

## Home Bakers Guide to Hygiene

This guidance is aimed at cake makers and cake decorators that use domestic premises for their business and covers low risk products that do not require refrigeration. Following the suggested standards will help you comply with the relevant Food Safety Legislation.

### Registration of a Food Business

Your home may well have 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. Just download the form from the following link, complete and send in to the address on the bottom of the form.

[http://www.hastings.gov.uk/environment\\_planning/health\\_safety\\_hygiene/food/foodregistrationform/](http://www.hastings.gov.uk/environment_planning/health_safety_hygiene/food/foodregistrationform/)

### Structural standards

Domestic kitchens are not designed for commercial use and so might need some alteration to comply with the food safety laws.

- Access to a wash basin just for washing hands. Where there is a one and a half sink the half sink can be used for the hands, or alternatively use another sink e.g. in an utility area).
- A toilet or bathroom which opens directly on to the kitchen is not allowed it must have a lobby or another room with a door.
- Decorative finishes which are not “easily cleanable” as required by the law e.g. bare wood, artex ceilings, carpet may need replacing.
- Domestic quality equipment which is not up to the standard needed for commercial use. It may get worn out more quickly and may not be covered by warranty.
- Not enough storage or refrigeration space for large volumes of food.
- Inadequate ventilation leading to condensation, mould growth, and damage to decoration. Depending on the amount of cooking mechanical extraction may be required.
- Problems with keeping the kitchen free of flies, ants, and other sources of contamination.
- Limited space and worktops so that “cross contamination” (the spread of harmful bacteria) becomes difficult to prevent.
- Access to the kitchen by children, pets, or other people, which can make good hygiene difficult. Ensure access is controlled eg by stair gates.
- All food contact surfaces (work tops, cutting boards etc) must be in sound condition, easy to clean and disinfect. Traditional domestic structural finishes may be satisfactory if they can be kept clean and are

maintained in good repair e.g. standard domestic laminate worktops are fine but bare wooden finishes are unacceptable.

- All equipment used in the preparation of food must be in good condition, be easy to keep clean and if necessary disinfect. The use of wooden equipment such as cutting boards is not recommended, as they cannot be effectively disinfected. For more comprehensive food production it may be necessary to invest in commercial equipment.

### **Training**

You may need to attend a food hygiene training course if you haven't done one recently. One of the main requirements of the law is that all food handlers must know enough about food safety to allow them to work safely. This usually means passing a training course in food hygiene, at a level which is appropriate to the type of food being prepared. Further information can be found on our website,

### **Fitness to work**

You must not prepare or handle food if you are suffering from

- Vomiting
- Diarrhoea
- Infected cuts or boils
- If you feel unwell - especially if you have returned from abroad in the last 2 weeks
- Or if anyone you share a house with has had typhoid or paratyphoid

**If you have suffered from diarrhoea or vomiting you should not prepare food for others until 48hours after your symptoms have stopped.**

### **Hazard Analysis and Critical Control Points (HACCP)**

It is an important part of your business that you identify the steps and activities that are critical to ensuring food safety. Having identified those steps you need to ensure that they are implemented. If you DO NOT follow the guidance below and have not completed the checklist and daily records you need to state how you control that aspect of your business.

### Shopping and Storage

- You should buy your ingredients from reputable reliable suppliers and make sure your raw materials are fresh.
- Storage of your ingredients and your finished cakes must protect them from outside contamination. Storing dried goods in plastic lidded containers helps protects them from things like moulds, pests and chemicals such as cleaning chemicals.
- Separating family use of the kitchen from business use can be very awkward, but is essential for good food hygiene a separate cupboard or storage containers that are clearly labelled can help.

## Cleaning and disinfection

- There must be provision for cleaning/disinfecting work surfaces, equipment and utensils.
- Where possible use a dishwasher for equipment.
- Clean as you go and do not allow germs to build up on surfaces. Pay particular attention to handles, switches etc where germs can be transferred to hands.
- It is good practice and essential if handling raw meat and vegetables to use a food-grade antibacterial spray such as 'Dettol' to disinfect food contact surfaces after first cleaning them. Your kitchen will be used for handling raw food as part of your normal domestic activities so you should start your preparation session with a clean down and disinfection.
- Dirty, damp cloths are a perfect breeding ground for bacteria and can spread germs easily on surfaces and equipment so it is important to wash or replace them regularly. Ideally, different coloured cloths should be used for different jobs to stop harmful bacteria spreading.
- If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried between tasks (not just when they look dirty). Ideally, wash them in a washing machine on a hot cycle. If you notice dirty cloths in the kitchen, remove them for cleaning immediately or throw them away.

## Personal Hygiene

- Appropriate hand washing facilities must be provided nearby.
- Wash hands regularly with warm water and soap to keep them clean.
- Always wash them before touching food, after using the toilet, after touching pets or the dustbin, and when they look dirty.
- Hands should also be washed frequently while preparing food, especially between handling raw and ready to eat foods.
- All food handlers must wear suitable clean and where appropriate, protective, clothing. Depending on the type of food, this may be just an apron.
- No person who may be suffering from a disease likely to be transmitted through food should be allowed to work with food. (e.g. vomiting, diarrhoea, viral infections, etc)
- If you have any cuts or grazes on exposed areas, make sure these are kept covered with a waterproof dressing. Don't wipe your hands on the tea towel, use a separate kitchen towel.

## Cooking

- Ensure the cakes are cooked evenly, a visual check is adequate for both sponge cake (Press them gently to check – they should be springy to the touch) and fruit cake (when a skewer comes away clean)

## Transport/Delivery

- When transporting food ensure it is covered to prevent it from becoming contaminated by dust or any other foreign bodies

## Daily checks and records

- It is an important part of your HACCP that you keep a record of your activities so that you can prove that you are taking the necessary precautions. Please see the daily record sheet at the end of this guidance. Any change to the standards set out in this advice should be commented on and corrective action noted e.g. ingredients found to be out of date and thrown away or not used for business.

## **Other considerations**

### PLANNING PERMISSION

Depending on the type and amount of food you prepare you may need planning permission to run a business from home, so take advice from the Development Control department of the council. Contact them on 01424 783255 or email [dcenquiries@hastings.gov.uk](mailto:dcenquiries@hastings.gov.uk)

### BUSINESS RATES

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

Contact the Revenues Section of the council on 01424 451541 or email [businessrates@hastings.gov.uk](mailto:businessrates@hastings.gov.uk) for advice

### INSURANCE

Depending on the type and amount of food you prepare you might need to inform your home insurance provider to ensure you are covered for business use. You should consult your solicitor or insurance company.

### FOOD SAFETY LAW

The laws on food safety apply just the same 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.

### LICENCING

If you want to sell goods or services on the streets of the Borough, its parks, open spaces or seafront then you will require some sort of permission and there will often be a fee or charge payable.

For more details please see website or contact Licensing team on 01424 451042 or email [licensing@hastings.gov.uk](mailto:licensing@hastings.gov.uk)

[http://www.hastings.gov.uk/environment\\_planning/licensing/licensable\\_activities\\_forms/#street\\_trading](http://www.hastings.gov.uk/environment_planning/licensing/licensable_activities_forms/#street_trading)

## LABELLING

You should consider people with food allergies and have some kind of warning on your food. In addition you should consider a suitable shelf life. If you are not selling direct to the final consumer but to a caterer to sell on you will require more detailed labelling and you are advised to contact the local trading standards agency on 01323 418200 for advice

## TRACEABILITY

You are required by law to keep a record of where you bought your ingredients (the items, who from and when) for traceability purposes and if supplying other retailers/caterers to sell your food on you must keep records of who, when and what you supplied them. This is in case there is a food alert and you need to identify where you bought food from or you need to withdraw the food you sold.

## CONTACT DETAILS

For any other food safety advice contact Hasting Borough Council's Food, Health and Safety Team on 01424 451078 or email [foodsafety@hastings.gov.uk](mailto:foodsafety@hastings.gov.uk)  
[http://www.hastings.gov.uk/environment\\_planning/health\\_safety\\_hygiene/food](http://www.hastings.gov.uk/environment_planning/health_safety_hygiene/food)

## Food Standards Agency

If you are unsure who you need to speak to you can contact our helpline.

tel: **020 7276 8829**

email: [helpline@foodstandards.gsi.gov.uk](mailto:helpline@foodstandards.gsi.gov.uk)

[www.food.gov.uk/](http://www.food.gov.uk/)