



FOOD SAFETY HAZARD ANALYSIS FOR THE PRODUCTION OF BREAD, CAKES AND CONFECTIONERY

Name of Business:

Address of Business:

Name of Business Owner/Operator:

Training

It is recommended that food handlers attend a recognised Level 2 Award in Food Safety in Catering course.

Training provider:

Date certificate of award issued:



Cross Contamination

HAZARD	CONTROL
<p>Bacteria carried by people can be transferred to food and equipment.</p>	<p>Washing hands effectively can prevent the spread of harmful bacteria. <u>Always wash your hands with soap and hot water:</u></p> <ul style="list-style-type: none"> • Before handling food • After going to the toilet • After handling uncooked meat and poultry • After handling rubbish • After handling or feeding pets • After coughing, sneezing or blowing your nose
<p>ACTIONS TAKEN:</p> <p>1. Where do you wash your hands? <input style="width: 100%;" type="text"/></p> <p>2. What type of soap do you use? <input style="width: 100%;" type="text"/></p> <p>3. How do you dry your hands? <input style="width: 100%;" type="text"/></p>	
<p>Dirty clothing or aprons can contaminate food with bacteria or foreign bodies such as pet hairs.</p> <p>Loose hair can contaminate food.</p> <p>Jewellery such as rings, bracelets and watches can trap dirt and bacteria. Small items could fall off into the food.</p>	<ul style="list-style-type: none"> • <i>Wear a clean apron before starting work. Ensure dirty aprons are washed on a hot cycle.</i> • <i>Tie back loose hair or cover with a hair net/hat.</i> • <i>Remove excessive jewellery, particularly hand jewellery, before starting work.</i>
<p>ACTIONS TAKEN:</p> <p>1. What protective clothing do you wear? <input style="width: 100%;" type="text"/></p> <p>2. How often do you change this clothing? <input style="width: 100%;" type="text"/></p> <p>3. How do you clean your protective clothing? <input style="width: 100%;" type="text"/></p> <p>4. How do you prevent loose hair getting into food? <input style="width: 100%;" type="text"/></p> <p>5. What is your jewellery policy? <input style="width: 100%;" type="text"/></p>	
<p>Domestic activities can cause the spread of harmful bacteria and other contaminants such as hair or fur.</p>	<ul style="list-style-type: none"> • <i>If your washing machine/tumble dryer is located in your kitchen you should not use it whilst food preparation is taking place.</i> • <i>Domestic pets (and their food bowls etc.) should be removed from the food preparation area before</i>



starting work and excluded until all food activities have been completed.

ACTIONS TAKEN:

- 1. How do you prevent contamination from laundry?
- 2. How do you prevent contamination from pets?

Cross Contamination (continued)

HAZARD	CONTROL
<p>Some illnesses are contagious and can be passed on to customers if food is prepared or handled by an infected person.</p> <p>Cuts and sores can carry harmful bacteria.</p>	<ul style="list-style-type: none"> • <i>If you, or anyone in your household, is suffering from diarrhoea and/or vomiting you must not prepare food. <u>You and members of your household must be symptom-free for 48 hours before you resume work.</u></i> • <i>Covering skin wounds with a waterproof dressing prevents bacteria spreading to food.</i>
<p>ACTIONS TAKEN:</p> <ul style="list-style-type: none"> 1. How do you fulfil customer orders if you cannot work because of illness? <input type="text"/> 2. What do you use to cover cuts and sores? <input type="text"/> 	
<p>Finished breads/cakes/confectionery must be protected from contamination from foreign body objects and bacteria whilst in storage and transit.</p>	<ul style="list-style-type: none"> • <i>Wrap or box finished products in clean food grade packaging.</i> • <i>Products stored in the fridge should be covered and stored above raw meats and uncooked foods.</i>
<p>ACTIONS TAKEN:</p> <ul style="list-style-type: none"> 1. Where do you store your finished products? <input type="text"/> 2. How are they protected from contamination? <input type="text"/> 3. How are products protected during transportation or delivery to the customer? <input type="text"/> 	
<p>Pests such as flies, cockroaches, rats, mice, and food storage beetles can spread harmful bacteria onto food.</p>	<ul style="list-style-type: none"> • <i>Make sure your kitchen and storage areas are pest-proof.</i> • <i>Ingredients such as flour, nuts and dried fruit should be kept in clean lidded containers.</i> • <i>If you find evidence of pest damage throw away any affected food items.</i> • <i>Seek professional advice if you think you have a pest infestation.</i>



ACTIONS TAKEN:	
1. Where do you store your dried ingredients?	<input type="text"/>
2. How do you check your premises for pests?	<input type="text"/>

Cleaning

HAZARD	CONTROL
<p>Food debris may contain harmful bacteria.</p> <p>Bacteria from raw meats and unwashed vegetables can contaminate work surfaces and equipment which can then be spread to the foods (bread, cakes etc.) you are preparing.</p>	<ul style="list-style-type: none"> • Clean up food debris. • Thoroughly clean and sanitise equipment and work surfaces before use. • Pay particular attention to cupboard handles, fridge/freezer handles, fridge shelves, taps chopping boards, knives etc. • Use a sanitiser that complies with BS EN 1276:1997 or BS EN 13697:2001. • Ensure you use the correct dilution and contact time in accordance with the manufacturer's instructions.
<p>ACTIONS TAKEN:</p> <p>1. What cleaning products do you use? <input type="text"/></p> <p>2. Where do you use them? <input type="text"/></p> <p>3. How frequently do you carry out this cleaning? <input type="text"/></p>	
<p>Cleaning cloths can harbour bacteria which can then be spread to work surfaces and food.</p>	<ul style="list-style-type: none"> • Change reusable cloths regularly. • Wash cloths at a hot temperature (boil wash). • Alternatively use disposable single use cloths for cleaning tasks.
<p>ACTIONS TAKEN:</p> <p>1. What type of cloths do you use? <input type="text"/></p> <p>2. How do you ensure that they are clean? <input type="text"/></p>	
<p>Cleaning products and chemicals can contaminate or taint food if stored incorrectly.</p>	<ul style="list-style-type: none"> • Store cleaning products away from cupboards used for storage of ingredients and finished food products. • Do not keep chemicals on work surfaces used for food preparation.



ACTIONS TAKEN:

1. Where do you store your cleaning products?

The lid and internal surfaces of waste bins can be contaminated with bacteria which can be transferred to hands.

Food waste disposed of in bins can attract pests.

- **Wash your hands after handling waste or waste bins.**
- **Use lidded bins – pedal bins can be used in the kitchen to minimise hand contact.**
- **Ensure your bins are emptied regularly and washed out to prevent dirt build up and smells.**

ACTIONS TAKEN:

1. What are your waste disposal arrangements?

Cooking

HAZARD	CONTROL
<p>Ungraded eggs can come from flocks at risk from avian diseases and <i>Salmonella</i>. The bacteria can contaminate the eggs and present a risk to the products they are used in.</p>	<ul style="list-style-type: none"> • Eggs carrying the Lion Mark are from flocks that have been vaccinated against Salmonella. • Use good quality, fresh, Grade A eggs. • If cartons of pasteurised whole egg are used, store them in a fridge according to manufacturer's instructions. • Raw egg white incorporated into components that will not be cooked e.g. icing are a risk. It is strongly recommended that pasteurised egg white is used & listed as an ingredient. If raw egg is used then a full hazard analysis needs to be carried out making clear the controls that are in place to decrease the risk.

ACTIONS TAKEN:

1. Where do you purchase your eggs?

2. Are they Lion-marked and date marked?

Chilling

HAZARD	CONTROL
<p>Some ingredients such as dairy products can support the growth of bacteria if they are not properly refrigerated.</p>	<ul style="list-style-type: none"> • High risk ingredients such as dairy products must be kept in a fridge. • The fridge temperature should be kept between 0°C and 8°C.

ACTIONS TAKEN:

1. What dairy ingredients do you use?

2. How do you monitor your fridge temperature?



(method, frequency, recording information)

Bacteria can survive and grow in high risk products such as fresh cream cakes or cheesecakes if they are not refrigerated.

- **Store finished products containing fresh cream in a fridge.**
- **Such products should be kept cool whilst on display and during transportation to the customer (if you are delivering).**
- **High risk foods can be kept unrefrigerated for a single period of 4 hours but you must be able to demonstrate what time the food was taken out of refrigeration.**

ACTIONS TAKEN:

1. Which of your products require refrigeration?
2. How are they kept cool whilst on display or in transit?

Additional Safety Points: Shelf-life, Market Stalls, Allergens

HAZARD	CONTROL
<p>Shelf-life Food products should not be kept past their shelf life as it may not be safe to eat.</p>	<ul style="list-style-type: none"> • Do not use any fresh/dairy ingredient passed its “use by” date. • Ensure good stock rotation of dry ingredients so that they are used within the “best before” date. • Identify a suitable shelf life for your products, including those that you freeze after production. • Use date labels and stock rotation to ensure products do not go beyond their “use by” or “best before” date.

ACTIONS TAKEN:

1. How do you ensure food items are used within date?
2. What shelf life do you give for your products?

Fresh: <input type="text"/>	Frozen: <input type="text"/>
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Market stalls
If you sell your products from a market stall and supply open (not pre-wrapped) foods such as cake slices, bread rolls etc. you must put in place measures to ensure food items are not at risk of contamination.

- **Ensure you have a supply of water for hand washing and cleaning equipment.**
- **Have a supply of tongs so that you do not have to handle food items directly.**
- **Protect cakes/rolls from airborne contamination using removal plastic domes or sneeze screens.**

ACTIONS TAKEN:

1. What provisions are in place for hand-washing?
2. How do you minimise hand contact/airborne contaminants?



Food Allergies

Food allergies can be life-threatening.

Legally, you must provide your customers with correct information on the **allergenic ingredients** contained in your products. See guidance in the following links and particularly for the changes being introduced for items prepacked for direct sale:

- <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>
- <https://www.businesscompanion.info/en/quick-guides/food-and-drink/food-allergens-and-intolerance>

You must also take care to avoid cross contamination of your products with allergens present in other foods you produce e.g by using separate areas and equipment, and/or by thorough cleaning of work surfaces and equipment between foods, together with regular hand washing.

In a normal kitchen environment, however, it will rarely be possible to guarantee that foods will not be accidentally contaminated with traces of allergenic ingredients present in other foods which you produce and/or handle in your kitchen. You should therefore highlight the issue of possible cross contamination to your customers.

Ensure you that you know, understand and fulfil your legal obligations relating to allergens by:

- ***Completing the FSA free on-line allergy training***
<http://allergytraining.food.gov.uk/english/>
- ***Providing correct allergen information to your customers, as explained in the guidance.***
- ***Implementing procedures to avoid cross contamination of foods with allergens present in other foods you produce or handle.***
- ***Highlighting to customers the potential for cross contamination of foods with traces of allergens.***

ACTIONS TAKEN:

1. Date on-line training completed?

2. How do you communicate which allergens are present in your food?

3. How do you prevent cross contamination of allergens from one food to another?

4. How do you inform customers of the potential for cross contamination of foods with traces of allergens from other foods?