

Introduction



How does this diary work?

The diary is specially designed to help you run your business effectively. It contains:

- diary pages
- checks to do every day when you open and close
- 4-weekly review
- staff training record
- suppliers' list
- cleaning schedule
- blank pages for notes

The person responsible for running the business should sign the diary every day to say that:

- the opening and closing checks have been done
- your safe methods have been followed

The diary should take about **one minute a day** to complete, unless you have something special to write down. You can also use the diary to make a note of other things that have happened in your business that day, e.g. daily sales figures or staff absences.

If anything **different** happens, or if something goes **wrong**, you should make a note in the diary of what happened and what you did. This is so you can show that you have taken action to make sure that food is safe to eat.

If the person who would normally complete the diary is not in, he or she should give responsibility for the diary to another member of staff.

4-weekly review

The 4-weekly review gives you the opportunity to look back at previous weeks and identify any persistent problems. Write down details of these and how you decide to tackle them. You might need to train staff again on certain safe methods and/or change how you do things.

You may find it useful to read the 4-weekly review before starting to use the diary. It will give an idea of the kind of things you might need to write down during the week.

Opening and closing checks

It is essential that you and your staff do certain checks every time you open and close. Make sure you have worked through the 'Opening and closing checks' safe method in the Management section. You might find it helpful to use the following list of opening and closing checks on a daily basis (see over).

Opening checks

You should do these checks at the beginning of the day. You can also add your own checks to the list.

Your chilled display equipment, fridges and freezers are working properly.

Staff are fit for work and wearing clean work clothes.

There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.)

Check for signs of pests.

Surfaces are clean (counter tops, floors, equipment etc.)

The shop is 'fit to trade', i.e. clean and tidy, shelves stocked up etc.

Closing checks

You should do these checks at the end of the day. You can also add your own checks to the list.

Foods that have passed their 'use by' date, or any damaged or unfit (e.g. mouldy) foods, have been removed from sale.

Foods removed from sale have been disposed of correctly or placed in a special area if being returned to a supplier.

No unwrapped food is left out.

Waste has been removed and new bags put into the bins.

Extra checks

Extra checks are less frequent than the opening and closing checks. See the 'Extra checks' safe method in the Management section. There is a box next to each day in the diary pages for you to fill in any extra checks you have done.