



Food safety advice



FOOD SAFETY HAZARD ANALYSIS FOR CAKE MAKERS



Food safety advice

HAZARD ANALYSIS FOR HOME CAKE MAKERS AND GENERAL HOME CATERERING

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

How to complete

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. This document can be used to meet this requirement for small scale caterers/manufacturers. You should examine each safety point in turn and complete the right hand column of the table to indicate how you, as the business operator, will ensure that the food you produce is safe. Ensure that you consider any additional hazards specific to your business, for example if you also make jam etc...

Monitoring

Some aspects of your food preparation will require monitoring, for example ensuring your fridges are running at a temperature below 8°C. Where you need to record data a simple daily diary will suffice.

Traceability

Where you sell products to other businesses you must be able to trace them. You should consider what labelling and record keeping is required.



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Safety point - Cross Contamination	
Why it is critical to food safety?	What I do to meet this safety point:
Food handlers should wash their hands thoroughly using hot water and soap before commencing work, and after handling potentially contaminated foods such as raw eggs 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 pet hairs.	
Hair should be tied back and excessive jewellery should be removed prior to commencing work. Loose hair can contaminate food and jewellery can trap dirt and bacteria and could also fall off into the food.	
Food handlers who are ill or have been unwell within the last 48 hours should not handle foods. This includes diarrhoea and vomiting illnesses and colds/flu. Some illnesses are contagious and can be passed on to customers through food handling. You should make sure that anyone who handles food has been symptom free for 48 hours before resuming work. <i>(You should also have a back up plan to ensure orders are met if you are unwell.)</i>	
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.	



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Safety point – Cleaning	
Why it is critical to food safety?	What I do to meet this safety point:
<p>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.</p>	
<p>Domestic kitchen equipment and surfaces must be thoroughly cleaned and sanitised prior to use. Bacteria from raw meats or unwashed vegetables can contaminate work surfaces, fridges and equipment, which can then be spread onto the food (eg. cakes) being prepared.</p>	
<p>Specify the type of cleaning chemicals used. Reusable cloths should be changed regularly and washed at a hot temperature (boil washed). Alternatively single use, disposable cloths may be used. Bacteria can easily survive and spread from cleaning cloths onto food or work surface.</p>	
<p>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.</p>	
<p>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.</p>	
<p>The kitchen must be generally 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.</p>	



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<p>Safety Point - Cooking and Temperature Control</p>	
<p>Why it is critical to food safety?</p>	<p>What I do to meet this safety point:</p>
<p>Please specify the different types of food that you make.</p>	
<p>Raw egg products, such as some chocolate mousses and cheesecakes should be avoided (unless you can demonstrate how you are making them safely). Products made with uncooked or lightly cooked eggs can carry <i>Salmonella</i> bacteria which can cause food poisoning.</p>	
<p>Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge (<i>You should have some method of being able to monitor the temperature of your fridges to ensure they are 8°C or colder</i>).</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. Indicate here how often you will check your fridge temperature. Will you write the temperatures down?</p>	



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Safety Point - Cooking and Temperature Control	
Why it is critical to food safety?	What I do to meet this safety point:
<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. How will you check that the temperature is ok?</p> <p><i>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 put out.</i></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. Facilities for hand washing will enable personal hygiene to be maintained. <i>(Antibacterial hand gels alone are not sufficient.)</i></p>	



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Safety Point – Allergens	
Why it is critical to food safety?	What I do to meet this safety point:
<p>Ingredient information: The Food Information Regulations 2014 require you to be able to provide your customers with information as to whether any of the 14 allergens specified (Peanuts & Other Nuts, Eggs, Celery, Molluscs & Crustaceans, Sesame, Milk, Fish, Lupin, Cereals containing gluten, Mustard, Soya, Sulphur dioxide/Sulphites >10ppm) are in the product you have made.</p> <p>You can access more information about this requirement and download a menu chart and signage to display at events here: www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</p>	
<p>If you choose to cater for specific allergies: Some people have severe allergic reactions to allergens and cross contamination must be avoided. You must make sure that the way you store, handle and prepare food containing the 14 allergens is done in a way which prevents cross contamination.</p>	
<p>Allergen policy You must legally be able to provide customers with the information about the 14 allergenic ingredients in your food, if you do not feel that you can confidently, and safely provide them with an allergen free product, you are not obliged to take the order. You should document your decision here.</p>	



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Safety Point – Other	
Why it is critical to food safety?	What I do to meet this safety point:
<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. Ungraded eggs can be from flocks at risk of avian diseases and <i>Salmonella</i> which can contaminate eggs and the foods produced with them.</p>	
<p>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.</p>	
<p>Stock rotation will ensure that foods beyond their use by date are not consumed.</p>	