

HOME CAKE MAKER FOOD SAFETY DOCUMENTATION.

How to use this template document:

There are 3 sections to this template document.

Section 1: Hazard analysis. This section outlines the common steps that you may follow in the small scale production of cakes from your home. Typical risks have been identified and controls suggested. You must review these steps and procedures to ensure they reflect the processes that you follow when producing cakes. The template must be printed, completed where indicated and amended if necessary to reflect your actual procedures including monitoring procedures and the corrective actions you would take if things went wrong.

Section 2: Essentials: These are basic procedures or arrangements that you must have in place to underpin the safe production of food. You must take the time to think about how you have dealt with each of the points raised in the “essentials” section and ensure you have detailed your arrangements for each one.

Section 3: Monitoring record. The checks you undertake should be recorded to clearly show the food is being kept safe. The monitoring log enables important checks such as temperature control and thorough cooking to be confirmed and recorded. Additional checks you feel are appropriate can be added.

Before you start making cakes.

Sections 1 and 2 are to be completed prior to any cake production. Once complete these only need to be reviewed or amended if something changes or goes wrong. It is advisable however to check nothing has changed by reviewing your procedures on a monthly basis. You can record the date that you review your procedures at the bottom of section 1.

Once you have begun production.

You can start making cakes once you have completed (& comply with) sections 1 & 2 and feel happy that you are able to produce safe food. To help ensure that you follow the safe procedures during production and to show compliance you are required to complete the monitoring record (section 3) each time cakes are made.

If things go wrong.

If something goes wrong or you get a complaint then you must review your procedures to identify what happened and how you can avoid it happening again. Recording such complaints and the action you have taken to prevent it happening again is important in order to show due diligence.

For more information.

Contact Basildon Councils Environmental Health Department.

SECTION 1 - The following are examples of steps that will require controls in your operation:

This template should be amended to accurately reflect the practices within your business.

	<u>STEP</u>	<u>HAZARD</u>	<u>CONTROL</u>	<u>MONITORING</u>	<u>CORRECTIVE ACTION</u>
1.	Purchase	<ul style="list-style-type: none"> • Purchase of high-risk food contaminated with food poisoning bacteria. ▪ Purchase of food contaminated with physical contaminants such as stones, glass or chemicals such as pesticides. 	<ul style="list-style-type: none"> • Use a reputable supplier. • Check the product for damage / sub standard quality or pest infestation. • Use of UK (Lion marked) eggs. 	<ul style="list-style-type: none"> • Visual check of goods at time of purchase: <ul style="list-style-type: none"> - Condition of packaging. - Use by dates. 	<ul style="list-style-type: none"> • Do not purchase food not of the standard required. ▪ Change supplier.
2.	Storage of food	<ul style="list-style-type: none"> • Growth of bacteria from inadequate holding temperatures. • Contamination e.g. from raw food, dirty equipment. • Contamination from stored product pests. • Chemical contamination. 	<ul style="list-style-type: none"> ▪ Keep food within packaging. ▪ Use of airtight containers. • Keep separate from raw foods. • Store eggs and high risk food items such as cream below 8°C. • Rotate stock to ensure oldest is used first. • Store chemicals in separate cupboard. 	<ul style="list-style-type: none"> • Check storage conditions for: <ul style="list-style-type: none"> - Clean and pest free environment - Temperature 8°C chilled & -18°C frozen. - Check date codes. - Visual check of food for deterioration or damage before use. 	<ul style="list-style-type: none"> • Discard any food which has been contaminated or damaged, high risk food which has been held above 8°C for longer than 4 hours or is beyond its durability (best before / use by) date.
3.	Preparation	<ul style="list-style-type: none"> • Introduction of harmful bacteria • Physical contamination (e.g. hair, small loose items) 	<ul style="list-style-type: none"> • Use of a designated work area free from possible contaminants. • Clean and disinfect work surface before & after use. • Tie hair back and wear an apron over normal clothing. • Wash hands with antibacterial soap and dry thoroughly with disposable paper towel. 	<ul style="list-style-type: none"> • Check area is clear & clean. • Ensure cleaning chemical in use is a food safe disinfectant or sanitizer. • Ensure apron is clean prior to use. • Check hand wash facilities prior to commencing work. 	<ul style="list-style-type: none"> • Clean thoroughly. • Change to effective chemical. • Change to clean work clothes. • Restock on cleaning products where necessary.
4.	Cooking	<ul style="list-style-type: none"> • Survival of harmful bacteria. 	<ul style="list-style-type: none"> • Bake cakes throughout, ensuring the centre of the product is fully cooked. 	<ul style="list-style-type: none"> • Use of a knife or thermometer in the centre of the cake. Knife to remain dry / thermometer to read above 75°C. 	<ul style="list-style-type: none"> • If not ready, bake for longer and re-check.

5.	Cooling	<ul style="list-style-type: none"> Contamination from air borne contaminants, mould spores and / or pests. 	<ul style="list-style-type: none"> Position away from possible contamination. Place in a cool dry environment Cover whilst cooling. 	<ul style="list-style-type: none"> Visual check of the environment. 	<ul style="list-style-type: none"> Re-position. Use of more appropriate cover. Dispose of contaminated product
6.	Decorate / Ice	<ul style="list-style-type: none"> Physical, chemical & microbiological contamination. 	<ul style="list-style-type: none"> Use of edible decorating materials. Use of a designated work area free from possible contaminants. Clean and disinfected work surface before & after use. Tie hair back and wear an apron over normal clothing. Wash hands with antibacterial soap and dry thoroughly with disposable paper towel. 	<ul style="list-style-type: none"> Check product labels on purchasing. Check area is clear & clean. Ensure apron is clean prior to use. Check hand wash facilities prior to commencing work. 	<ul style="list-style-type: none"> Use of alternative products if unsuitable. Clean Replenish facilities prior to commencement.
7.	Storage	<ul style="list-style-type: none"> Contamination from raw food, chemicals, pets, people, or dirt. Multiplication of harmful bacteria. Mould growth. 	<ul style="list-style-type: none"> Keep covered / wrapped. Store separate from any source of contamination. If high risk ingredients present ensure the cake is refrigerated at below 8°C. Store in a dry environment. Sell oldest cakes first. 	<ul style="list-style-type: none"> Check storage conditions for: <ul style="list-style-type: none"> Clean and pest free environment Temperature 8°C chilled & -18°C frozen. Check rotation of stock. Visual check of food for deterioration or mould before use. 	<ul style="list-style-type: none"> Discard any food which has been contaminated or damaged, high risk food which has been held above 8°C for longer than 4 hours or is beyond its durability (developed mould or dried out).
8.	Delivery	Contamination during delivery.	<ul style="list-style-type: none"> Use of suitable, clean, packaging & containers 	<ul style="list-style-type: none"> Ensure containers available for cake size ordered. 	Replenish stock prior to production.

Date reviewed:

SECTION 2 - The following should be completed outlining the essential controls in place to manage each subject area .

	Essentials	<u>Guidance</u>	<u>Details</u>
1.	Staff Training	<ul style="list-style-type: none"> • Note any food hygiene training you and any helpers have undertaken. 	
2.	Suppliers	<ul style="list-style-type: none"> • State which shops / suppliers are used, and for which products. 	
3.	Cleaning	<ul style="list-style-type: none"> • Detail what chemicals you use to clean. • Write down your method of cleaning, including any contact time required by the chemicals used. 	

4.	Allergens	<ul style="list-style-type: none"> • How do you communicate to your customers what ingredients are present within your cakes. • Details of what precautions you have put in place to prevent allergenic foods such as 'nuts' or egg contaminating a cake if the customer specifies a particular allergy. 	
5.	Pet management	<ul style="list-style-type: none"> • Do you have any pets within the home? • Explain here how you ensure you do not allow pets to contaminate the food that is prepared. 	
6.	Use by	<ul style="list-style-type: none"> • If the cakes you prepare, or their decoration, contain cream or other high risk product (which have a 'Use by date') then you must keep the cake refrigerated and ensure you communicate both the need to refrigerate the cake and the date it is to be used by to the customer. • How do you do this? 	

NB The above essentials should be considered and procedures put in place and addressed to a satisfactory standard in order to maintain general food safety.

SECTION 3 - MONITORING RECORD

* INSERT TEMPERATURE READING

✓ FOR GOOD STANDARD

X WHERE PROBLEM FOUND - NOTE ACTION TAKEN

DATE OF CHECKS																						
Fridge 1 (8°C or below) *																						
Freezer 1 (-18°C or below) *																						
Is the product fully cooked?																						
Hygiene checks before production. (✓ for ok, x if action required)																						
Contact details: Note the contact details for the customer cake(s) are for. This could be the order number relating to the customer's order or the event.																						
Make note of any other problem or action undertaken such as broken equipment, deep cleaning, new equipment, change of supplier etc.																						