

ACTION SHEET



Make a note of any problems or changes and what action you took.
Also note if you have trained anyone who helps you prepare or serve food.

DATE	DETAILS OF THE PROBLEM/CHANGE	WHAT YOU ARE GOING TO DO, OR HAVE ALREADY DONE, ABOUT THE PROBLEM/CHANGE	INITIALS
25.06.15	Found a pack of sliced ham out of date in the fridge.	Threw the ham away and checked the rest of the 'use by' dates in the fridge. Found no other problems.	SH



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If you have used all the Action sheets in your pack, photocopy this one before you fill it in, or download new copies from food.gov.uk/childminders



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3-MONTHLY REVIEW



The 3-monthly review is an important part of the records you need to keep about food to comply with the law.

Every three months you should look back at previous months and identify any problems. If you had a serious or persistent problem (the same thing went wrong three times or more), make a note of it below and also write down what you are going to do, or have already done, about it.

There might also have been changes in the way you are working with food e.g:

- Have you changed the ingredients, types of food or recipes you use?
- Are you looking after a new child? Do they have any allergies or need different foods?
- Are you using any different equipment?

If there have been any changes like these, you will need to review your safe methods to make sure they are up to date. Make a note of what has changed below and give details of any changes you need to make to your safe methods.

If you need a new copy of a safe method, you can download one from food.gov.uk/childminders. Remember to sign and date the safe method after you have filled it in.

DATE	3-MONTHLY REVIEW COMPLETED	DETAILS OF A SERIOUS OR PERSISTENT PROBLEM OR A CHANGE IN THE WAY YOU ARE WORKING	WHAT YOU ARE GOING TO DO, OR HAVE ALREADY DONE, ABOUT THE PROBLEM OR ANY CHANGES YOU NEED TO MAKE TO YOUR SAFE METHODS
25.06.15	<input checked="" type="checkbox"/>	Have a new baby in my care (Richard Brown).	Need to change the 'Babies and children – special advice' safe method to show how I store made-up formula milk provided by the parents.
25.06.15	<input checked="" type="checkbox"/>	No problem / changes	No action to take

EXAMPLE



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