

GUIDANCE ON PREPARING BAKED GOODS AT HOME

(October 2022)

Borough Council of
King's Lynn &
West Norfolk



Food Safety Advice

This guidance is for those who intend to own a home cake baking and/or baked goods business. This guidance should be read in conjunction with the advice from the Food Standard Agency (FSA), which can be found at www.food.gov.uk. Other foods are outside the scope of this document, however those who prepare food at home may find elements of this document useful.

Registration

Your home business will need to be registered with the local council as a food business, this is a legal requirement, and you can be prosecuted if it is not done. You can register at www.west-norfolk.gov.uk

Planning Permission

You may need planning permission to run your business at home, seek guidance from the local council's planning team at www.west-norfolk.gov.uk/planninganddevelopment.

Insurance

We strongly recommend that you invest in some insurance to cover claims against you (third party insurance). However, this can be quite expensive so you should consult an insurance agent or solicitor about this.

Restrictive Covenants

There may be clauses in your deeds that prevent you from carrying out certain activities in the house such as running a food business. This can happen particularly in older houses. You should obtain legal advice about this.

Housing Restrictions

If you have a mortgage on your property, you should contact your lender to talk to them about what you intend to do with your property.

If you live in a rented property you should speak to your landlord or letting agent with regards to any restrictions.

Food Safety Law

The food safety laws still apply when you are running your business from home, they will work the same as commercial businesses. You will be subject to periodic food hygiene inspections by officers from the Council. If you are found to be breaking any food hygiene laws, you may face legal action. If your business expands and you decide to rent a community kitchen for your business, you will need to register your business at that address, providing that you have sufficient continuity/ frequency.

The Inspection

Baking from home means you have to follow the Food Safety and Hygiene Regulations (England) 2013 and Regulation (EC) No 852/2004. These regulations outline the requirements for food hygiene and safety, including structural requirements for food businesses. These areas also feature in the three areas in which you are evaluated for the Food Hygiene Rating Scheme. This is broken into three sections:

- Management
- Hygiene
- Structure

All food businesses have to comply with good standards of hygiene, however we do not expect your domestic kitchen to be the same as a commercial kitchen in its build or design. The following is general guidance of what is expected to be followed for home baking.

Food Hygiene Rating Scheme

This is the national rating of how well you comply in the three areas above. Your rating will be published online at ratings.food.gov.uk. Your address will not be published.

Management

Food Safety Management Systems

All food businesses are required to think about how they can reduce the risk of contamination to ensure the food is safe to eat. Contamination falls into three categories:

- Chemical contamination – using and storing chemicals around food that are not ‘food safe’ chemicals.
- Microbiological contamination – not cooking food thoroughly, leaving high risk foods (such as fresh cream) at room temperature, and storing baked goods below raw foods meaning there could be cross contamination.
- Physical contamination – items in baked goods (hair, nails, plasters, etc), pest contamination, poor layout of kitchen (peeling paint, damaged sink seals).

Traceability

You need to be able to show where your ingredients come from and who your finished product goes to. You may wish to keep records of customers, production dates and supplier details in a diary, along with any invoices or receipts.

Training

The law requires you to have a good understanding of preparing food safely. You may wish to consider undertaking a food hygiene course – Level 2 in Food Hygiene (Catering). This would be sufficient, providing you with an underpinning knowledge. This can be done online through various training providers.

Use by/ Best Before Dates

In supermarkets, baked goods have a long shelf life usually due to the preservatives that are in them, and the way that they are packaged. Large scale manufacturers can also afford microbiological testing to be completed.

Our advice is to suggest a short shelf-life. Even though cakes are generally low-risk foods, the quality can reduce over time, and they can start to grow mould.

Allergens

You must be able to identify the allergens in your food. You should consider how you will establish this with your customer in relation to their needs. For example, you could complete a customer request form when taking an order and ask if there are any allergens to avoid.

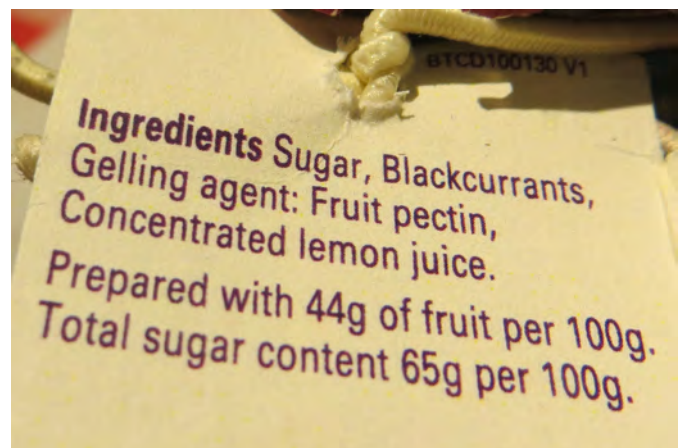
In addition, on delivery/pick up, you can add an allergen label to the packaging highlighting the allergens contained in the product so the customer can reference it if they need to.

The 14 allergens are celery/celeriac, molluscs, cereals containing gluten (wheat, rye, barley, oats, spelt, Khorasan wheat), mustard, crustaceans, nuts, eggs, peanuts, fish, sesame seeds, lupin, soya, milk (including lactose), sulphur dioxide and sulphites (at concentrations of more than 10mg/kg).

The Food Information Regulations 2014 states that all pre-packed food must have a label with certain information such as the ingredients, the producer, use by dates, allergens, etc. The implementation of Natasha’s Law requires businesses that produce Prepacked for Direct Sale (PPDS) foods to have a label that contains the name of the food and a full list of ingredients, with allergenic ingredients emphasised within the list. For more information visit www.food.gov.uk.

Labelling

If you are proposing to sell foods which will be prepacked or pre-packed for direct sale (PPDS), please follow the trading standards guidance for labelling. To find these go to www.norfolk.gov.uk.



Hygiene

Sinks and hand washing

Most people do not have a separate handwash basin in the kitchen. You must ensure that you have “adequate facilities for the cleaning of utensils and maintaining adequate personal hygiene”. If you are lucky enough to be having a new sink fitted, we recommend fitting a 1½ or double sink unit so there are two separate spaces, one to clean utensils and the other solely used for cleaning hands. If you only have one sink, you need to consider how you will adhere to the requirement. You may have to separate the use of the sink by time and disinfect between uses.



As you are using your household sink you will need to thoroughly clean and disinfect the sink, taps, and the area around the sink to reduce the risk of cross contamination.

If utensils need to be washed up in the sink, you must ensure that before and after the sink is used, it is cleaned and sanitised.

Fitness to work

If you show any signs of sickness or diarrhoea, do not bake anything. You do not want to become the reason for others becoming ill. After symptoms have been gone for 48 hours, you may bake again.

High-risk baking

Most cake and biscuits are low risk however, foods used to decorate them may not be. Royal icing, fresh cream and some cheesecakes can be considered high risk and should require extra care when preparing.

Cakes that need to be refrigerated must be kept at 8°C or below (ideally below 5°C), at all times. There is a limited time they are allowed to be out of temperature control which is 4 hours in total. This allows food to be put on a buffet etc for a small period of time. You may wish to advise your customers accordingly.

Fridge

Items in the fridge must be stored in a way that prevents cross contamination. This means that raw foods should be kept beneath ready-to-eat food. If you prepare a lot of food for your household that needs to be kept in the fridge, then you may need a separate fridge for your business or have a separate section in the household fridge.

The fridge should be organised and kept at a suitable temperature. The legal maximum temperature is 8°C but it is recommended to keep food below 5°C. It should be organised because if it is overloaded then the efficiency of the fridge may diminish. The cool air may not be able to flow freely leading to some foods' temperature rising. The temperature can be monitored using a fridge thermometer. Some fridges have a temperature reading on the front however, the accuracy should be checked by an internal thermometer.

Keep the fridge door closed as much as possible as leaving it open raises the temperature in the fridge. If you place your fridges in external storage spaces, remember, if they don't have good ventilation, this may impact on their effectiveness as well.

E. Coli

Baking is a low risk activity. However, if you prepare raw meat and unwashed salad, fruits and vegetables in your kitchen, there may be a risk of E. Coli bacteria contamination. This means that before you start working in your kitchen, ensure it is prepared to be a “working kitchen”. This means making sure all surfaces are cleaned and disinfected and that things you do not need to use are put away before you start baking.

E. Coli can grow on the smallest of food sources or kitchen surface, and it is undetectable by the naked eye, so make sure to clean and disinfect all surfaces around the kitchen before preparing your baked goods.

Cleaning chemicals

You must ensure that you have appropriate cleaning equipment that cleans surfaces and utensils. Antibacterial sprays and sanitisers should meet either of the following British standards (BS EN: 1276 or 13697). If you are unsure that your current chemicals meet the standard, visit www.disinfectant-info.co.uk to check. (Please note this website is not maintained by the Council or FSA.)

Different disinfectant may have different dilutions and contact times specified by the manufacturers. You should follow the instructions that the

manufacturer provides to ensure that the product is effective. Usually this is stated on the bottle but not always.

We would also recommend that you don't use a product which has an odour e.g. lemon or pine, as this may taint foods.

Structure

Your kitchen

Your kitchen must be in good repair and be maintained in a clean condition to ensure that no cross contamination happens.

Walls	Need to be smooth or have an impervious finish (e.g. tiles or plaster painted with gloss or silk vinyl paint).
Floors	Need to be smooth, impervious, non-absorbent, and made of non-toxic material (e.g. sealed lino or flood tiles with waterproof joints).
Ceilings	Need to be smooth, impervious, non-absorbent, made of non-toxic material, and washable.

Toilets should not lead straight into the kitchen; however, in some houses this may be unavoidable. If this is the case, keep the toilet well ventilated and ensure that the toilet door is kept shut. Furthermore, ensure that no one uses the toilet while you are baking.

Equipment

Equipment must be in good condition and be cleaned and sanitised regularly so it will not be a potential source of contamination. The equipment should be stored in an appropriate space, and you should check before use for any damage. Repair or replace if anything is damaged.



Pest control

The kitchen should be kept pest free. You can do this by checking for signs of pests in the kitchen (droppings or nibbling of food or packaging) and making sure that food is not left on the side. If there are signs of pests, you need to deal with the problem straight away which may mean you need to contact a pest controller. Any food at risk of contamination must not be destroyed. Furthermore, it would be a good idea to record these incidents and what you did about them.

Food storage

You need to make sure that food is stored away from any contaminants. Equipment and ingredients used for your business should ideally be kept separately from any day-to-day items wherever possible. Lidded containers are useful for storage of dry ingredients, as they prevent contaminants from entering the ingredients. Food in the fridge should be wrapped or kept in a separate container to prevent items from falling onto others. It's also a useful way of separating foodstuffs for business away from your general household shopping.

Transport

When transporting food, it should be protected against the risk of contamination from things such as dust and hair, you may wish to consider the use of cake boxes or something similar. High risk foods like fresh cream should be kept cold (this could be done using a cool box) at 8°C or below.

If you are taking high risk foods to the market e.g. cream cakes, you should also ensure that you have sufficient means of keeping the cakes cool.

Other considerations

Edible decorations

You should ensure that no edible, or non-edible decorations, are choking hazards. It is advised that edible decorations are used over non-edible decorations.

Food glitters and dust used in baking should always be edible. If you are unsure if they are edible, do not buy them. Keep details of the edible decorations you used such as the packaging because Enforcement Officers may ask for evidence that the ingredients are edible.

Some decorations or ingredients contain colours that are associated with hyperactivity in children. The colours are:

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

If your product contains these E numbers then there should either be a warning on the packaging that the food contains them or, if selling the product loose at a stall or retail outlet, there should be a warning for the customer. This could be done by displaying a warning sign that includes the name of the E number followed with the wording “may have an adverse effect on activity and attention in children”.

The FSA has issued guidance on what food glitters and other edible decorations can be used. For more information visit www.food.gov.uk.

Eggs

You may like to keep eggs at room temperature however, it is recommended to keep eggs in the fridge. Keeping them in the fridge means they are kept at a constant temperature instead of being on the side in fluctuating temperatures. You may take them out of the fridge a few hours before using them, but they should be in the fridge for the rest of the time.



Eggs which are Lion Marked mean that the hens are vaccinated against salmonella, you should therefore not use eggs from the side of the road or your own chickens unless you know they have been vaccinated.

Pets

Having pets is fine however, you should think about how you will prevent the animal's hair etc from getting in the food you prepare. Pets should be kept out of the kitchen when you are preparing food. Also, you need to remove any food bowls or pet toys from the kitchen. When pets have been in the kitchen, ensure that all surfaces they may have touched have been cleaned and disinfected.

Washing machines

Washing machines may be kept in the kitchen but no washing should be done when preparing food in the kitchen. Before you start baking, ensure the surfaces around the washing machine are clean.

Food safety hazard analysis for cake makers and general home catering

How to complete

All food businesses must have a documented food safety management system as it is required by law. It must include how you are producing safe food and how you are reducing the risks of certain areas of your baking.

The document at the end of this leaflet can be used for home baking. You should read through each point carefully and complete the columns left blank. If any of the points are marked with "N", state why and explain what you are doing to prevent the risks and hazards of the point. Ensure any other hazard are considered, especially those which are specific to your business.

Monitoring

Some aspects of your food making will require monitoring, for example ensuring that your fridge runs at 8°C or below. Creating a simple diary for this would suffice.

Name of business:
Address:
Postcode:
Signature: <i>(of business owner/ food business operator)</i>
Date this pack was first completed:
Review date: <i>(This should be reviewed at least once a year and when necessary, amended especially when there's a change in preparation or a new product):</i>

Safety points

Cross contamination

What I do	Why it's critical to food safety?	Y/N	What if things go wrong/what you are doing to prevent the risks and hazards?
Wash hands with warm water and soap before and after commencing work and after handling raw eggs, fresh cream, etc. towels used to dry hands must be clean.	Bacteria and dirt can spread from hands of handlers to the product they are making.		
Clean aprons/clean clothing should be worn before starting work.	Dirty clothing can contaminate food with anything from hair to bacteria.		
Before working, remove any jewellery and ensure hair is tied back, etc.	To prevent any physical contamination.		
Store dry ingredients in a separate cupboard from domestic/household foods. <ul style="list-style-type: none"> • Keep cupboards clean • Transfer open products of dry goods to tubs/lidded containers along with dates • Check for pests 	To reduce risk of foreign body/physical contamination		

Make sure the equipment used is in good condition (it's not chipped, damaged, etc).	So there is less chance of things falling/ chipping off into the cake mix.		
Do not bake if suffering from sickness or diarrhoea. (You should also have a back-up plan for when this happens).	If ill, bacteria could spread into the cake mix and can contaminate the cake after baking.		
Make any allergen free cakes first using separate equipment ensuring that these ingredients are stored appropriately e.g. gluten free flour is kept in tubs away from regular flour.	So allergen-free items don't get mixed up with those containing allergens.		
Make sure cakes are cold before putting them in covered containers.	To prevent condensation and potential mould formation. The covered container also helps to prevent physical contamination.		
If a finished product needs to be in the fridge, ensure that any raw meats and other raw produce (e.g. dairy, unwashed salads, vegetables) is stored elsewhere or underneath the product.	So nothing can fall into or onto the cakes, to avoid cross contamination.		
When transporting, make sure cakes are in covered containers.	To make sure nothing gets into or onto the cakes from the mode of transport.		
When selling at a stall cover all the cakes and pick them up with tongs or sell everything wrapped. If the product is wrapped, you need to follow prepacked for direct sale (PPDS) labelling and allergen information.	To prevent contamination from coughs, sneezes, dirty hands, dirt, and flies.		

Cleaning			
What I do	Why it's critical to food safety?	Y/N	What if things go wrong/what if I don't do it?
Make sure pets have been removed from the kitchen along with any food bowls and toys.	Animals carry bacteria which should not be allowed to get into food.		
Clean the kitchen and workspace every time you bake.	If spoons and bowls are dirty, this could cause cross contamination and foreign bodies could get into the cakes.		
When selling at a stall, bring a bowl and a supply of hot/cold water, soap and paper towels to ensure handwashing.	Safe handwashing and equipment washing reduces risk of cross contamination between products.		
Ensure sufficient cleaning supplies (including equipment) and that all cleaning chemicals are fit for purpose and comply with (BS EN: 1276 or 13697).	To reduce the risk of cross contamination and ensure good hygiene practises.		
Reusable cloths should be changed, and boil washed. Single use/disposable clothes are disposed of after use.	Dirty cloths could carry harmful bacteria which could potentially be spread throughout the kitchen.		
Before baking, check the work area for any physical contaminants that could enter food.	Food could become physically contaminated by the small items.		
Clean door handles and shelves or fridges and cupboards regularly to prevent bacteria and mould growth.	Surfaces such as shelves and door handles can be a means of transferring bacterial between different things.		
The kitchen must be kept clean and tidy.	This means that the kitchen won't be prone to having pests and ingredients shouldn't get contaminated easily.		
Store chemicals away from foods.	So there is less of a chance of foods becoming chemically contaminated.		

Temperature control and cooking			
What I do	Why it's critical to food safety?	Y/N	What if things go wrong/what if I don't do it?
Check everything is in date and dispose of anything that has an expired use by date. Ensure products are used on a first-in-first-out basis.	So old products which could affect food safety and quality aren't used.		
Keep eggs and raw ingredients in the fridge in a separate container to the household food.	To keep them fresh and cool so bacteria cannot grow and to prevent cross contamination from other food.		
Ensure that the fridge stays below 8°C. Monitor the temperature regularly.	To prevent bacteria from growing and to keep the fridge and food at a constant temperature.		
When working on a stall with food requiring refrigeration (e.g. cheesecake, fresh cream cakes, etc) provide suitable refrigeration to store them (can include cool boxes with ice packs).	To prevent bacteria from growing.		
If taking food out of temperature control, this is only for one 4-hour period. Complete monitoring records to determine the time period.	If the food is out for too long, then bacteria could multiply, and food could become spoilt.		
Avoid making products that use uncooked/lightly cooked egg. Use lion-marked eggs.	Eggs can carry salmonella. Lion-marked eggs are less likely to carry salmonella and other harmful bacteria/diseases (from the chicken).		
Make sure cakes are cooked at the correct temperature for the correct time.	So any harmful bacteria are killed.		
Use standard recipes to control risk of allergens and review ingredients.	To see the ingredient lists easily for any allergens and to specify what types of food you make. To reduce risk of cross contamination.		

Other			
What I do	Why it's critical to food safety?	Y/N	What if things go wrong/what if I don't do it?
Buy ingredients from reputable companies.	So the ingredients can be traced back to where it was bought from.		
Ensure ingredients are safe when bought. <ul style="list-style-type: none"> • Check for pest damage • Check labelling 	Foods past their use by could make people ill as it could contaminate foods		
Keep an up-to-date food chart, listing any allergens in the food.	So customers know about what the cakes contain. They may have allergies or intolerant of some of the ingredients.		
Do not do washing or other domestic chores when baking.	Dirty washing could have bacteria in it and soap powder could get into the cake mix.		
Keep windows and doors shut where possible.	So flies don't get into the kitchen. They carry bacteria which can get onto the cakes if flies land on them.		
Cakes have a label with the full list of ingredients. If the product is wrapped, reference prepacked for direct sale (PPDS) labelling and allergen information.	To inform customers of the ingredients. They may be allergic to some of the ingredients.		
When making large quantities of food, you should have a method of being able to identify a shelf life.	This allows customers to know when the food will go off and when to eat it.		