

9.5 Cake Makers Guidance SOP

*We acknowledge the work of Coventry Council for this guidance.

Before you get started make sure you have considered the following:

1. REGISTRATION

Your home will need to be registered with the Council as a food business. This is free, but it is a legal requirement and you can be prosecuted if you do not register before starting. You can register online.

2. PLANNING PERMISSION

You may need planning permission to run a business from home.

3. BUSINESS RATES

You may have to pay increased rates if you use part of your property for a business.

4. INSURANCE

Just in case things go wrong, we strongly recommend you to take out insurance to cover claims against you (third party insurance) in the same way as any other business. Unfortunately this can be quite expensive. You should consult your solicitor or insurance agent about this.

5. RESTRICTIVE COVENANTS

Especially in older properties, you may find that the deeds contain clauses that prevent you from carrying out certain activities, and running a food business may be one of them. You should consult your own solicitor about this.

6. MORTGAGE RESTRICTIONS

If you have a mortgage on your property you must contact your lender and talk to them about your intentions.

7. FOOD SAFETY LAW

The laws on food safety apply in the



same way to a business run from home as they do to all other commercial premises. You will be liable to regular inspections by officers from the Council's environmental health service, and you may face legal action if you are found to be breaking the food hygiene laws. This also applies if you use a kitchen somewhere else to prepare food, for example a village or community hall kitchen.

In addition you must also meet the requirements of the Food Labelling Regulations 1996.

These Regulations state that all pre-packed foods must be labelled with certain information relating to ingredients, name of producer, dates etc. Further advice on these requirements can be sourced from Trading Standards trading.

standards@hertfordshire.gov.uk

8. OTHER PERMISSION

Other permission may be required from a landlord in rented or housing association property.

THE INSPECTION

Catering from home falls under the Food Safety and Hygiene (England) Regulations 2013 and Retained Regulation (EC) No 852/2004. These Regulations lay down the requirements relating to persons engaged in the handling of food, the methods and practices used in food businesses and structural matters in food premises.

This is broken down into three areas: Management, Hygiene and Structure

The standards you will have to meet depend upon a number of factors such as the type and quantity of food you intend to prepare, and what else the kitchen is used for, however the following has been produced as a guide on what is expected in most cases to meet the requirements of food law.

MANAGEMENT

FOOD SAFETY MANAGEMENT SYSTEM

All food businesses are required to think about how you will prevent the food that you prepare from being contaminated and ensure it is safe to eat. Contamination falls into three categories: Chemical; Physical and Microbiological.

Hazard	Example
Chemical Contamination	Using cleaning materials that are not 'food safe' / storing chemicals around food
Microbiological Contamination	Not cooking food properly / leaving high risk food (such as fresh cream) out at room temperature / storing baked goods below raw foods causing cross contamination
Physical Contamination	Items falling into bakes (hair/nail varnish) / poor structure of the kitchen (peeling paint/damaged sink seals) / pest control

You are required to have a simple written system in place which shows how you will control these problems. The Food Safety team have produced a short document which you can use to meet this requirement. Complete the blanks in this document to form a food safety management system.

TRACEABILITY

You need to make sure that you can show where all of your ingredients have come from and where your cakes have gone to. Keep hold of all receipts for ingredients brought and keep a record of your customers and dates sold.



TRAINING

The law requires you to have suitable and sufficient knowledge to ensure that you prepare food safely. You may wish to undertake a food hygiene training course to help achieve this. Courses can be done online or in person.

USE BY/BEST BEFORE DATES

Cakes and biscuits sold in supermarkets are often full of preservatives and may have been specially packed to allow the products to have an extended shelf life.

Best before/use by dates can only be established by microbiological testing of a product.

As this is something which is costly, we suggest a short shelf life erring on the side of caution. Whilst this is a low risk product, there could be mould growth and loss of cake quality. You may wish to do some trials (taste and quality) which will help you to confirm this, although you must bear in mind the fact that you can not see bacteria. As a general rule, we would recommend that products are given a shelf life of day of production +2.

HYGIENE

SINKS AND HAND WASHING

Most people do not have a separate wash hand basin in their kitchen. You must ensure that you do however have “adequate facilities for the cleaning of utensils and maintaining adequate personal hygiene”.

If you are fortunate enough to be having a new kitchen or sink fitted, we recommend that you install a 1½ or double sink unit. One of these units can then be designated solely for hand washing.



If you only have one sink, you need to consider how you can meet this requirement.

As you will be using your sink in your household's day to day activities, you must ensure that before you start undertaking any baking that you thoroughly clean and disinfect the sink, taps and surrounding area. It can then be used for hand washing whilst you bake.

If utensils are washed in the sink, you must ensure that again the procedure for cleaning and sanitising the sink after use are implemented.

NOROVIRUS AND FITNESS TO WORK

You do not want to be the cause of an outbreak of norovirus or food poisoning (sickness and diarrhoea illness) at a function you have prepared cakes for!

If you suffer from sickness and/or diarrhoea you must ensure that you are symptom free (no sickness and/or diarrhoea) for 48 hours before you undertake any baking or cake preparation.



Take the time to consider now what you would do if you had a large order to fulfil and came down ill.

HIGH RISK BAKING

Although most cakes and biscuits are classed as low risk products, some fillings and finishes are more high risk. Fresh cream, some cheese cakes and royal icing made from raw egg whites are all high risk and require extra thought to ensure they are prepared safely.

Cakes that require refrigeration must be kept at or below 8°C at all times with limited time out of temperature control (maximum 4 hours in total).



Royal icing is traditionally produced using raw egg whites.

This method can still be used, however we would recommend that lion marked eggs are used, and that these products are not given to vulnerable groups (the young, elderly or pregnant). You can now purchase pasteurised dried egg whites or pasteurised royal icing mixes which remove this risk.



FRIDGE

Any items being kept in the fridge must be stored in a way which does not cause contamination.

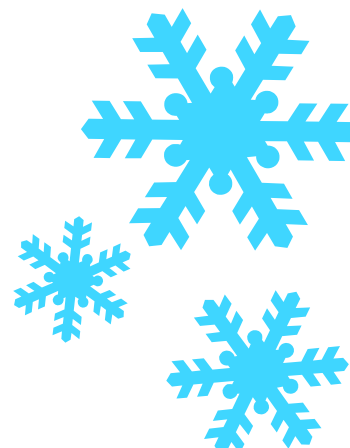
Raw meat and unwashed salad and vegetables must be stored below ready to eat foods at all times.

You must ensure that your fridge is well organised and running at a temperature of 8°C or below. Use a fridge thermometer to check the temperature regularly.

Don't overload your fridge. The efficiency of the fridge will suffer if the cooling air circulating within it cannot flow freely.

Keep the fridge door closed as much as possible. Leaving the fridge door open raises the temperature.

If you prepare a large amount of food that needs to be kept in the fridge you may need a separate fridge which is only used for your business.



E-COLI

Making cakes is a low risk activity, however if you prepare raw meat and unwashed salad and vegetables in your home you could be causing an e-coli risk. You must take care when preparing your food at home to ensure that unwashed salads/vegetables and raw meats are never prepared on the same surfaces as ready to eat foods.



You must make sure that before you begin work that your kitchen is prepared to be your “working kitchen”. This will generally mean removing anything not required in the kitchen and thoroughly cleaning and sanitising the surfaces.

E. coli bacteria and other food poisoning bacteria can grow on the tiniest food source on a dirty work surface. Proper cleaning and sanitising should also remove all the bacteria from surfaces and equipment involved in food preparation.

CLEANING CHEMICALS



You must ensure that you have appropriate cleaning chemicals to keep the kitchen clean and sanitise surfaces and equipment. Antibacterial sprays and sanitisers should meet a certain British Standard (BS EN: 1276 or 13697) if you are unsure whether your current sprays meet this requirement you may wish to visit: www.disinfectant-info.co.uk

Different types of disinfectants require different dilutions and contact times. These are specified and validated by the manufacturer and you must follow the manufacturer’s instructions for dilution and contact time to ensure the product is effective.

STRUCTURE

YOUR KITCHEN

You must ensure that the structure of your kitchen is kept clean and maintained in good repair and condition as to avoid the risk of contamination.

Walls	need to be a smooth impervious finish (for example tiled or smooth plaster painted with a gloss or silk vinyl paint)
Floors	need to be smooth, impervious, non-absorbent, washable and of non-toxic material (for example sealed lino or sealed floor tiles with water proof joints)
Ceiling	need to be smooth, impervious, non-absorbent, washable and of non-toxic material

TOILETS

Toilets should not open directly into your kitchen. However in some houses, such as those built in Victorian times the toilet leads straight from the kitchen and can not be avoided. In these situations you must ensure that the toilet is well ventilated and the door to the toilet kept shut. People should not use the toilet whilst you are baking.

VENTILATION

You must ensure that you have adequate ventilation in place in the kitchen to prevent condensation, mould growth, and damage to decoration – but make sure open windows don't create a problem with flies and pests!



EQUIPMENT

All equipment must be in good condition and not be a potential source of contamination due to its condition or cleanliness.

All equipment should be carefully cleaned, sanitised and stored. You must regularly check equipment and repair/replace anything damaged.

PEST CONTROL

You must ensure that your kitchen is always pest free. This can be achieved with regular checking of the kitchen for evidence of pests (droppings/nibbled food). Making sure that no food is left out and that the kitchen is kept in a clean condition at all times.

Any signs of pest activity should be treated straight away. It is a good idea to record any problems you have and what you did about the problem.

STORAGE

You need to ensure that at all stages of storage, production and delivery the cakes that you produce are free from microbiological, chemical and physical contamination.

Storing equipment, tins and ingredients should be kept separately from your day to day items wherever possible. Lidded containers are useful for preventing contaminants falling into tins/equipment whilst it is being stored.

Food in the fridge should be wrapped/covered to prevent items falling/dripping onto others.



OTHER CONSIDERATIONS

PETS

Having pets is absolutely fine! However you must consider this as part of how you prevent any animal hair etc from ending up in the food you prepare.

Pets must not be allowed in the kitchen when you are preparing food.

All surfaces/equipment that they may have come into contact with must be thoroughly cleaned and sanitised prior to you beginning a baking session.

WASHING MACHINES

A common query is that of having a washing machine in the kitchen. We understand that washing machines are generally in domestic kitchens, you therefore need to consider this and ensure that no washing is undertaken at the same time as you prepare food for the business.

EDIBLE DECORATIONS

The Food Standards Agency have 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

EGGS

We all know that cake makers prefer to use eggs that are at room temperature. It is best to keep eggs in the fridge and to get them out a few hours prior to baking to bring them up to room temperature. Leaving eggs out at room temperature in your kitchen exposes the eggs to lots of changes in temperature, keeping them in the fridge keeps them at a constant temperature.



Eggs which are Lion Marked meet a specific safety standard. We recommend that you use eggs with this marking.

EU Food Information Regulation 1169/2001 (FIR)

It is a legal requirement for all caterers to provide information on any allergens used.



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 or directly to customers on-line or as a membership based business you must be able to trace them. You should consider what labelling and record keeping is required.

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.	



Why it is critical to food safety?	What I do to meet this safety point:
<p>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></p>	
<p>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.</p>	
<p>Safety point – Cleaning</p>	
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>	

<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 Salmonella 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>	



<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>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>	

<p>Safety Point – Allergens</p>	
<p>Why it is critical to food safety?</p>	<p>What I do to meet this safety point:</p>
<p>Ingredient information:</p> <p>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:</p> <p>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</p> <p>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>	

Safety Point – Other	
Why it is critical to food safety?	What I do to meet this safety point:
Catering premises should be using good quality, fresh, Grade A eggs. Lion marked eggs are from flocks that have been inoculated against <i>Salmonella</i> 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.	
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.	
Stock rotation will ensure that foods beyond their use by date are not consumed.	