



**HO5**

## SFBB 4-weekly review

Attached is a sample 4-weekly review to show how it might look when it has been completed.

# 4-weekly review

You should regularly review the methods used in your business to check that they are up to date, and still being followed by you and your staff.

You can use the checklist below to help you.

- Look back over the past 4 weeks' diary entries. If you had a serious problem, or the same thing went wrong three times or more, make a note of it here, find out why and do something about it.

Did you have a serious problem or did the same thing go wrong three times or more?

Yes  No

Details:

Hair found in a customer's food

Mouse droppings and dead mouse found in dry store.

What did you do about it?

Re-trained Jo in the kitchen on the correct way of wearing her hairnet. Pest control, cleaning and re-training.

- Did you get a new member of staff in the past 4 weeks? Yes  No
- Were they trained in your methods? Yes  No
- Have you changed your menu? Yes  No
- Have you reviewed your safe methods? Yes  No

Any changes/new methods?

2 new specials.

- Have you changed supplier/bought new ingredients? Yes  No

Do these affect any of your safe methods?

Yes, new fish supplier 'Fish4 Us' - quality documents received.

- Are you using any new/different equipment? Yes  No

Does this affect any of your safe methods?

New microwave - staff trained.

- Other changes/notes:

Must make sure Sophie Wells completes all her safe methods induction.