

Advice for Home Bakers



This guidance is intended for anyone who intends to run a food business from home making cakes. This might include preparing food to sell in shops, at a market, or selling to other businesses or consumers. The Food Standards Agency (FSA) have produced a publication called 'Starting Up' which should be read in conjunction with this document. It can be viewed at www.food.gov.uk.

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, and there is only one simple form to fill in, but it is a legal requirement and you can be prosecuted if you do not register before starting. Please visit www.winchester.gov.uk to complete the online registration form, or to download an application form.

2. PLANNING PERMISSION

You may need planning permission to run a business from home, so take advice from the planning department of the council. Contact them at planning@winchester.gov.uk.

3. BUSINESS RATES

You may have to pay increased rates if you use part of your property for a business. Contact the business rates at businessrates@winchester.gov.uk

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 Information Regulations 2014. These Regulations state that all pre-packed foods must be labelled with certain information relating to ingredients, name of producer, use by dates, allergens etc. Further advice on these requirements can be found on the FSA website at www.food.gov.uk.

"Starting a new business can be a financial risk. Make sure that you can make sure the figures add up"



FOOD HYGIENE RATING

Cake making in the home falls under the Food Safety and Hygiene (England) Regulations 2013 and Regulation (EC) No 853/2004. 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. If you are producing foods to be sold to other businesses you may fall under additional legislation. If in doubt contact us on 01730 266551

Once you are registered as a food business we will visit your premises to assess your hygiene practices, premises structure and management of the business. It may be that you also get a visit from trading standards.

What is expected of a food business will 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. The following has been produced as a guide on what is expected in most cases to meet the requirements of food law.

If you have any questions before we arrive please let us know, in most cases we will be giving your business a score between 0 and 5. Getting it right first time can help achieve the highest possible score.

FOOD HYGIENE RATING SCHEME

This is a national scheme which rates a business based on compliance in three areas stated above. If you receive a rating following your inspection which will be published on a website at ratings.food.gov.uk.

Your address will not be published

“We’re not expecting a commercial kitchen when we arrive. We appreciate that you will be continuing to use the kitchen as part of the family home”



THE INSPECTION

FOOD SAFETY MANAGEMENT SYSTEM

All food businesses are required to implement safe methods and consider how they will prevent the food that is prepared 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

All food businesses are required to have a written food safety management system. We have produced a system that you are free to use, this can be found at the back of this document. Once the blanks have been filled by yourself the document should be kept on-site and reflect the practices carried out. You are free to use others or make your own.

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. These can be offered by a range of providers including local colleges and online.



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. Your receipts and packaging will have all the information you should need. Keep a record of your supplier details for ingredients and keep

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 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.

Washing hands effectively can help prevent the spread of harmful bacteria. ***Always wash your hands before handling food and:***

After going to the toilet

After changing nappies, handling potties etc.

After handling rubbish

After touching uncooked meat

After handling or feeding pets.

After coughing, sneezing or blowing your nose



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 (single maximum of 4 hours)

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.

USE BY/BEST BEFORE DATES

Cakes and biscuits sold in supermarkets often contain 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 most cakes are generally a low risk product, there could be mould growth and loss of cake quality. As a general rule, we would recommend that products are given a shelf life of day of production +2.

LABELLING

If you pre-pack foods please contact Trading Standards for labelling advice, however if you do not pre-pack, or pre-pack for direct sale you need to provide allergen information. The 14 ingredients or products thereof causing allergies or intolerances are: Cereals containing gluten (wheat, rye, barley, oats, spelt, kamut), crustaceans, molluscs, eggs, fish, peanuts, soybeans, milk (including lactose), nuts, celery, mustard, sesame seeds, lupin and sulphur dioxide and sulphites (at concentrations of more than 10mg/kg). Food allergy training is available online at www.food.gov.uk/allergy-training. Hampshire Trading Standards: 01962 833620 or tsadvice@hants.gov.uk



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 reduce the risk of cross contamination.



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 smallest 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).

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.

Cloths can easily spread bacteria in the kitchen. Use ‘single use’ clothes wherever possible.

Use ‘single use’ clothes wherever possible.

If you use reusable cloths then; -

Always use a new or clean cloth to clean surfaces or utensils that will be used for ready to eat foods.

If a cloth is used for uncooked meat or eggs it should be removed for washing.

Wash or disinfect cloths and fabric hand towels every day, either on a hot cycle in the washing machine, or by hand using a disinfectant and hot water.

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)
Ceilings	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 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

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.

TRANSPORT

When transporting food it is important that it is protected from the risk of contamination e.g. pet hair, dust and dirt, insects. If the cakes contain high risk ingredients e.g. fresh cream they should be transported in cool boxes to maintain the temperature at 8°C or below.

Consider the type of boxes/containers you use to transport or present the cake. It must be food grade and protect the cake from contamination

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.

Cleaning tropical fish and reptile tanks has been associated with outbreaks of salmonellosis.

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.

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



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.



Winchester
City Council

We would like to give special thanks to freedigitalphotos.net & foodiesfeed.com for the images and to Hammersmith and Fulham Council for content.

If you have any questions do not hesitate to contact the food team on:

**01962 848097 or
eh@winchester.gov.uk**

Hygiene Practices

Hand washing and protection

Where do you wash your hands?
What type of soap do you use?
What do you dry your hands with?
What do you wear whilst preparing foods?
(i.e. hat, apron/clean clothing, remove jewellery)

Cloth usage

What type of cloths do you use?
If re-usable how do you disinfect them?

Allergens

How do you ensure that customers are aware of ingredients that may cause an allergic reaction?

Transportation

Do you deliver foods?
If so how do you protect them from contamination?

Food washing

Do you wash any foods?
If so is the sink cleaned before use or are they washed in a colander?

Structure

Pests, pets and family

How do you ensure that pets and other persons are kept out of the preparation areas whilst baking?

Do you check foods, materials, building and equipment for signs of pest activity?

What would you do if discovered?

Cleaning

What do you clean before production starts? How do you clean? i.e. anti-bac

What do you clean after production ends?

What do you need to regularly clean?

What chemicals do you use?

Fetes/stalls

If you sell at the above how do ensure that foods that need to be chilled are kept at suitable temperatures and protected from contamination?

Management and checks

Cooking

How do you check that the food you produce is thoroughly cooked?

Chilling

Do you produce cakes that need to be chilled or hold ingredients that must be?

How do you ensure that they are held at 8°C or below?

Do you use the 4 hour rule?

Cross-contamination

Where do you store your ingredients and finished products?

How are they protected from cross contamination?

Training

What relevant training do you hold?

Shelf-life

How many days shelf life do you give your products?

Stock rotation

How do ensure that ingredients and your stock do not pass their Use By dates?

i.e. FIFO (First In First Out)

