



Guidance for home producers of bread, cakes and confectionery



Introduction

Anyone who prepares and sells food must make sure the product they supply is safe to eat. The ingredients, method of production, condition of the premises and the person making the food can impact on the safety and quality of the final product. All food businesses, regardless of type or size of operation, must comply with the following legal requirements:

- **Registration**

Food business operators must register with their local authority 28 days before opening or starting to trade. This is free of charge and can be completed online. Contact your local authority for more information.

- **Food hygiene training**

Anyone handling food should be trained, supervised or instructed to a level appropriate to their work activities. It is recommended that food handlers undertake training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety.

Before you start

There are a number of things you need to consider concerning your premises and food preparation practices before you start work.

Structure:

- Your kitchen or food preparation area needs to be in good structural condition. The floors, walls, ceilings and work surfaces must be easily cleaned.
- You should have suitable and pest-proof storage available for equipment, ingredients and finished products.
- There must be a clean sink within the kitchen or food preparation area to enable you to wash your hands. It should be equipped with hot and cold running water, antibacterial soap and disposable hand towels (or kitchen towel) to dry your hands.

Practice:

- You need to ensure that your preparation area is clear of all items that are not being used (such as pen lids, paperclips, drawing pins etc.). This will minimise the risk of foreign body contamination of your products.
- If you have a washing machine in your kitchen you should not do any laundry whilst food preparation is in progress.
- Pets should be excluded from the kitchen whilst food preparation is in progress.
- You should ensure that you pay attention to good personal hygiene – wear a clean protective apron, tie long hair back, remove any jewellery and cover any cuts or surface wounds with a waterproof plaster before you start work.

Labelling of products – including allergens

You have a legal responsibility under the Food Information Regulations 2014 to provide your customers with correct information on the **allergenic ingredients** contained in your products. For full guidance on allergen requirements please see the [Business Companion website](#) and the [Food Standards Agency website](#). The legislation applies to all foods and drinks, and to [both packaged foods/drinks and foods/drinks sold loose](#). The Food Standards Agency website also provides on-line [allergy training](#) and [resources for businesses](#).

For other Food labelling and Trading Standards guidance including Gluten free claims see Business Companion: Labelling for Bakers:
<https://www.businesscompanion.info/en/quick-guides/food-and-drink/food-labelling-for-bakers#Cakeandconfectionerylabelling>

Glitters and dusts:

Care should be taken when using dusts or glitters to ensure that they are edible. Edible products will be made of permitted additives (such as mica or titanium dioxide) and must comply with the requirements of EU food additive legislation.

Edible dusts or glitters will be labelled with the name or e-number of any additives used and should carry a statement such as '*for food*', '*restricted use in food*' or a more specific reference to their intended food use, for example '*edible lustre*'.

Weights and measures

If you are producing bread there are weights and measures requirements that may apply and you should contact your local Trading Standards Service for advice or go to Business Companion guidance at:

<https://www.businesscompanion.info/en/quick-guides/weights-and-measures/small-bakers-and-average-weight>

Food safety management

Food business operators must manage the food safety hazards in their business using an appropriate documented food safety management system. This should be based on the principles of HACCP (Hazard Analysis and Critical Control Points) which identifies the stages during food production where things can go wrong, the most appropriate way of preventing problems from occurring, the corrective action that should be taken if things do go wrong, and the best way to record all of this information.

A suggested HACCP plan for home producers of breads, cakes and confectionery is provided at the end of this guidance. It is based on the key areas of:

- Cross Contamination;
- Cleaning;
- Cooking;
- Chilling.

You are advised to consider the hazards listed and complete the parts that are relevant to your business.

Useful Contacts

 <p>Christchurch and East Dorset Councils delivering services together</p>	<p>Christchurch and East Dorset Councils 01202 795185 publichealth@christchurchandeastdorset.gov.uk</p>
 <p>North Dorset DISTRICT COUNCIL</p>	<p>North Dorset District Council 01258 484312 envlicens@north-dorset.gov.uk</p>
 <p>Purbeck District Council</p>	<p>Purbeck District Council 01929 556561 publichealth@purbeck-dc.gov.uk</p>
 <p>WEST DORSET DISTRICT COUNCIL</p>	<p>West Dorset District Council 01305 251010 hpafood@westdorset-weymouth.gov.uk</p>
 <p>Weymouth & Portland Borough Council</p>	<p>Weymouth & Portland Borough Council 01305 838432 envhealth@weymouth.gov.uk</p>
 <p>BOROUGH OF POOLE</p>	<p>Borough of Poole (Environmental Health & Trading Standards) 01202 261700 environment@poole.gov.uk</p>
 <p>Bournemouth BOROUGH COUNCIL Building a Better Bournemouth</p>	<p>Bournemouth Borough Council (Environmental Health & Trading Standards) 01202 451451 foodandhealthandsafety@bournemouth.gov.uk 01202 451400 tradingstandards@bournemouth.gov.uk</p>
 <p>Dorset County Council</p>	<p>Dorset County Council Trading Standards Service 01305 224702 (Business Advice Line) tradingstandards@dorsetcc.gov.uk</p>

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FOOD SAFETY HAZARD ANALYSIS FOR THE PRODUCTION OF BREAD, CAKES AND CONFECTIONERY

Name of Business:

Address of Business:

Name of Business Owner/Operator:

Training

It is recommended that food handlers attend a recognised Level 2 Award in Food Safety in Catering course.

Training provider:	
Date certificate of award issued:	

Cross Contamination

HAZARD	CONTROL
<p>Bacteria carried by people can be transferred to food and equipment.</p>	<p>Washing hands effectively can prevent the spread of harmful bacteria. <u>Always wash your hands with soap and hot water:</u></p> <ul style="list-style-type: none"> • Before handling food • After going to the toilet • After handling uncooked meat and poultry • After handling rubbish • After handling or feeding pets • After coughing, sneezing or blowing your nose
<p>ACTIONS TAKEN:</p> <p>1. Where do you wash your hands? <input style="width: 100%;" type="text"/></p> <p>2. What type of soap do you use? <input style="width: 100%;" type="text"/></p> <p>3. How do you dry your hands? <input style="width: 100%;" type="text"/></p>	
<p>Dirty clothing or aprons can contaminate food with bacteria or foreign bodies such as pet hairs.</p> <p>Loose hair can contaminate food.</p> <p>Jewellery such as rings, bracelets and watches can trap dirt and bacteria. Small items could fall off into the food.</p>	<ul style="list-style-type: none"> • <i>Wear a clean apron before starting work. Ensure dirty aprons are washed on a hot cycle.</i> • <i>Tie back loose hair or cover with a hair net/hat.</i> • <i>Remove excessive jewellery, particularly hand jewellery, before starting work.</i>
<p>ACTIONS TAKEN:</p> <p>1. What protective clothing do you wear? <input style="width: 100%;" type="text"/></p> <p>2. How often do you change this clothing? <input style="width: 100%;" type="text"/></p> <p>3. How do you clean your protective clothing? <input style="width: 100%;" type="text"/></p> <p>4. How do you prevent loose hair getting into food? <input style="width: 100%;" type="text"/></p> <p>5. What is your jewellery policy? <input style="width: 100%;" type="text"/></p>	
<p>Domestic activities can cause the spread of harmful bacteria and other contaminants such as hair or fur.</p>	<ul style="list-style-type: none"> • <i>If your washing machine/tumble dryer is located in your kitchen you should not use it whilst food preparation is taking place.</i> • <i>Domestic pets (and their food bowls etc.) should be removed from the food preparation area before starting work and excluded until all food activities have been completed.</i>
<p>ACTIONS TAKEN:</p> <p>1. How do you prevent contamination from laundry? <input style="width: 100%;" type="text"/></p> <p>2. How do you prevent contamination from pets? <input style="width: 100%;" type="text"/></p>	

Cross Contamination (continued)

HAZARD	CONTROL
<p>Some illnesses are contagious and can be passed on to customers if food is prepared or handled by an infected person.</p> <p>Cuts and sores can carry harmful bacteria.</p>	<ul style="list-style-type: none"> • <i>If you, or anyone in your household, is suffering from diarrhoea and/or vomiting you must not prepare food. <u>You and members of your household must be symptom-free for 48 hours before you resume work.</u></i> • <i>Covering skin wounds with a waterproof dressing prevents bacteria spreading to food.</i>
<p>ACTIONS TAKEN:</p> <p>1. How do you fulfil customer orders if you cannot work because of illness? <input data-bbox="172 712 1374 775" type="text"/></p> <p>2. What do you use to cover cuts and sores? <input data-bbox="751 786 1374 848" type="text"/></p>	
<p>Finished breads/cakes/confectionery must be protected from contamination from foreign body objects and bacteria whilst in storage and transit.</p>	<ul style="list-style-type: none"> • <i>Wrap or box finished products in clean food grade packaging.</i> • <i>Products stored in the fridge should be covered and stored above raw meats and uncooked foods.</i>
<p>ACTIONS TAKEN:</p> <p>1. Where do you store your finished products? <input data-bbox="767 1072 1374 1135" type="text"/></p> <p>2. How are they protected from contamination? <input data-bbox="767 1146 1374 1209" type="text"/></p> <p>3. How are products protected during transportation or delivery to the customer? <input data-bbox="172 1272 1374 1335" type="text"/></p>	
<p>Pests such as flies, cockroaches, rats, mice, and food storage beetles can spread harmful bacteria onto food.</p>	<ul style="list-style-type: none"> • <i>Make sure your kitchen and storage areas are pest-proof.</i> • <i>Ingredients such as flour, nuts and dried fruit should be kept in clean lidded containers.</i> • <i>If you find evidence of pest damage throw away any affected food items.</i> • <i>Seek professional advice if you think you have a pest infestation.</i>
<p>ACTIONS TAKEN:</p> <p>1. Where do you store your dried ingredients? <input data-bbox="767 1727 1374 1789" type="text"/></p> <p>2. How do you check your premises for pests? <input data-bbox="767 1800 1374 1863" type="text"/></p>	

Cleaning

HAZARD	CONTROL
<p>Food debris may contain harmful bacteria.</p> <p>Bacteria from raw meats and unwashed vegetables can contaminate work surfaces and equipment which can then be spread to the foods (bread, cakes etc.) you are preparing.</p>	<ul style="list-style-type: none"> • Clean up food debris. • Thoroughly clean and sanitise equipment and work surfaces before use. • Pay particular attention to cupboard handles, fridge/freezer handles, fridge shelves, taps chopping boards, knives etc. • Use a sanitiser that complies with BS EN 1276:1997 or BS EN 13697:2001. • Ensure you use the correct dilution and contact time in accordance with the manufacturer's instructions.
<p>ACTIONS TAKEN:</p> <p>1. What cleaning products do you use? <input type="text"/></p> <p>2. Where do you use them? <input type="text"/></p> <p>3. How frequently do you carry out this cleaning? <input type="text"/></p>	
<p>Cleaning cloths can harbour bacteria which can then be spread to work surfaces and food.</p>	<ul style="list-style-type: none"> • Change reusable cloths regularly. • Wash cloths at a hot temperature (boil wash). • Alternatively use disposable single use cloths for cleaning tasks.
<p>ACTIONS TAKEN:</p> <p>1. What type of cloths do you use? <input type="text"/></p> <p>2. How do you ensure that they are clean? <input type="text"/></p>	
<p>Cleaning products and chemicals can contaminate or taint food if stored incorrectly.</p>	<ul style="list-style-type: none"> • Store cleaning products away from cupboards used for storage of ingredients and finished food products. • Do not keep chemicals on work surfaces used for food preparation.
<p>ACTIONS TAKEN:</p> <p>1. Where do you store your cleaning products? <input type="text"/></p>	
<p>The lid and internal surfaces of waste bins can be contaminated with bacteria which can be transferred to hands.</p> <p>Food waste disposed of in bins can attract pests.</p>	<ul style="list-style-type: none"> • Wash your hands after handling waste or waste bins. • Use lidded bins – pedal bins can be used in the kitchen to minimise hand contact. • Ensure your bins are emptied regularly and washed out to prevent dirt build up and smells.
<p>ACTIONS TAKEN:</p> <p>1. What are your waste disposal arrangements? <input type="text"/></p>	

Cooking

HAZARD	CONTROL
<p>Ungraded eggs can come from flocks at risk from avian diseases and <i>Salmonella</i>. The bacteria can contaminate the eggs and present a risk to the products they are used in.</p>	<ul style="list-style-type: none"> • Eggs carrying the Lion Mark are from flocks that have been vaccinated against Salmonella. • Use good quality, fresh, Grade A eggs. • If cartons of pasteurised whole egg are used, store them in a fridge according to manufacturer's instructions. • Raw egg white incorporated into components that will not be cooked e.g. icing are a risk. It is strongly recommended that pasteurised egg white is used & listed as an ingredient. If raw egg is used then a full hazard analysis needs to be carried out making clear the controls that are in place to decrease the risk.
<p>ACTIONS TAKEN:</p> <p>1. Where do you purchase your eggs? <input data-bbox="743 804 1374 869" type="text"/></p> <p>2. Are they Lion-marked and date marked? <input data-bbox="743 875 1374 940" type="text"/></p>	

Chilling

HAZARD	CONTROL
<p>Some ingredients such as dairy products can support the growth of bacteria if they are not properly refrigerated.</p>	<ul style="list-style-type: none"> • High risk ingredients such as dairy products must be kept in a fridge. • The fridge temperature should be kept between 0°C and 8°C.
<p>ACTIONS TAKEN:</p> <p>1. What dairy ingredients do you use? <input data-bbox="667 1346 1406 1411" type="text"/></p> <p>2. How do you monitor your fridge temperature? (method, frequency, recording information) <input data-bbox="778 1417 1406 1509" type="text"/></p>	
<p>Bacteria can survive and grow in high risk products such as fresh cream cakes or cheesecakes if they are not refrigerated.</p>	<ul style="list-style-type: none"> • Store finished products containing fresh cream in a fridge. • Such products should be kept cool whilst on display and during transportation to the customer (if you are delivering). • High risk foods can be kept unrefrigerated for a <u>single period of 4 hours</u> but you must be able to demonstrate what time the food was taken out of refrigeration.
<p>ACTIONS TAKEN:</p> <p>1. Which of your products require refrigeration? <input data-bbox="778 1850 1406 1915" type="text"/></p> <p>2. How are they kept cool whilst on display or in transit? <input data-bbox="879 1933 1406 1998" type="text"/></p>	

Additional Safety Points: Shelf-life, Market Stalls, Allergens

HAZARD	CONTROL		
<p>Shelf-life Food products should not be kept past their shelf life as it may not be safe to eat.</p>	<ul style="list-style-type: none"> • <i>Do not use any fresh/dairy ingredient passed its “use by” date.</i> • <i>Ensure good stock rotation of dry ingredients so that they are used within the “best before” date.</i> • <i>Identify a suitable shelf life for your products, including those that you freeze after production.</i> • <i>Use date labels and stock rotation to ensure products do not go beyond their “use by” or “best before” date.</i> 		
<p>ACTIONS TAKEN:</p> <p>1. How do you ensure food items are used within date?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>2. What shelf life do you give for your products?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Fresh:</td> <td style="width: 50%; padding: 5px;">Frozen:</td> </tr> </table>		Fresh:	Frozen:
Fresh:	Frozen:		
<p>Market stalls If you sell your products from a market stall and supply open (not pre-wrapped) foods such as cake slices, bread rolls etc. you must put in place measures to ensure food items are not at risk of contamination.</p>	<ul style="list-style-type: none"> • <i>Ensure you have a supply of water for hand washing and cleaning equipment.</i> • <i>Have a supply of tongs so that you do not have to handle food items directly.</i> • <i>Protect cakes/rolls from airborne contamination using removal plastic domes or sneeze screens.</i> 		
<p>ACTIONS TAKEN:</p> <p>1. What provisions are in place for hand-washing? <div style="border: 1px solid black; display: inline-block; width: 150px; height: 25px; vertical-align: middle;"></div></p> <p>2. How do you minimise hand contact/airborne contaminants?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>			
<p>Food Allergies Food allergies can be life-threatening.</p> <p>Legally, you must provide your customers with correct information on the allergenic ingredients contained in your products. See guidance linked in this document under the section “<i>Labelling of products – including allergens</i>”.</p> <p>You must also take care to avoid cross contamination of your products with allergens present in other foods you produce e.g by using separate areas and equipment, and/or by thorough cleaning of work surfaces and equipment between foods, together with regular hand washing.</p>	<p><i>Ensure you that you know, understand and fulfil your legal obligations relating to allergens by:</i></p> <ul style="list-style-type: none"> • <i>Completing the FSA free on-line allergy training</i> http://allergytraining.food.gov.uk/english/ • <i>Providing correct allergen information to your customers, as explained in the guidance.</i> • <i>Implementing procedures to avoid cross contamination of foods with allergens present in other foods you produce or handle.</i> 		

In a normal kitchen environment, however, it will rarely be possible to guarantee that foods will not be accidentally contaminated with traces of allergenic ingredients present in other foods which you produce and/or handle in your kitchen. You should therefore highlight the issue of possible cross contamination to your customers.

- ***Highlighting to customers the potential for cross contamination of foods with traces of allergens.***

ACTIONS TAKEN:

1. Date on-line training completed?

2. How do you communicate which allergens are present in your food?

3. How do you prevent cross contamination of allergens from one food to another?

4. How do you inform customers of the potential for cross contamination of foods with traces of allergens from other foods?