

Food safety guidance for home bakers

This pack provides advice and information on the following:

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This is a generic pack produced for home bakers; it may therefore not cover all the activities you undertake. If this is the case you should alter the pack accordingly and add any extra safety points which are required for your business.

Registering your Business

All food businesses in the borough must be registered with the council. If you are a home baker or caterer and you regularly provide food to friends or members of the public, your home will have to be registered with the Council as a food business. If you do not regard yourself as a food 'business' but you still advertise your baking services and make food on a frequent basis, you are still required to register. It doesn't matter whether the products you make are for profit or not.

It is a legal requirement to register. Registration is free and can be done online:

<https://www.harrogate.gov.uk/food-hygiene/food-business-registration>

Name of the food business
Address from which the business operates:
Name of business owner/food business operator:
Date this pack was first completed:
Review Dates: <i>(This document should be reviewed each year and amended where necessary, particularly if you start a new product or try new methods of preparation)</i>

How to complete a Food Safety Plan

All food businesses are required by law to have a documented food safety management system in place, to show how they are producing safe food. The documented food safety management system is an important part of all food business operations and contributes towards the scoring for the food hygiene rating scheme. If you do not have a documented food safety management system in place, this may adversely affect your Food Hygiene Rating.

This pack can be used to produce a Food Safety Plan to meet this requirement for small scale home bakers.

If you are catering and handling more high-risk foods then it is suggested you follow the 'Safer Food Better Business' guidance issued by the Food Standard Agency. They have a variety of packs available which can be downloaded here:

<https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb>

The safety points begin on page 5. Look at each safety point in turn and complete the right-hand column to explain how you, as the business operator, ensure the food you produce is safe.

You should also examine the flow chart to see if you follow the same steps and amend if necessary to fit how you work.

Monitoring, Traceability and Records

A few documented records will need to be kept on the days you bake, to record that certain checks and activities have been undertaken. Some aspects of your food preparation will require checking, for example ensuring your fridges are running at a temperature below 8°C.

This information can be recorded in a simple daily diary or on the production day check list which you can find in annex I, (you can photocopy the blank copy and use one on each day of production.)

Where you sell products to other businesses you must be able to trace them, so keep a record of who, when and what you supplied to them. If any issues are found with the products you have used e.g. the supermarket recalls a product that you have used, you will also need to withdraw the food you sold to the business.

Allergens

From 1st October 2021 there were changes to the labelling required for certain foods. The foods affected by the change are those that are 'pre-packed for direct sale' (PPDS). These are products that are packed on the premises from which they are sold and are placed in packaging before being offered for sale.

Foods packaged and then sold elsewhere by the same operator at a market stall or mobile site are also classed as prepacked for direct sale.

From 1 October PPDS items must be labelled with the following:

- The Name of the Food
- A list of ingredients. The ingredients list needs to be headed by the word 'ingredients' followed by a list of all the ingredients in descending order by weight when they were included in the product. There are a few exceptions to this. Herbs, spices, additives, sweeteners and any other ingredient that makes up less than 2% of the finished product can be placed at the end of the list.
- Allergenic ingredients must be emphasised in the ingredient list such as by using bold lettering. This applies to any of the 14 prescribed allergens which are: Celery, Cereals containing gluten, Crustaceans, Eggs, Fish, Lupin, Milk, Molluscs, Mustard, Nuts, Peanuts, Sesame seeds, Sulphur dioxide, Soya.

The Food Standards Agency has a handy online tool that can be used to determine whether the products you sell are affected by the new requirements. Please use this web address to access this:

<https://www.food.gov.uk/allergen-ingredients-food-labelling-decision-tool>

If you are uncertain regarding the requirements please contact North Yorkshire County Council Trading Standards Food Officers at food.standards@northyorks.gov.uk for further advice and clarification.

Food Hygiene Rating Scheme

Home bakers may be included in the Food Hygiene Rating Scheme. This will depend on how regular your activities are and who you supply your products to. Following your food hygiene inspection you may be awarded a rating from Five (Very Good) to Zero (Urgent Improvement Necessary). Food Hygiene ratings are published at <http://ratings.food.gov.uk/>

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 planning department of the council.

Business Rates

You may have to pay increased rates if you use part of your property for a business. Contact the Business Rates section of the council.

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. You also need to consider Public Liability insurance in case there is an issue with one of the products you supply.

Labelling

Trading Standards will be able to advise you on this but you will need to consider information on allergens and a suitable shelf life.

Trade Waste

If you generate large amounts of waste you may have to consider getting a trade waste contract with a licensed trade waste carrier.

Further information

Harrogate Borough Council provides information on running a food business and what to expect during a food hygiene inspection. See Harrogate Borough Council website at www.harrogate.gov.uk/food-hygiene

You may also request an onsite advice visit prior to inspection (fees apply) through your My Harrogate account <https://my.harrogate.gov.uk> - once signed in, go to '**All other forms**' then choose '**Licensing**'.

Food Standards Agency

Food business advice can also be obtained from the Food Standards Agency at the following link: www.food.gov.uk/business-guidance/starting-a-food-business

SAFETY POINT 1. OVERVIEW OF BUSINESS

Please list the types of products you make

Please list where you buy your ingredients and packaging *You are required by law to keep a record of where you bought your ingredients for traceability purposes This is in case there is an issue with any of the products you use and you need to identify where you bought food from.*

Dry goods

Fresh goods e.g. fruit

Eggs

Food Packaging

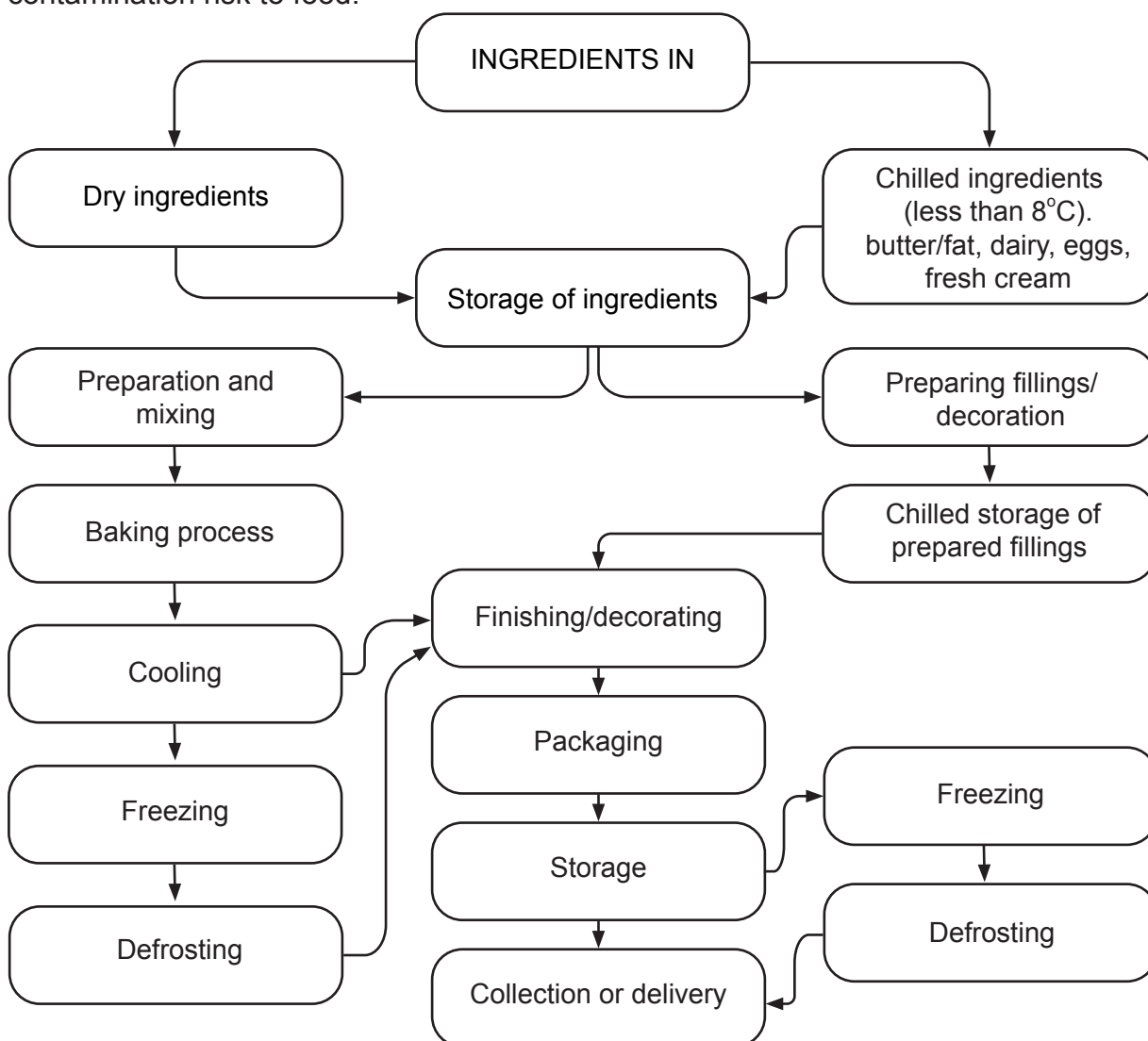
Other

Please list what food hygiene training you have undertaken and the date you did it. (keep a copy of your certificates)

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. For anyone handling open food, the course recommended is Level 2 Award.

Cake production flow diagram

In order to help you identify any hazards in your business you should consider every stage of your production. Think about the risks at each stage and the control measures to reduce the contamination risk to food:



SAFETY POINT 2A. STRUCTURE

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
Domestic kitchens are not designed for commercial use and so might need some alteration to comply with the food safety laws; you will need to consider how you meet these requirements.	
You will need access to a hand wash basin in the food production area just for washing hands. Where there is a one and a half sink basin, the half sink may be designated for hands depending on how much 'raw' material you handle. Hand wash basins in connection to toilets are not suitable for food activities.	
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. All surfaces must be smooth, impervious and non-absorbent.	
Ensure you have enough storage for dry goods and refrigerated goods. Any ingredients you use for your business should be stored separately to anything you use in the domestic setting.	
Ensure you have adequate ventilation in your kitchen, which will prevent condensation, mould growth, and damage to decoration. Depending on the amount of cooking, mechanical extraction may be required.	
Ensure you have enough work-space to help prevent the risk of "cross contamination" (the spread of harmful bacteria). If you use any raw products ideally you should prepare these in a separate area to any other cooked/ready to eat foods.	
Access to the kitchen by children, pets, or other people must be restricted while you are handling food, as they can make good hygiene difficult. You may wish to consider controlling access using a stair gate / safety gate.	

SAFETY POINT 2B. STRUCTURE

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>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 untreated bare wooden finishes are unacceptable.</p>	
<p>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. Limit the amount of glass wear you have in the preparation area to reduce the risk of breakages.</p>	

SAFETY POINT 3A. CROSS CONTAMINATION (Personal Hygiene)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Food handlers should wash their hands thoroughly before commencing work and after handling potentially contaminated foods such as raw egg or raw vegetables/fruits/salads. Bacteria and dirt can be spread from the hands of food handlers to the products they are making. Effective hand washing requires running hot water and soap (ideally antibacterial) and hygienic hand drying using single use or disposable paper towels.</p>	
<p>Clean aprons or clean clothing should be changed into prior to starting work. Dirty overalls or clothing can contaminate food with anything from bacteria to hairs.</p>	
<p>Hair should be tied back and/or a hat worn and jewellery should be removed prior to commencing work. (Except for a plain wedding band). Loose stray hair can contaminate food and jewellery can entrap dirt and bacteria.</p>	

<p>Food handlers who are or have been ill within the last 48 hours should not handle foods. This includes diarrhoea and vomiting illnesses and colds/flu. Some diseases are contagious and can be passed on to customers through handling food. You should make sure that anyone who handles food has been symptom free for 48 hours before resuming work. (You may require a back-up plan to ensure orders are met if you are unwell).</p>	
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SAFETY POINT 3B. CROSS CONTAMINATION (Contamination and Maintenance)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Check your working area for anything (particularly very small items) that could drop into your food products. Food could become physically contaminated, posing a risk to customers.</p>	
<p>Repair or replace any equipment or utensils that are damaged or have loose parts. Loose parts may get into food by accident.</p>	
<p>Throw away any cracked or chipped dishes and other equipment. Dirt and harmful bacteria can collect in cracks or chips in damaged equipment.</p>	

SAFETY POINT 3C. CROSS CONTAMINATION (Pest Control)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Domestic pets should be removed from the food preparation area before commencing work. Animals can carry potentially dangerous bacteria which could contaminate work surfaces. Their hair/fur can also be a source of contamination.</p>	
<p>Flowers and plants should be removed from the food preparation area before commencing work. Flowers and soil can harbour potentially dangerous bacteria such as E.Coli which could contaminate work surfaces.</p>	

<p>The kitchen must be clean and tidy, with no evidence of pests such as rodents or insects. Pests can contaminate foods and ingredients. Attention should be paid to cupboards where dry goods such as flour are stored as these foods may attract pests, e.g. mites. Ensure all windows and doors are closed while you are handling /cooling food (unless fitted with insect proof screens). Dry goods once opened should be stored in the packaging (with the labelling) in washable containers with lids. Food packaging e.g. cake boxes should be stored so it does not get dusty/allow items to fall into it or allow pests e.g. insects to enter it. If you think any equipment, surfaces or utensils have been touched by pests; they should be washed, disinfected and dried to stop harmful bacteria spreading. If you think food or food packaging has been touched by pests in anyway, throw it away.</p>	
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SAFETY POINT 3D. CROSS CONTAMINATION (Supply and Storage)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>The starting point for making food safely is to be confident about the safety of your raw ingredients and any ready-made products you buy in. You should buy your ingredients from reputable reliable suppliers and make sure your raw materials are fresh and have sufficient shelf life on them e.g. a use by date.</p>	
<p>Catering premises should be using good quality, fresh, Grade A eggs. Lion marked eggs are from flocks that have been inoculated against Salmonella and are recommended. Ungraded eggs can be from flocks at risk of avian diseases and Salmonella which can contaminate eggs and the foods produced with them. You must not use eggs from your own hens in your food business. Do not use eggs after the 'best before' date.</p>	
<p>Storage of your ingredients and your finished cakes must protect them from outside contamination.</p>	
<ul style="list-style-type: none"> Storing dried goods in plastic lidded containers helps protect them from things like moulds, pests and chemicals such as cleaning chemicals. 	

<ul style="list-style-type: none"> Where finished products or ingredients are stored in the fridge, raw meats should either be stored elsewhere or on the bottom shelves of the fridge to prevent cross contamination. Cross contamination can easily occur during storage. 	
<ul style="list-style-type: none"> Finished products should be boxed or wrapped in fresh, clean, non-toxic, food grade packaging during storage and transit <p>Separating family use of the kitchen from business use can be very awkward but is essential for good food hygiene. Separate cupboard or storage containers that are clearly labelled can help.</p>	

SAFETY POINT 3E. CROSS CONTAMINATION (Allergens)

<p>Consider foods containing allergens. Ensure you do not cross contaminate when preparing allergen free foods. Use separate or cleaned utensils. Store products containing allergens away from each other. Ensure flour or other products that may become airborne are stored in sealed containers and that you clean down worksurfaces after using them.</p>	
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SAFETY POINT 4. CLEANING

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Domestic kitchen equipment and surfaces including sinks and taps must be thoroughly cleaned and sanitised/disinfected prior to use.</p>	<p>List your cleaning chemicals and what you use them for</p> <p>Use additional paper if necessary</p>
<p>Bacteria such as E.Coli O157 from raw meat or unwashed fruit/vegetables can contaminate work surfaces, fridges and equipment, which can then be spread onto the food (e.g. cakes) being prepared.</p>	

<p>Disinfectants and sanitisers should meet the following British Standards</p> <ul style="list-style-type: none"> -BS EN Standards 1276 or -BS EN Standards 13697. <p>Many of the products meeting this standard can be found in local supermarkets.</p>	
<p>You must follow the manufacturer's instructions on how to use and store cleaning chemicals. Make sure you know the correct contact time and dilution ratio (if applicable) Store cleaning chemicals separately from food/packaging and make sure they are clearly labelled.</p>	<p>Specify where you store your cleaning chemicals:</p>
<p>Clean cloths should be used when cleaning down prior and during your work. Cloths should be changed regularly during your operations and after cleaning up contaminated areas e.g. raw egg spills.</p>	
<p>Reusable cloths should be changed regularly and washed at a hot temperature (boil washed).</p>	
<p>Alternatively, it is recommended that single use, disposable cloths be used. Bacteria can easily survive and spread from cleaning cloths onto food or work surface.</p>	<p>List the types of cloths you use and how you clean them if they are reusable:</p>
<p>Fridge shelves must be cleaned regularly. Fridge shelves can become contaminated with bacteria. This can easily pass onto hands and other products stored in the fridge.</p>	
<p>Fridge door handles, cupboard and drawer door handles, taps, switches and other items people touch frequently must be regularly cleaned and sanitised/disinfected. This will help prevent dirt and bacteria being spread to people's hands and then to other food or other areas.</p>	
<p>Pay special attention to the cleaning of pieces of equipment which have moving parts e.g. mixer. These can be more difficult to clean but it is important to clean equipment properly to stop bacteria and dirt building up.</p>	
<p>If you have one sink for equipment and food washing you must ensure that you carry out a 2-stage clean* in between uses. It is advised that if you need to wash any foods e.g., raw salad, fruit, vegetables, that you do this when you first start your preparation. The sink should then undergo a 2-stage clean and be used for washing equipment for the rest of the production time. If you can use pre-washed salad bags and fruit this is strongly suggested.</p>	

*2-stage cleaning:

Stage 1: general cleaning using a detergent. This involves the physical removal of visible dirt, food particles and debris from surfaces and equipment, followed by a thorough rinse to ensure the removal of all residues from the surface before moving to stage 2.

Stage 2: disinfection. This involves the use of a disinfectant following the manufacturer's instructions for its dilution rate and contact time. Disinfectants will not be effective if used on dirty surfaces, or if applied at the incorrect dilution or for the insufficient contact time or the incorrect temperature.

SAFETY POINT 5A. CHILLING AND FREEZING (Chilled Storage)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge. You should have some method of being able to monitor the temperature of your fridges to ensure they are 8°C or colder. It is recommended that fridges should be set at 5°C or below, to ensure chilled food is below 8°C.	How do you check the temperature of your fridge and where do you write it down?
Bacteria can survive and grow in foods if they are not properly refrigerated. This then has the potential to cause food poisoning. You will need to check and write down the temperature of your fridge when you have food in your fridge for your business.	
If you use cream cheese, fresh cream or other items that need chilling as a filling or topping for your cakes, the cakes will need to be stored in the fridge. You should advise your clients of these storage conditions, e.g. on the label Bacteria can survive and grow in foods of this type if they are not properly refrigerated. This then has the potential to cause food poisoning.	
Where you use ingredients with a 'use by' date, the ingredients used must have sufficient shelf life on them for the durability of the cake made. E.g. if your cake will last for 3 days, the cream cheese used for the frosting must be used at least 3 days before its 'use by' date.	
Following cooking, food must be chilled as soon as possible (within 90 minutes usually) and protected from contamination during the cooling process. Allowing foods to cool slowly allows the growth of pathogenic bacteria. Food should be covered where possible or protected to avoid contamination.	

SAFETY POINT 5B. CHILLING AND FREEZING (Freezing and Defrosting)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Most cakes will freeze well, even most iced cakes. Things to consider are:</p> <ul style="list-style-type: none"> • Un-iced cakes are fine to freeze apart from those with little or no fat. • Iced/frosted cake: most frosting is okay to freeze, however do not freeze icing/frosting that contains cream cheese, egg, fresh cream or boiled versions. Buttercream frostings freeze very well for a couple of months. • Record on the wrapping of the cake the date it was frozen and the type of cake. 	
<p>Ensure products are wrapped in moisture proof wrapping, examples include:</p> <ul style="list-style-type: none"> • Greaseproof paper thoroughly covering the cake and taped. • Aluminum foil, or aluminum foil and plastic wrap/greaseproof paper underneath it. • Plastic self-sealing bag. • Placement of wrapped cake into a metallic tin if desired (protects the cakes from being knocked by other items, makes it very easy to find and provides added protection from moisture and freezer odours, such as seafood). 	
<p>Recommended time frames for frozen cakes:</p> <ul style="list-style-type: none"> • Freeze un-iced /undecorated cakes for up to three months. • Freeze iced cakes for up to two months. 	
<p>Defrosting a frozen cake:</p> <ul style="list-style-type: none"> • For an un-iced cake: leave it on a wire rack in a clean part of the kitchen. Do not microwave or oven heat a frozen cake. It will take about 2 hours for a large cake to thaw under normal room temperature conditions. • For an iced cake: let it thaw in the refrigerator. This will prevent condensation from forming on the icing/ frosting. 	

SAFETY POINT 6. PREPARATION AND HANDLING

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
Raw egg products, such as some chocolate mousses and cheesecakes should be avoided (unless you can demonstrate how you are making them safely). Raw egg whites should not be used as a glaze. Products made with uncooked or lightly cooked eggs can carry salmonella bacteria which can cause food poisoning.	
Ensure that a satisfactory cooking temperature is achieved for your products and that they are cooked evenly.	
A visual check is adequate for both sponge and fruit cake (e.g. when a skewer comes away clean the cake is cooked) Failure to adequately cook food can lead to the survival and growth of bacteria.	
Fresh raw salad/fruit/vegetables must be washed thoroughly before use, particularly where they are to be eaten raw. These foods are grown outside, often in the ground and could have soil/fertilizers on them. Both can contain bacteria sufficient to cause illness. If you have prepared vegetables, fruit or salad that have dirt or soil on the outside, you should clean and disinfect any equipment you have used to prepare them before preparing other foods.	

SAFETY POINT 7. GLITTERS, DUSTS AND COLOURS

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
Glitters and dust are used to decorate confectionery products, some are safe to use others are not and could be a health hazard, Please read notes below.	
You should ensure that no decorations, edible or non-edible are a choking hazard. It is advisable that only edible decorations are used.	
Any non-edible decorations must be capable of being removed from the product before it is eaten. You must advise your customers of this. It is good practice to provide written instructions for non-edible decorations. If you pre-pack your products, the warning should be on the label, if you sell loose (unwrapped) then advise every customer verbally.	

Glitters and dusts must be edible and for food use, so always read the label when buying them. If there is any doubt then do not buy them.	
Keep details of the glitters and decorations you are using in the form of the original packaging, as this is proof that the products are labelled as edible. This information may be requested by an Enforcement Officer when they carry out a routine visit or if there is an investigation following an incident or complaint.	
<p>Some decorations or ingredients contain colours that are associated with hyperactivity in children. The colours to check for are:</p> <ul style="list-style-type: none"> • E102 :Tartrazine • E104 :Quinoline yellow • E110 :Sunset Yellow • E122 :Carmoisine • E124 :Ponceau 4R • E129: Allura Red <p>If you are selling loose products at a retail outlet or stall and they contain these colours you need to provide a warning for the customer. You can do this by displaying a warning. The warning required is the name of E number of the colour, accompanied by the wording “may have an adverse effect on activity and attention in children”. Where you are selling pre-packed food via another retailer the product requires a full list of ingredients and the warning should be given on the pack itself.</p>	

SAFETY POINT 8. MARKET STALLS/STANDS

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
If you are working on a market stall and have high risk products that require refrigeration (such as fresh cream cakes or cheesecakes) you must have suitable refrigeration available to store them. This could include cool boxes with ice packs or portable refrigerators. How will you check that the temperature is ok? High risk foods can be kept unrefrigerated for a single period of 4 hours during service. If you are relying on this exemption you must be able to demonstrate what time the food was first taken out of the fridge.	
If you are working on a market stall and supply open foods, such as slices of cake that are not prewrapped you must take along a supply of water and cleaning materials for hand washing and equipment.	
Facilities for hand washing will enable personal hygiene to be maintained. (Antibacterial hand gels alone are not sufficient)	

SAFETY POINT 9A. OTHER SAFETY POINTS (Allergens and Labelling)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
<p>Some people can have allergic reactions to some types of food. People with a severe allergy can react to even a tiny amount of food they are sensitive to. Some reactions to food allergies can be fatal. When preparing food it is good practice to minimise cross contamination of ingredients. If you have been asked to prepare a dish that does not contain a certain ingredient, make sure work surfaces and equipment have been thoroughly cleaned first. Make sure you have washed your hands thoroughly before preparing a dish. You can find out more about allergies at: https://www.food.gov.uk/businessguidance/allergen-guidance-for-food-businesses There are 14 allergens to consider including: Celery, Cereals containing gluten, Nuts, Peanuts, Eggs, Milk, Fish, Celery, Soya, Sesame Seeds, Lupin, Molluscs, Mustard and Sulphur dioxide.</p>	
<p>Your food should be labelled correctly. For sales of foods sold unpacked (loose) or pre-ordered the following is required to be displayed:</p> <ul style="list-style-type: none"> - Name of the food - Allergens 	
<p>For foods that are pre-packed for direct sale (PPDS) e.g. packaged before the customer orders them, then the following is required to be displayed:</p> <ul style="list-style-type: none"> - Name of the food - A full list of ingredients - Allergenic ingredients emphasised such as in bold 	
<p>If you pack foods and then supply these to other retailers (businesses) for sale you should have full labelling. The allergens within your products should be distinguishable in some way on the labelling e.g. underlined or in bold print.</p>	
<p>If you supply open food to other food businesses you must ensure you provide product information to them.</p>	
<p>You must make reference to allergens or intolerances anywhere you advertise your food products e.g. on your webpage or social media pages, to remind customers to inform you of their allergies or intolerances at the point of ordering.</p>	

SAFETY POINT 9. OTHER SAFETY POINTS (Shelf Life and Product Composition)

Safety Point - Why is it critical to Food Safety?	What I do to meet this Safety Point? Input your details
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/ingredients beyond their use by date are not consumed.	
You should determine a shelf life for your products. This may be linked to the use by date of the ingredients you have used.	
There are strict rules regarding the making and labelling of jams and marmalades. These can be found in the 'Jam and similar products regulations 2013'	
You should provide information for your customers about shelf life of the product and if necessary about storage conditions.	

ANNEX I: PRODUCTION DAY CHECK LIST (blank form for copying)

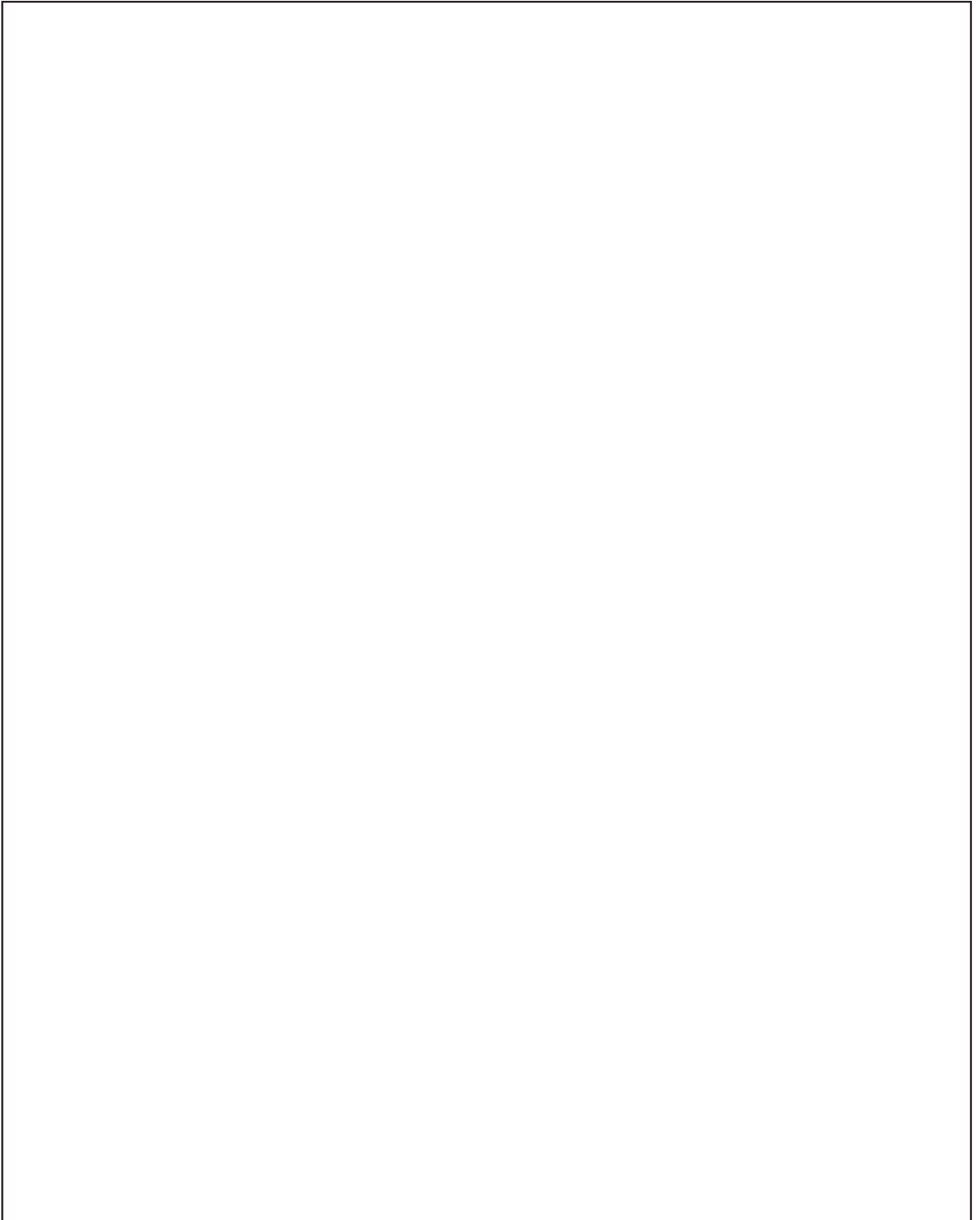
TO BE USED EVERY DAY THAT YOU PRODUCE FOOD FOR YOUR BUSINESS.

Date:

Tick each box below if the check you have done is satisfactory (✓) If you cannot tick a box complete Corrective Action section

Personal Hygiene	✓	Corrective Action
Clean apron/clothes/hats/ head covers		
No jewellery worn		
Washing hands		
Cuts covered		
No illness		
No distractions i.e. children, pets		
Pets and plants removed from food area		
Wash Hand Basin		
Hot water		
Soap		
Clean hand towels/paper towels		
Cleaning		
Disinfectant available		
Clean/disposable cloths available		
Cleaning chemicals stored away from food/packaging		
Kitchen and equipment cleaned before starting production		
Use-By and Best Before dates		
All food checked for use by dates		
All food checked for best before dates		
All out of date food put in bin/disposed of		
Sufficient shelf life on ingredients		
Signs of Pest activity		
Windows and doors closed		
No evidence of pest activity in your house or in food		
Temperature control		
Fridge temperature (less than 8°C)		
What did you make (include quantities, a description and who they are for)		
Allergens and food intolerances		
Are there any dietary requirements, allergens or food intolerances with this order? Yes No		
Details:		
End of production		
Surfaces and floor clean		
Equipment clean		
No food left out		
Bin emptied		
All high risk food in fridge at less than 8°C		
Signature:		

Additional information



(Amended version of an original document produced by Wigan Council)

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