



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. We assessed the food and threw out contaminated food where necessary.

- 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.