"/>	
No food left out	<input type="checkbox"/>	
Bin emptied	<input type="checkbox"/>	
All high risk food in fridge at less than 8°C	<input type="checkbox"/>	
Signature:		

Additional Information:



Business Compliance and Improvement