



# ACTION PLAN

## Action plan: PLASTIC WASTE

<b>School:</b>
<b>Date:</b>
<b>Filled in by:</b>

 *Plastic waste should be reduced to a minimum.*

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 plastic 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 plastic 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 plastic 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 plastic waste into lessons to help with **learning**. Discuss any actions that are being taken with the pupils.

# ACTION PLAN

## 1. Classroom

	Fulfilled Y/N ?	Action	Responsible person	Deadline	Review date
There is a waste bin for plastic.					
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.					
The plastic is disposed separately (in a plastic waste bin) by the pupils.					
The plastic is disposed of separately in a plastic waste container.					
All pupils have a refillable drinking bottle/cup.					
Packing snacks from home: - Snacks brought from home are packed in snack boxes or beeswax wraps. - No small packaging - No use of coated paper, no use of cling film					
The topic of plastic waste is addressed in lessons or as part of projects.					
Pupils/students are involved in practically engaged in reduction of plastic waste in school.					
The topic of plastic 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 waste bin for plastic.					
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.					
The plastic is disposed separately (in a plastic waste bin) by the staff.					
The plastic is disposed of separately in a plastic waste container.					
All staff have a refillable drinking bottle/cup.					
Packing snacks from home: - Snacks brought from home are packed in snack boxes or beeswax wraps. - No small packaging - No use of coated paper, no use of cling film					
Food/coffee at school: - Are there table ware, cutlery, cups and a dishwasher?					
School has a no plastic/less plastic policy. 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
Delivered food packaged in reusable systems.					
Reusable table ware, cutlery, cups and drinking glasses are used.					
No small packaging (for ketchup etc.) is offered.					

## 4. School dining hall, kiosk

	Fulfilled Y/N ?	Action	Responsible person	Deadline	Review date
Drinks are offered in glass bottles.					
Hot snacks are offered with reusable table ware and cutlery. (with deposit system)					
Cold snacks are offered in reusable/refillable packaging. (with deposit system)					
Cold snacks are offered in plastic-free disposable packaging (e.g. cardboard, paper)					
No small packaging (for ketchup etc.) is offered.					
Sweets, nuts and dried fruit are offered in a pick-mix system.					
Plastic bottles are only offered with a deposit.					
Plastic-free packaging is a tender criterion for new contracts or contract extensions.					

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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
Low-packaging/package-free shopping is used for cookery lessons and educational cooking.					
There is a waste bin for plastic in the kitchen.					
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.					
The plastic is disposed separately (in a plastic waste bin) by the pupils/students.					
The plastic is disposed of separately in a plastic waste container.					

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## 7. School celebrations/festivals

	Fulfilled Y/N ?	Action	Responsible person	Deadline	Review date
Disposable tableware is not used.					
Reusable systems are used, e.g. hire of a mobile crockery unit (provision of tableware and dishwasher), "Bring your own cup" (guests are encouraged to bring their own drinking vessel)					
Drinks and food are purchased in reusable systems or with little or no packaging.					
Promote plastic-free shopping, e.g. through Farmers Market					
There is a waste bin for plastic waste in the festival area.					
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.					



**Funded by  
the European Union**

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