



4-weekly review – REC3

Overview of activity:	To give the learner understanding and experience of completing a 4-weekly review.
Learning objective:	To describe the importance of completing a 4-weekly review. Using examples provided, identify areas of concern. Describe the actions that would need to be taken following a 4-weekly review.
Target audience:	Level 2/3, support staff and catering lecturers.
Additional resources required:	HO4 (which includes examples of diary entries) and a blank copy of the 4-weekly review sheet from the SFBB pack (download from food.gov.uk/sfbb). If the diary entries that were completed by your learners in the diary writing exercise are of a good standard, you could use these resources instead.
Estimated duration of activity:	30 minutes
Links to other resources:	Links to all other recording system activities (REC1, REC2, REC4 and REC5). HO5 – example of a completed 4-weekly review.
Guidance notes:	

The 4-weekly review

For this activity, you will need SFBB diary entries and a copy of the 4-weekly review sheet (download from food.gov.uk/sfbb).

1. Working in pairs, review the diary entries and list any concerns you may have.
2. Complete the 4-weekly review sheet, filling in all sections.
3. From your review, prepare a plan identifying action you could take to improve food safety standards.
4. List three benefits to your organisation for completing the 4-weekly review diligently.