



Waste Audit

Self-audit: 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.**

Start your waste reduction journey by undertaking a waste audit in the school. This self-audit - checklist is used for self-evaluation: Where do we stand in terms of preventing and reducing food waste? Where can we improve?

The on-site audit will identify the areas in school that generate food waste and benchmark where you are starting from. You can then work with the school community to create an [Action Plan](#) to reduce food waste and run future audits to monitor your progress. Find more specific ideas for waste reduction - actions in school [here](#).

Completion aid:

Audit – How to check whether the criteria are fulfilled. Proof of fulfilment of the criteria.

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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1. Classroom

	Audit	Fulfilled?	Action	Responsible person/ deadline
There is a rubbish bin for organic waste/food leftovers.	Inspection			
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.	Inspection			
The organic waste is disposed separately (in an organic waste bin) by the pupils.	Waste analysis			
The organic waste goes into a worm bin or compost.	Interview with responsible person (e.g. cleaning staff)			
The topic of food waste is addressed in lessons or as part of projects (e.g. food waste diary for a week, awareness campaign).	Interview class teacher			
Pupils/students are involved in practical assignments about reduction of food waste in school.	Inspection/ interview			
The topic of food waste is addressed to parents. (including ideas for activities that pupils/families can do at home)	Interview class teacher			
The topic of food waste is addressed to the wider community. (including ideas for activities that people can do at home)	Interview class teacher			



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2. Teachers room/Staff room

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



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3. Canteen

	Audit	Fulfilled?	Action	Responsible person/ deadline
<p>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.</p>	Interview school administration			
<p>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 (link to the resource)</p>	Inspection, Waste analysis Interview chef			
<p>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?)</p>	Inspection			
<p>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.</p>	Inspection			
<p>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).</p>	Inspection			
<p>Unused, uncooked leftovers (e.g. leaves, stems, shells): are collected separately and end up in a worm bin or compost.</p>	Inspection			
<p>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..)</p>	Interview Chef			

**Waste not
Want not**

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4. School buffet, Kiosk

	Audit	Fulfilled?	Action	Responsible person/ deadline
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.	Inspection, Waste analysis Interview kiosk manager			
Portion size: Pupils/students can request a smaller / larger portion.	Inspection			
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).	Inspection			
Unuseable, uncooked leftovers: are collected separately and end up in a worm bin or compost.	Inspection			
Reflection: Regular reflection on why organic waste is produced in this quantity. Create a concrete strategy for reducing this food waste. (reg. sortiment planning, food serving system, staff training, reuse..)	Interview kiosk manager			

5. School kitchen/educational cooking

	Audit	Fulfilled?	Action	Responsible person/ deadline
There is a rubbish bin for organic waste.	Inspection			
Clear signage (labelling or photos) of what belongs in the organic waste bin (and what does not) so that it is clear to everyone.	Inspection			
The organic waste is disposed separately (in the organic waste bin) by the pupils/students.	Waste analysis			
The organic waste goes into a worm bin or compost.	Interview with cleaning staff			
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.	Waste analysis Interview teacher			
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.	Inspection			
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).	Inspection			
Reflection: Reflection with cooking class on why organic waste is produced in this quantity. Create a concrete strategy for reducing this food waste.	Interview teacher			
The topic of reuse of food waste is addressed in cooking lessons or as part of projects	Interview teacher			



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6. School celebrations/school festivals

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



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