

HAZARD ANALYSIS FOR HOME CAKE MAKERS AND GENERAL HOME CATERERS

Name of Business:	
Address from which business ordinarily operates:	
Name of owner / food business operator:	
Date this pack was first completed:	
Review Dates: <i>You should review this document each year and amend where necessary, particularly if you start a new product or try new methods of preparation</i>	

How to complete

All food businesses are required by law to have some sort of food safety hazard analysis to show how they are producing safe food. The attached risk assessment can be used to meet this requirement for small home manufacturers.

You should examine each **safety point** in turn and complete the right hand column to indicate how **you**, as the business operator, will ensure the food you produce is safe.

There are extra boxes included at the end of each section should there be any additional hazards specific to your business, for example if you also produce jams and preserves.

Monitoring

Some aspects of your food preparation will require monitoring, for example ensuring that an adequate cooking temperature is achieved or that your fridges are running at below 5°C. Often this will just be a visual check, but where you need to record data a simple daily diary will be sufficient.

Traceability

Where you sell products to other businesses you must be able to trace them. You should consider what labelling and record keeping is required.

Cross Contamination

Safety point	Why it is critical to food safety	What I do to meet this safety point:
Food handlers should wash hands thoroughly using an antibacterial soap before commencing work, and after handling potentially contaminated foods such as egg shells or raw vegetables	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 bacterial to pet hairs	
Hair should be tied back and excessive jewellery should be removed prior to commencing work	Loose stray hair can contaminate food and jewellery can entrap dirt and bacteria.	
Food handlers who are or have been poorly within the last 48 hours should not handle foods. This includes colds and flu. <i>You may require a back-up plan to ensure orders are met when you are off sick.</i>	Some diseases are contagious and can be passed on to customers through handling food. A '48 hour symptom free' policy is strongly recommended.	
Where finished products are stored in fridges, raw meats should either be stored elsewhere or on the lower shelves.	Cross contamination can occur.	
Finished products and ingredients should be covered whilst in storage or during transport	Covering foods and ingredients will prevent them becoming contaminated.	
Finished products should be wrapped in fresh, clean, non-toxic food grade packaging	Foods can become contaminated.	
Fresh raw vegetables must be washed before service (particularly where vegetables are to be eaten raw)	Vegetables come from the soil and often have fertilizers added as part of the growing process. Both can contain bacteria sufficient to cause illness.	

Cleaning

Safety point	Why it is critical to food safety	What I do to meet this safety point:
Domestic pets should be removed from the food preparation area before commencing work	Animals carry potentially dangerous bacteria and can contaminate work surfaces with these and hairs	
Domestic kitchen equipment and surfaces must be cleaned and sanitised prior to use	Bacteria from raw meats such as uncooked chicken or beef can contaminate work surfaces, fridges and equipment, which then cross contaminate food.	Specify the type of cleaning chemicals used:
Reusable cloths should be changed regularly and washed at a high heat. Alternatively single use cloths can be used.	Bacteria can easily survive and spread from cleaning cloths onto food that is being prepared or work surfaces.	
Check your working area for anything, particularly small, that could drop into your products.	Food could become physically contaminated, posing a risk to customers.	
Fridge shelves must be cleaned regularly	Often fridge shelves become inadvertently contaminated with bacteria from dairy products or meats. This can easily pass onto hands and products.	
The area used for food preparation must be generally clean and tidy, with no evidence of pests such as mice or flies	Pests can contaminate foods and ingredients. Attention should be paid to dry stores and larders where bagged foods may attract pests.	

<p><i>There is an exemption in law for a single period of 4 hours for refrigerated foods to be out of temperature control where they are for service. If you are relying on this exemption you must be able to demonstrate when the food was first put out and what monitoring you undertake.</i></p>		<p>What methods have you got for checking the temperature throughout the day?</p>
<p>Following cooking, food must be chilled as soon as possible (within 90 minutes usually) and protected from contamination during the cooling process</p>	<p>Allowing foods to cool slowly can allow the growth of pathogenic bacteria.</p> <p>Food should be covered where possible or protected to avoid contamination</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 handwashing and equipment.</p> <p><i>Hand gels alone are not sufficient.</i></p>	<p>Facilities for handwashing will enable personal hygiene to be maintained</p>	

Other

Safety point	Why it is critical to food safety	What I do to meet this safety point:
Catering premises should be using Grade A Catering eggs	Ungraded eggs can be from flocks at risk of avian diseases and <i>Salmonella</i> which can contaminate foods produced with them.	
Allergens such as nuts and some dairy products should be used in specific batches and avoid contaminating other foods.	Some people have severe allergic reactions to allergens and cross contamination must be avoided.	
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 safe use by date are not consumed.	