

4-weekly review – REC3

Subject	Details
Overview of activity:	To give the learner understanding and experience of completing a 4-weekly review.
Learning objective:	<p>To describe the importance of completing a 4-weekly review.</p> <p>Using examples provided, identify areas of concern.</p> <p>Describe the actions that would need to be taken following a 4-weekly review.</p>
Target audience:	Level 2/3, support staff and catering lecturers.
Additional resources required:	<p>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).</p> <p>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.</p>
Estimated duration of activity:	30 minutes
Links to other resources:	<p>Links to all other recording system activities (REC1, REC2, REC4 and REC5).</p> <p>HO5 – example of a completed 4-weekly review.</p>
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.