

FOOD SAFETY HAZARD ANALYSIS FOR CAKE MAKERS



If you are handling or preparing food at home for sale or supply to the public, you are legally considered to be a food business. As a food business, you must comply with the Food Safety & Hygiene (England) Regulations 2013. **Chesterfield Borough Council** has developed this guide and template procedure to assist you in your duty under this legislation.

One of the requirements is that you have written food safety management procedures. This document provides a template for low-risk cake makers to write down their procedures.

You should read the safety points that follow and answer each question to tailor the document to your business.

Make sure you know which food allergens are present in each product as well as whether any of the following have been added to the ingredients – antioxidants, colours, flavour enhancers, flavourings, sweeteners, preservatives or flour treatment agents.

The Food Standards Agency has issued guidance on the use of glitters and dusts on cakes. Only glitter or dust clearly labelled as 'edible' should be applied to food for consumption. Further advice can be found on the FSA website: www.food.gov.uk/multimedia/faq/edibleglitter, and www.food.gov.uk/news-updates/news/2014/may/glitter-and-dust

For further advice please contact the Food Safety Team on food@chesterfield.gov.uk

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| Name of Business: | |
| Date you registered your Business with CBC: | |
| Address from which business ordinarily operates: | |
| Name of business owner/food business operator: | |
| Date this pack was first completed: Completed by: | |
| 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> | |
| Customers: Who do you supply? (eg Individual customers, market/fayre, internet sales, wholesale, other) | |
| Description of cakes made: | |

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 home bakers. 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.

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 and must keep a record of their contact details. You should also consider what labelling and record keeping is required. (Keep a list of where you buy all your ingredients from)

Cross Contamination

The spread of bacteria around the kitchen and onto food can result in illness.

| Safety point (in your kitchen) Why it is critical to food safety? | What I do to meet this safety point: Control measures (Fill in the blanks) |
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| <p>Food handlers can spread bacteria, dirt, chemicals or allergens from the materials and foods that they handle to food they are making.</p> <p>People can carry bacteria on their bodies including hands</p> | <p>Washing hands effectively can help prevent the spread of harmful bacteria. Always wash your hands with soap and hot water before handling food and:</p> <ul style="list-style-type: none"> After going to the toilet After handling rubbish After touching uncooked meat After handling or feeding pets After coughing, sneezing or blowing your nose |
| <p>Where do you wash your hands? <input style="width: 400px; height: 20px;" type="text"/></p> <p>What type of soap do you use? <input style="width: 400px; height: 20px;" type="text"/></p> <p>What do you dry your hands with? <input style="width: 400px; height: 20px;" type="text"/></p> | |
| <p>Dirty overalls or clothing can contaminate food with anything from bacteria to pet hairs.</p> | |
| <p>Loose hair can contaminate food and jewellery can trap dirt and bacteria and could also fall off into the food.</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>How do you prevent access into the kitchen whilst you are preparing food?</p> | |
| <p><u>ILLNESS AND FITNESS TO WORK</u></p> <p>Do not prepare or serve food if you are suffering from diarrhoea and/or vomiting. Do not prepare or serve food again until 48 hours after symptoms have stopped. If you employ staff/or have anyone that helps you must make sure that they know about reporting of illnesses. It is therefore recommended that you draw up a written sickness procedure or policy if you have staff or helpers. If symptoms persist, visit your GP.</p> <p>Some illnesses are contagious and can be passed on to customers through food handling. You should also have a back-up plan to ensure orders are met if you are unwell.</p> | |
| <p>What do you do if you became ill?</p> | <input style="width: 500px; height: 30px;" type="text"/> |
| <p>Bacteria from raw meats or unwashed vegetables can contaminate work surfaces, fridges and</p> | |

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| <p>equipment, which can then be spread onto the food (eg. cakes) being prepared.</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.</p> <ul style="list-style-type: none"> • Make sure that pests cannot get into your kitchen. • Keep lids on internal and external bins. Ensure bins are washed out regularly. • If pests get into the kitchen throw away any food that they came into contact with. • If you think you have an infestation of pests seek professional advice. | |
| <p>Products made with uncooked or lightly cooked eggs can carry Salmonella bacteria which can cause food poisoning.</p> | |
| <p>Fresh eggs may contain Salmonella if they are not Grade A and Lion marked.</p> | |
| <p>High-risk ingredients capable of supporting the growth of harmful bacteria must be kept chilled.</p> <p>Bacteria can survive and grow in foods of this type if they are not properly refrigerated at 8°C or less.</p> | |
| <p>High risk products that require refrigeration (such as fresh cream cakes or cheesecakes) must be kept refrigerated. This could include cool boxes with ice packs or portable refrigerators.</p> <p>How will you check that the temperature is ok? <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>Handling 'open food' such as unwrapped slices of cake must be done hygienically with adequate supplies of water and cleaning materials for hand washing and equipment.</p> <p><i>Antibacterial hand gels alone are not sufficient. Neither is it acceptable to be just wearing gloves.</i></p> | |
| <p>Cakes prepared in large quantities and then stored</p> | |

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 beyond their use by date are not consumed.

Allergens and Additives

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| Allergens and additives in cakes | What I do to meet this safety point: |
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Cakes containing allergens must be made so as to prevent cross contamination of the allergen with other cakes.

Cakes containing allergens must be clearly labelled. How will you do this?

Use the chart below to identify the end products that contain allergens.

| Name of each product | Cereals containing gluten | Crustaceans | Peanuts | Other nuts | Soya | Milk | Lupin flour | Fish | Soyabeans | Celery | Mustard | Sesame | Sulphites | Molluscs |
|----------------------|---------------------------|-------------|---------|--------------|------|------|-------------|------|-----------|--------|---------|--------|-----------|----------|
| Example: Walnut cake | ✓ | ✓ | | ✓ walnuts | ✓ | | | | | | | | | |
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List the following additives you use.
For example:

- Antioxidants
- Colours
- Flavour Enhancers
- Flavourings
- Sweeteners
- Preservatives
- Flour Treatment Agents

Cleaning

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| Proper cleaning ensures that food debris is removed and harmful bacteria are killed. | Use single use cloths wherever possible. If you use reusable cloths then; - |
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Bacteria can survive and spread from cleaning cloths onto food or work surface.

- Always use a new or clean cloth to clean surfaces or utensils that will be used for ready to eat foods.
- If a cloth is used for uncooked meat or eggs it should be removed for washing.
- Wash or disinfect cloths and fabric hand towels every day either on a hot cycle in the washing machine or by hand using a disinfectant and hot water.

What type of cloths do you use and for which tasks?

How do you clean and disinfect your cloths?

What Cleaning products do you use?

Where do you use them?

What are your:-
Daily, weekly and monthly cleaning tasks

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