Policy & Procedure:
Use of Kitchens at United Synagogues

Policy:
The United Synagogue recognises its obligations to comply with the requirements of:

- Food Safety & Hygiene (England) Regulations 2013:
- The General Food Regulations 2004;
- Health & Safety at Work Act 1974 and its associated Regulations;
- Health Act 2006

The UK is currently in transition from EU Regulations 852 & 853 / 2004 relating to the hygiene of foodstuffs, requiring food "business establishments" to register their operation with their local authority and to date, these regulations remain unchanged. There are very few exemptions in the need to register.

The United Synagogue further recognises its obligations to demonstrate, where applicable and as far as is reasonably practicable, that it must show that food prepared for consumption as part of its activities, is safe to eat.

Good management of all food handling, preparation, cooking and its serving and distribution is crucial. Every synagogue / community council must appoint a person to be responsible for its kitchen and food hygiene operations. The appointed person must be able to undertake relevant training to display competence and confidence in management and compliance.

The kitchen must have physical separations between equipment, materials and the people involved in raw food handling and those handling cooked food. The kitchen must be provided with colour coded equipment (boards, knives, cloths etc) which must be kept in their own area. Red kitchen equipment for raw meat.

- Blue kitchen equipment for raw fish.
- Yellow kitchen equipment for cooked meats.
- Green kitchen equipment for salads and fruits.
- Brown kitchen equipment for vegetables.

This equipment must be stored separately.

Colour coded temperature probes or infra red thermometers to test temperatures of meat, fish and preprepared foods must also be made available to check for correct temperatures and kept and used within their own areas:

There must be safe flow around work areas to prevent trips, slips and falls and to mitigate splashing of food detritus including vegetable waste. Kitchen staff and volunteers must wear closed toe preferably non-slip footwear.

There must be a good general knowledge and an understanding of potential allergens which may be contained within prepared or made items. An allergen chart should be displayed in the kitchen for reference. Suppliers must provide a list of ingredients within

their products. Ready to eat food must display potential allergens on labeling. The "Purple Label" system is recommended.

A food management system must be in place and it is understood that the completion of the Food Standards Agency - Safer Food Better Business pack at all sites and for some specific operations e.g. ready to eat food distribution, fulfils the organisation's obligation to undertake a written Hazard Analysis and Critical Control Point (HACCP).
The Safer Food Better Business (SFBB) pack is available free at
https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb
this needs to be completed for each site. Email abrayam@theus.org.uk for help.

Procedure:
Duty Holders – have responsibility to ensure:

- Hygiene standards within the kitchen are kept to the highest standard.
- Kitchens are left in a clean and fit state both before and after use.
- Food and other products are received and used within date.
- That food held in the fridge and freezer are date marked and disposed of when out of date. No left-overs are to be kept in the fridge after an event.
- Fridge and freezer temperatures are kept within working tolerances and checks are recorded.
- Any accidents, incidents or faulty equipment must be recorded in the Management Diary section at the back of the SFBB pack. Personal injuries or accidents must be reported to the Synagogue Administrator and entered in the site Accident Book.

Duty Holders must ensure that all individuals handling food have been trained to at least Level 2 Food Safety in Catering. Ideally one person, supervising should have a qualification Level 3. The following disciplines are adhered to:

Suppliers – In addition to ensuring Kashrut licence:

- ✓ Only use suppliers with good FSA ratings – see the Food Standards Agency website Search for ratings | Food Standards Agency and search for a business by name or by postcode.
- ✓ Receipt – check products are within date
- ✓ Receipt – check products are at correct temperature and have been delivered direct from source.
- ✓ No food is to be left outside.
- ✓ A record must be kept of businesses who donate food of any nature.

Cross-Contamination:

- ✓ In addition to the laws of Kashrut follow the guidelines set out in the SFBB pack. Some examples of cross-contamination -
- × The spread of bacteria around your kitchen, from food to surfaces and from surfaces to food.

- ✗ Touching raw meats then handling vegetables or other ready-to-eat foods without washing hands between tasks.
- ✗ Using a food soiled apron or towel to wipe your hands between handling different foods.
- ✗ Failing to change gloves between handling different foods.
- ✗ Duty holders, managers and individuals must ensure they do not return to work within 48 hours of recovering from a stomach bug. If you have a stomach bug, you could be infectious to others – people working in a kitchen could pass on the infection by handling food.

Note: You're most infectious from when the symptoms start until 2 days after they've passed. Stay off work until the symptoms have stopped for 2 days.

Cleaning:

- ✓ Ensure all food handlers wash their hands.
- ✓ Ensure all food handlers wear a disposable gloves and disposable aprons to protect food and clothing and where appropriate cover their hair.
- ✓ Ensure the kitchen cleaning regime shown in the SFBB pack is maintained.
- ✓ Ensure all spills are mopped up immediately.
- ✓ Ensure kitchen is thoroughly cleaned both before and after use. All surfaces to be cleaned with disinfectant contact spray conforming to BSEN 1276 or BSEN 13697.

Chilling – follow the guidelines within the SFBB pack and:

Fridges -

- ✓ Ensure fridge temperatures are set to around 5 °C and **not** register warmer than 8 °C
- ✓ Do not rely on the fridge display and check daily before and after each session. Use an in-fridge thermometer or infra-red surface thermometer.
- ✓ Record the temperature on a chart that's kept on the fridge door. Keep these for your records.
- ✓ Throw away out of date items or leftovers.

Freezers -

- ✓ Ensure freezer temperatures are kept at -18°C and nor colder than -24 °C.
- ✓ Do not rely on the freezer display and check before use with a thermometer or infra-red surface thermometer.
- ✓ Record the temperature on a chart that's kept on the freezer door. Keep these for your records.
- ✓ Always mark the date of freezing.
- ✓ Throw away out of date items.
- ✓ Never freeze items which have been opened or left out.

Cooking - follow the guidelines within the SFBB pack and:

- ✓ Ensure all food is cooked through (or reheated) to at least 75 °C - use a probe to check.
- ✓ When serving or hot-holding food temperatures should not be less than 63 °C.
- ✓ There are permissible methods of taking temperatures on Shabbat and Yom Tov.

- ✓ Use your SFBB pack for visual ways to ensure food is cooked correctly.
- ✓ Keep a fly screen in place across doors.

Cooling:

- ✓ Cooling cooked food that is not going to be eaten straight away must be done as quickly as possible before refrigeration.
- ✓ Chilling slowly encourages growth of bacteria.
- ✓ Ideally food should be cooled to 8°C in about 90 minutes before refrigeration.
- ✓ Follow the guidelines within the SFBB pack for tips to do this.
- ✓ Always cover prepared food if laid out on surfaces prior to refrigeration.
- ✓ Keep doors and windows closed when cooling to avoid risk of insects or pests entering the kitchen.
- ✓ If available, keep a fly screen in place across doors.

Distribution:

- ✓ Ready to eat food must be packed and prepared for delivery in thermal / freezer bags.
- ✓ Frozen blocks must be packed in the base and top of the thermal / freezer bag.
- ✓ The thermal / freezer bags must be designated for one delivery point only and loaded into the delivering vehicle.
- ✓ All drivers must be instructed to deliver to their final delivery points without diversion or delay.
- ✓ Where appropriate all recipients of ready to eat food must be given instructions on storage and reheating / preparation.

Management & Diary:

- ✓ Things to keep a note of –
  - temperature checks;
  - maintenance records;
  - test certificate etc
  - breakdowns and failings;
  - training records:
- ✓ Ensure all issues are reported to the Synagogue Administrator or Duty Holder.

Equipment:

- ✓ Ensure **all** equipment is in good working order, fit for purpose and safe to use.
- ✓ Report all faults and failings to the Synagogue Administrator and / or Duty Holder.
- ✓ Effectively remove any faulty equipment to prevent continued usage.
- ✓ If the item cannot be repaired effectively then dispose of it in an appropriate way.
- ✓ Where possible knives and other sharp kitchen equipment should be locked away when not in use.

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In general terms Synagogue kitchens are used primarily as indicated below:

Kitchen User:	Type of Event:	Activity:
Employees Local management Volunteers. **Duty Holder e.g.** Administrator / Caretaker	Tea breaks Meetings	Provision of food prepared for own consumption e.g. tea; coffee; biscuits; cake etc.
Members & volunteers e.g. • Ladies guild • Kiddush rota • Synagogue / community groups and committees etc. **Duty Holder e.g.** Committee Chair Duty Supervisor Nominated Person / Caretaker	Kiddush (Shabbat & Yom Tov) Receptions Meetings Lectures Presentations	Provision of food for consumption by members of the Synagogue, their visitors and guests, involving: • Receiving, storing, laying-out and serving, bought-in, cold, pre-prepared, packaged food. • Receiving, storing, laying-out and serving purchased pre-prepared, pre-cooked food for re-heating food e.g. Cholent and Kugel. This activity falls under the CCFP definition where "complex food safety controls are required" and where "a degree of organisation would be involved".
Welfare -Employees & volunteers e.g. • US central and local Welfare • Synagogue / community groups and committees etc. **Duty Holder e.g.** Group manager Local manager Duty Supervisor Nominated Person	Preparing and Cooking ready made food for distribution by volunteers.	Provision of ready made food (RMF) to welfare cases. Cooking at various Synagogue kitchens. Cooling and preparing RMF ready for consumption. Transporting to central distribution locations. Refrigerating. Bagging with other products and allocating deliveries to consumers. Loading volunteer vehicles. Volunteers to be instructed to go directly to delivery points.

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Kitchen User:	Type of Event:	Activity:
Hall hirers or user groups – self-catering functions / events and may involve temporary food handlers / servers: • Private hire • Synagogue group • Outside group / organisation **Duty Holder e.g.** Event Organiser Committee Chair Nominated Person / Caretaker	Celebrations Receptions Meetings Lectures Presentations Social activities	Provision and preparation of food by the organisers for consumption by participants of the event or the user group and their visitors and guests.
Hall hirers or user groups - involving contracted caterer and staff for functions / events; • Private hire • Synagogue group • Outside group / organisation **Duty Holder e.g.** Event Organiser / Caterer Committee Chair Nominated Person / Caretaker	Celebrations Receptions Meetings Lectures Presentations Social activities	Provision and preparation of food arranged by the organisers through a third party caterer for consumption by participants of the event or the user group and their visitors and guests.

Confirmation:
I confirm receipt of the above and that I have read and will comply with the Policy & Procedures to the best of my ability:

Signed:	Print Name:	Date:
Organisation:	Event:	

For the Synagogue:

Signed:	Print Name:	Date:
Synagogue:		