

FOOD SAFETY GUIDANCE FOR HOME BAKERS

If you are operating a food business from your home it is a legal requirement that you are registered with the Council as a food business. There is one simple form to fill in; no charge; and registration cannot be refused. A registration form can be sent to you on request or can be downloaded from the Council's website www.scotborders.gov.uk/downloads/file/1737/food_business_registration_form. This form should be completed and then returned when it has been signed by the person operating the business.

Once we have received your application form, you will be contacted by an officer who will arrange to come and visit your home. On arrival the officer will show identification if requested, and will then talk to you about such things as your procedures, cleaning, temperature control and pest control. They will inspect your kitchen, look at the equipment and will ask to see any written records and documentation. The officer will leave a written record detailing the purpose of the visit and a brief summary of the matters discussed. This may be followed up by a formal letter requiring the works specified in the letter to be carried out within a specified time.

HOW TO COMPLETE A FOOD SAFETY MANAGEMENT PLAN

Proprietors of food business are required to identify food safety hazards and risks relevant to their business, to put in place procedures to prevent problems and to provide some simple written evidence that your procedures to ensure food safety have been thought through carefully and are being properly applied. The following guidance and completion of the House Rules and allergen information and should help you to comply with this requirement

PERSONAL HYGIENE

Keep yourself clean by washing and drying your hands thoroughly:-

- Prior to handling ready-to-eat foods in order to control cross-contamination.
- After going to the toilet
- After handling any food that may be a potential source of *E. coli* O157 e.g. raw meat and root vegetables
- After hand contact with, door handles, light switches, aprons or other surfaces that could have been touched by people who have handled raw foods
- After handling waste materials
- After eating / After smoking

Washing Hands Effectively

- Step 1 Wet your hands thoroughly under warm running water and squirt liquid antibacterial soap onto your palm.
- Step 2 Rub your hands together palm to palm to make a lather
- Step 3 Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.

- Step 4 Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly, and around the fingertips and thumbs.
- Step 5 Rinse off the soap with clean water.
- Step 6 Dry hands thoroughly with a paper towel, turn the taps off using the paper towel so that they do not touch the taps again after washing.

CLEANING

Before you start, make sure you thoroughly clean worktops, chopping boards and utensils you'll need to wash and disinfect them thoroughly using a disinfectant that meet the British Standard BS EN 1276:1997 or BS EN 13697:2001

Where cleaning cloths etc. are to be re-used, the laundering process should be regarded as critical to food safety. Laundering should be carried out at a suitably high temperature. A wash cycle that achieves 82°C or higher, can be considered acceptable. This may be achieved through a standard hot cycle in a washing machine, which typically operates at 90°C.

The use of disposable, single-use cloths provides a reliable way of ensuring cleaning and disinfection regimes do not present a cross-contamination risk and are strongly recommended.

Using a dishwasher is the best way to ensure that utensils and equipment are thoroughly cleaned as long as it is used and maintained in accordance with the manufacturer's instructions and its used on the hottest cycle.

COOKING

Thorough cooking kills harmful bacteria. It is also very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked. To ensure food is thoroughly cooked you should:

- always follow the instructions on the label
- always check your food is steaming hot in the middle – there should be steam coming out
- don't reheat food more than once
- when reheating, take extra care your food is reheated all the way through

A digital probe thermometer can be used to ensure that the food is thoroughly cooked, i.e. has a centre temperature of 75°C, or adequately reheated i.e. has a centre temperature of 82°C. You must take care that probe thermometers do not contaminate or taint the food being probed. Make sure probes are kept clean and disinfected before and after use with ready to eat food either by using food grade disinfectant wipes or by cleaning with paper towel and a suitable disinfectant spray. It is advisable to keep a written record of the centre temperature of the foods you cook.

CHILLING

Make sure you put the right foods in the fridge – look out for a 'use by' date or 'keep refrigerated' on the label. Here are a few useful things to remember:

- keep it at the right temperature (between 0°C and 5°C) and it is advisable to keep a written record of the fridge operating temperature when it contains food used in your business
- keep the fridge door closed as much as possible
- wait for food to cool down before you put it in the fridge, this should be within 90 minutes of cooking
- you can assist the cooling of foods by reducing portion size or standing containers in cold water

Keep food out of the fridge for the shortest time possible.

CROSS CONTAMINATION

This is one of the major causes of food poisoning, but there are a few simple things you can do to help stop it happening:

- before you start preparing food thoroughly wash and disinfect your worktops and other food preparation areas
- keep raw meat and unwashed vegetables separate from ready-to-eat food during storage and preparation
- don't let raw meat drip onto other food – keep it in sealed containers at the bottom of your fridge
- never use the same chopping board for raw meat and ready-to-eat food, without washing and disinfecting the board (and knife) thoroughly in between' Preferably you should have separate identifiable chopping boards.
- don't wash meat before cooking it. Washing doesn't get rid of the harmful germs that can be present – only proper cooking will. You also run the risk of splashing germs onto worktops and utensils

PEST CONTROL

You should check regularly for signs of pests, for example, in your food cupboards. Look out for droppings, gnawed food or packaging, signs of insects or larvae. If you find any signs you should contact a pest control contractor immediately.

If you think any equipment, worktops or utensils have been touched by pests, wash and then disinfect them thoroughly to stop harmful bacteria from spreading. If you think food has been touched by pests in any way, throw it away. If pest control or cleaning chemicals get into food, throw the food away.

You should maintain good housekeeping practices, keep food cupboards clean and tidy, make sure no food or dirty plates are left out at night and clean up any food spillages on surfaces and on the floor immediately. Open packets of dry foods should be stored in lidded washable containers.

GENERAL REQUIREMENTS IN THE KITCHEN

- i) you will need access to a wash hand basin just for washing hands, if you have a "one and a half" sink, the half sink can be used for hands
- ii) all food contact surfaces, e.g. worktops, chopping boards, must be in good condition and easy to clean and disinfect
- iii) all equipment must be in good condition and easy to clean and disinfect
- iv) there should be at least two doors between the kitchen, or where ever you are baking, and a toilet or bathroom
- v) decorative finishes should be easily cleanable, e.g. there shouldn't be carpets on the floor, and there should be a washable finish on the walls
- vi) there should be adequate ventilation to prevent condensation and mould growth
- vii) there should be enough working space to operate safely to prevent the risk of cross-contamination
- viii) access to the kitchen by children, pets and other people should be restricted while you are handling food
- ix) there should be adequate storage, including refrigeration if required, for your ingredients and products
- x) no other activities should be carried out, e.g. washing clothes, while you are preparing food
- xi) if pot plants are present in the kitchen they should be positioned where there is no possibility of contaminating food, surfaces or equipment.

CHECKS TO CARRY OUT BEFORE YOU START

- i) all work surfaces are clean and disinfected
- ii) all equipment to be used is clean and disinfected
- iii) you have soap and hygienic hand washing facilities, e.g. paper towels, at your wash hand basin
- iv) there are no pets or children in the kitchen and the washing machine is not being used
- v) any other sources of contamination have been removed

CHECKS TO CARRY OUT WHEN YOU HAVE FINISHED

- i) all the food produced is protected from sources of contamination
- ii) all equipment has been cleaned and safely stored
- iii) all work surfaces have been cleaned and disinfected

LABELLING

If you are wrapping the food you prepare to sell direct to your customers, there is some basic information that needs to be on a label on the food:-

- The name of the food
- Categories of Additives - There is a requirement to indicate the presence in the food of any one or more of the following categories of additives, namely:
 - Antioxidants
 - Sweeteners
 - Colours
 - Flavour enhancers
 - Flavourings
 - Preservatives
- Irradiated and Genetically Modified Ingredients - If the food (or an ingredient of the food) has been irradiated this must be declared. The name must then include or be accompanied by the word 'irradiated' or alternatively 'treated with ionising radiation'.
Genetically Modified ingredients (tomato paste, soya or maize) in products will also need to be declared e.g. Vegetarian Cottage Pie (contains Genetically Modified Soya) General notices on premises are permitted.

Allergen information should also be available for your customers should they request it.

If you are wrapping the food you prepare and selling the food via a third party, e.g. through a shop, the food should be labelled with the following information:-

- The name of the food
- An ingredient list in descending order of the ingredients (the ingredient list must start with the word 'ingredients')
- Information on certain foods causing allergies or intolerances that were used in the manufacture or preparation of a food. Allergenic ingredients should be emphasised in the ingredient list by using a font, style or colour, which ensures they are clearly distinguished from other ingredients present.
- The quantity of certain ingredients i.e. QUID - for example if fruit appears in the name of the product, the percentage of fruit needs to be given either next to the name or in the list of ingredients.
- The net quantity of the food
- A minimum durability date
- Any special storage conditions and/or conditions of use
- The name or name and address of the food business operator under whose name the food is being marketed

- The country of origin or place of origin of the food (if required)
- The instructions for use

An example of a label

An example of how to provide a QUID declaration for butter cookies where the percentage of butter would have to be declared.

Ingredients	Weight	Calculation
Flour	100g	<u>50g</u> x 100 = 29.6%
Butter	50g	169g
Sugar	35g	
Eggs	10g	
Total mixing bowl	195g	
Total after baking	169g	

An example of a completed label would be

BUTTER COOKIES

Ingredients: **Wheat** flour, **Butter** (29.6%), Sugar, **Eggs**

Allergy advice: For allergens see ingredients in **bold**

Best Before: MM/YY

Once open store in airtight container

Net weight: Xg

The Bakery, High Street, Anytown, AT1 2QW

If you require further advice or guidance on labelling, please do not hesitate to ask the officer dealing with your business.

DECORATIONS, GLITTERS AND DUSTS

You should ensure that no decorations, either edible or non-edible, are a choking hazard. Any non-edible decorations must be capable of being removed from the product before it is eaten and you must advise your customers about any non-edible decorations.

If you prepack the products, the warning should be clearly written on the label, if you sell your products unwrapped, you must inform them verbally.

Glitters and dusts are used to decorate confectionary products, some are safe to use with food, others are not and could be a hazard to health. You must ensure that the glitters and dusts are edible and safe for food

use. Always read the label when you buy them. As a general rule, when purchasing them from the internet, only use UK based retailers as some glitters and dusts available from other countries, including the USA, do not comply with UK legislation. If in doubt, do not buy them. Always keep the original packaging as this is your proof that the products are labelled as edible.

Some decorations contain colours that are associated with hyperactivity in children. The colours to check for are:-

- E102 :Tartrazine
- E104 :Quinoline yellow
- E110 :Sunset Yellow
- E122 :Carmoisine
- E124 :Ponceau 4R
- E129: Allura Red

If you are selling products at a retail outlet or stall and they contain these colours you need to provide a warning to your customers either verbally or by having a sign giving the E number of the colour and the wording “ may have an adverse effect on activity and attention in children”

Where you are selling via another retailer, the warning should be given on the product label itself.

Complete the following House Rules

PERSONAL HYGIENE

Describe	<ul style="list-style-type: none"> • Control Measures and Critical Control Limits (where applicable) • Frequency
<p>Rules on Effective Hand Washing Technique including how and when you wash your hands</p>	
<p>Personal Cleanliness e.g. Hair tied back or covered Cuts and sores covered with waterproof dressing Minimum jewellery worn</p>	
<p>Protective Clothing e.g. clean apron which is changed when it becomes contaminated by raw foods</p>	
<p>Rules on : ➤ Exclusion/return to Work</p>	<p>Any food handlers who have had diarrhoea, stomach upset or vomiting must not return to work until they have been free of symptoms for at least 48 hrs</p>

Completed by.....

Date.....

CLEANING

Items, areas to be cleaned and examples	Frequency of Cleaning	Method of Cleaning	Chemical, Dilution and Contact Time
Moveable equipment, utensils: <ul style="list-style-type: none"> • <u>all</u> chopping boards, • tongs/ spatulas • serving spoons • trays • containers 			
Non-food contact items/equipment <ul style="list-style-type: none"> • work surfaces • wash hand basin • taps • door handles 			
Fridge and freezer			
Oven and microwave oven			
Dry storage area			
Floors			
Extraction Fans			
Food waste containers and refuse waste bins/area			
Cloths and work clothes			

Completed by.....

Date.....

TEMPERATURE CONTROL

Process Step	Temperature Control Measure and Critical Limits	Monitoring Method, Frequency and Record(s) used
Purchase, Delivery/Receipt, Collect		
Storage		
Preparation		
Cooking		
Hot Holding(including buffets)		
Cooling		
Reheating		
Service and Delivery to Customers		

Completed by.....

Date.....

PREVENTION OF CROSS CONTAMINATION

	Describe • Control Measures and Critical Limits
Purchasing	
Storage <i>Including where any defrosting is carried out</i>	
Preparation	
Cooking/Cooling	

Completed by.....
PEST CONTROL

Date.....

	Describe • Control Measures • Monitoring including frequency
Good Housekeeping	
Pest Control Contractor	
Checking and Inspection	
Monitoring/checking	

Completed by.....

Date.....

WASTE CONTROL

	Describe • Control Measures • Monitoring including frequency
Waste in Food Rooms - how is it stored	
Food Waste Waiting Collection	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Completed by.....

Date.....

ALLERGENS

When taking orders from your customers, ask if they have any issues relating to allergens. It is important that you are aware of the composition of the foods you make and sell to enable you to let your customers with allergies know that you are allergy-aware and be able to give advice on which foods they should avoid. This can be done by identifying the allergens in the ingredients you use to make the food, and completing the allergen identification table below.

Allergen	Foods used which contain this allergen
Cereals containing Gluten e.g. wheat, rye, barley, oats	Bread, pasta, cakes, pastry, sauces, soups, batter, stock cubes, breadcrumbs, semolina, couscous, some meat products.
Celery and Celeriac e.g. stalks, seeds and leaves	Salads, soups, celery salt, some meat products.
Eggs	Cakes, sauces, pasta, mayonnaise, some meat products, glazed products.
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	Some salad dressings, fish extracts, oils and paste, Soy and Worcestershire sauces, relishes.
Milk	Milk powder, yoghurt, butter, cheese, cream, ghee, foods glazed with milk, ice cream
Mustard	Mustard paste, seeds, leaves, flour, powder and liquid mustard, salad dressings, marinades, soups, sauces, curries, some meat products.
Peanuts	Arachis oil, peanut butter, flour, satay sauce, refined peanut oil.
Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts	In sauces, desserts, bread, crackers, ice cream, praline (hazelnut), nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings.
Sesame Seeds	Oil or paste, tahini, houmous, halva, furikake, Gomashio, bread.
Soya e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans.	Some ice cream, sauces, desserts, meat products, vegetarian products.
Sulphur Dioxide and Sulphites	Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider.

PRODUCTION DAY CHECKLIST

DATE		
Tick each box below if the check you have done is satisfactory. If you cannot tick a box complete the Corrective Action section		
		Corrective Action
Personal Hygiene		
Hands washed	<input type="checkbox"/>	
Clean Apron/Clothes/Hats/ Head Covering	<input type="checkbox"/>	
No jewellery worn	<input type="checkbox"/>	
Cuts covered	<input type="checkbox"/>	
No illness	<input type="checkbox"/>	
No pets or children in food area	<input type="checkbox"/>	
Wash Hand Basin		
Hot water	<input type="checkbox"/>	
Soap – liquid antibacterial	<input type="checkbox"/>	
Paper towels to dry hands	<input type="checkbox"/>	
Cleaning		
Disinfectant available BS EN 1276 or 13697	<input type="checkbox"/>	
Clean/disposable cloths available	<input type="checkbox"/>	
Cleaning chemical stored away from food	<input type="checkbox"/>	
Kitchen/equipment cleaned before starting production	<input type="checkbox"/>	
Use-by and best Before dates		
All food checked for use by and best before	<input type="checkbox"/>	
All out of date food put in bin	<input type="checkbox"/>	
Signs of pest activity		
No evidence of pest activity in your house or in food	<input type="checkbox"/>	
Windows and doors closed	<input type="checkbox"/>	
Temperature Control		
Fridge temperature less than 5°C	<input type="checkbox"/>	
What was made (including quantities, a description and who they were for)		
End of production		
Floor clean under equipment	<input type="checkbox"/>	
Surfaces clean	<input type="checkbox"/>	
No food left out	<input type="checkbox"/>	
Bin emptied	<input type="checkbox"/>	
All high risk food in fridge at less than 5°C	<input type="checkbox"/>	
Signature:		Date:

Useful information

www.food.gov.uk/business-industry/caterers/startingup

www.food.gov.uk/multimedia/pdfs/publication/starting-up-booklet.pdf

www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf

www.food.gov.uk/business-industry/allergy-guide/

www.food.gov.uk/multimedia/pdfs/publication/loosefoodsleaflet.pdf

www.food.gov.uk/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf

For further information or advice relating to food safety contact:

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