

Diary writing – REC2

Subject	Details
Overview of activity:	To give the learner understanding of their legal responsibility when completing the SFBB diary on a daily basis.
Learning objective:	<p>The importance of completing the opening and closing checks and ticking the boxes to prove the completion.</p> <p>To complete three entries in the SFBB diary, 'reporting by exception'.</p> <p>To understand the legal responsibility in printing your name and signing the diaries. (Our safe methods were followed and effectively supervised today.)</p>
Target audience:	Level 2/3 students, support staff and catering lecturers.
Additional resources required:	Blank diary sheets from the SFBB pack (downloaded from food.gov.uk/sfbb)
Estimated duration of activity:	10 minutes
Links to other resources:	<p>HO1, HO2, HO3 (opening and closing checks)</p> <p>Links to all other recording system activities (REC1, REC3, REC4 and REC5)</p>
Guidance notes:	<p>It is important to ensure the learners do not use the diaries as a general handover book, but are recording problems and solutions related to food hygiene, menu changes and equipment standards or changes.</p> <p>(For further lecturer information, please refer to the examples on HO4.)</p>

Diary writing

Working in pairs, answer the following questions:

1. Define the term 'reporting by exception'.
2. Provide four examples of incidents and occurrences that should be recorded in the diary.
3. Using a blank diary sheet, complete four full days' entries.
4. What would be the consequence of signing diary sheets without actually completing the opening or closing checks?
5. How much time would you need to set aside on a daily basis to complete the relevant checks and the diary?