

# INTRODUCTION



## WHAT IS IN THIS DIARY SECTION?

The diary includes:

- action sheets
- 3-monthly review sheets

These are an important part of the records you need to keep about food to comply with the law. An environmental health officer from your local authority may want to check these if they visit you.

If you need more copies of the action sheet or the 3-monthly review sheet, you can either download them from the [FSA website](#) or photocopy the sheets in the pack before you have filled them in.

## WHAT DO I NEED TO DO?

This pack has been designed to involve as little paperwork as possible. That means that, once you have worked through the pack and you are following your safe methods, you do not have to write anything down, unless there has been a problem, or something has changed – or it is time for your 3-monthly review.

If there are any problems or changes, fill in the action sheet to give details of the problem / change and what you are going to do, or have already done, about it.

## HOW TO COMPLETE THE 3-MONTHLY REVIEW

Every three months you should look back at previous months and identify any serious or persistent problems, or any changes in the way you are working. You may need to take action to solve a problem, or make changes to your safe methods. Fill in the details on the 3-monthly review sheet.

If you notice a recurring problem before the 3-monthly review is due, you should always take action at the time to resolve it, rather than waiting until the next review. Make a note of what you have done on your action sheet.

Some childminders might prefer to keep more records than required by this pack – that is fine, but make sure you still use the action sheet and 3-monthly review.

## CHANGING A SAFE METHOD

Sometimes you might need to change one of your safe methods because of a problem or a change in the way you are working. If you can, change the current copy of the safe method so it is still clear to read, then add the date of the change at the bottom and also make a note on your action sheet.

Sometimes you might need a new copy of a safe method (you can download this from the [FSA website](#)). Sign and date it at the bottom when you have filled it in and keep it in your pack. You can throw away the old copy of the safe method. Don't forget to make a note of what you have done on your action sheet.