



ACTION PLAN

Action plan: FOOD WASTE

School:
Date:
Filled in by:

 **Food waste should be reduced to a minimum.**

Daily food leftovers should be saved from being disposed of in the residual waste bin.

Having started your waste reduction journey by undertaking a [waste audit in the school](#), you can now work with the school community to create an **Action Plan** to reduce food waste and run future audits to monitor your progress. The following template will enable you to take the themes identified in your audit and allocate actions and timescales to deliver them in school.

Find more specific ideas for waste reduction - actions in school [here](#).

Completion aid:

Fulfilled? – yes/no, unclear

Action – What is to be done? First ideas for action

Responsible person/deadline – who is responsible for action? By when should the action be completed?

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Action planning in 6 steps

An action plan is a document that lays out the tasks you need to complete in order to accomplish your goal of food waste reduction in the school. It also breaks up the process into actionable assignments based on a timeline. An action plan will also make it easier for the Waste Not Want Not action team to stay motivated and monitor progress toward goals.

Step 1 – Review and set goals

Bring together your Waste Not Want Not action team to **review** the findings from the audit. The team could include teachers, pupils, catering staff and cleaners. Together with the team set **goals** you want to achieve.

Step 2 – Actions

Identify any **actions** that will need putting in place to help you achieve the goals in food waste reduction.

Step 3 – Dates

Set realistic timescales for the actions and add completion **dates** into the diary.

Step 4 – Roles

Decide who will be responsible for the actions. Involve the pupils in the project by giving them job **roles** and actions to complete. For example, think about having a Classroom Waste monitor.

Step 5 – Audit

Monitor progress by conducting a regular weighing **audit** to identify how much waste has been reduced.

Step 6 – Learn

Introduce the topic of food waste into lessons to help with **learning**. Discuss any actions that are being taken with the pupils.

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1. Classroom

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
There is a waste bin for organic waste/food leftovers.					
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.					
The organic waste is disposed separately (in an organic waste bin) by the pupils.					
The organic waste goes into a worm bin or compost.					
The topic of food waste is addressed in lessons or as part of projects (e.g. food waste diary for a week, awareness campaign).					
Pupils/students are involved in practical assignments about reduction of food waste in school.					
The topic of food waste is addressed to parents. (including ideas for activities that pupils/families can do at home)					
The topic of food waste is addressed to the wider community. (including ideas for activities that people can do at home)					
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2. Teachers room/Staff room

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
There is a rubbish bin for organic waste/food leftovers.					
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.					
The organic waste is disposed separately (in an organic waste bin) by the staff.					
The organic waste goes into a worm bin or compost.					
Regular checking and cleaning of the fridge/food cupboard of teachers/staff.					
Teachers are informed about progress on school waste reduction at school conferences.					

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3. Catering kitchen

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
Number of servings: The kitchen management knows how many guests eat lunch per day There is an ordering system for lunchtime catering or feedback system regarding sick notes/excursions etc.					
Evaluate the amount of food waste: The kitchen management monitors the amount of left overs per day. Daily reflection/evaluation of the reasons for the generation of food waste in lunchtime catering. Pupils/students should be part of this evaluation via School Canteen Food Waste Audit .					
Portion size: Students can request a smaller / larger portion, choose from several menu components and omit something if necessary. On request pupils can have a second helping if they wish. (Is there a food serving system, that allows this?)					
Question: How much do you want? Personal at the delivery desk always ask pupils/students how much of the meal they want to avoid leftovers.					
Portions that are not distributed: are reused in kitchen (if possible), or passed on internally (employees/parents can take them for a contribution towards expenses), possibly also externally passed on (e.g. food sharing).					

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Unused, uncooked leftovers (e.g. leaves, stems, shells): are collected separately and end up in a worm bin or compost.					
Reflection: Regular reflection (at kitchen meetings) on why organic waste is produced in this quantity. Create a concrete strategy for reducing this food waste, (reg. menu planning, food serving system, staff training, reuse..)					

4. School dining hall, kiosk

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
Drinks are offered in glass bottles.					
Evaluate the amount of food waste: Audit the amount and major resources of left overs. Analyse the data and create a concrete strategy for reducing this food waste.					
Portion size: Pupils/students can request a smaller / larger portion.					
Portions that are not distributed: are reused (if possible), are passed on internally (employees/parents can take them for a contribution towards expenses), possibly also externally passed on (e.g. food sharing).					
Unuseable, uncooked leftovers: are collected separately and end up in a worm bin or compost.					
Reflection: Regular reflection on why organic waste is produced in this quantity. Create a concrete strategy for reducing this food waste. (reg. sorting planning, food serving system, staff training, reuse.)					

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5. Vending machine

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
Cold drinks are offered in glass bottles.					
Drinks are offered in vending machines with a dispensing system for filling your own bottle.					
Plastic bottles are only offered with a deposit.					
Hot drink vending machines have a cup option so that you can fill your own cups.					
Disposable coffee cups are only offered with a deposit.					

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6. Classroom/teaching kitchen

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
There is a waste bin for organic waste.					
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.					
The organic waste is disposed separately (in the organic waste bin) by the pupils/students.					
The organic waste goes into a worm bin or compost.					
Evaluate the amount of food waste: Audit the amount and major resources of left overs. Analyse and discuss the data with students and create a concrete strategy for reducing this food waste.					
Portion size: Students can request a smaller / larger portion, choose from several menu components and omit something if necessary. On request pupils can have a second helping if they wish.					
Portions that are not distributed: are first passed on internally (employees/parents can take them for a contribution towards expenses), possibly also externally passed on (e.g. food sharing).					

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Reflection: Reflection with cooking class on why organic waste is produced in this quantity. Create a concrete strategy for reducing this food waste.					
The topic of reuse of food waste is addressed in cooking lessons or as part of projects					

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7. School celebrations/festivals

	Fulfilled Y/N?	Action	Responsible person	Deadline	Review date
Guests are encouraged to bring reusable containers to take away leftovers.					
There is a rubbish bin for organic waste in the festival area.					
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.					



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