



Waste Audit

Self-audit: PLASTIC WASTE

School:
Date:
Filled in by:

 *Plastic waste should be reduced to a minimum.*

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 plastic waste? Where can we improve?

Waste Analysis

Bin audits can help you understand how much waste you are generating. You can measure the waste generated in key locations within your school and count or weigh the items that are being thrown away/recycled. Pick a day to conduct the audit and see how much is wasted – you can multiply this to work out how much the school wastes over a whole year. This gives a good benchmark for where you start from and to measure progress.

Self Audit

The on-site audit will identify the areas in school that generate plastic waste and benchmark where you are starting from. You can then work with the school community to create an **Action Plan** to reduce plastic waste and run future audits to monitor your progress. Find more specific ideas for waste reduction - actions in school in our resources section.

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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Waste Analysis

Location	Type of waste eg plastic bottles, packaging,	Volume disposed of in waste bin		Volume recycled	
		Number of items	Weight (kg)	Number of items	Weight (kg)
Classroom					
Teachers/staff room					
Catering kitchen					
School dining hall/kiosk					
Vending machine					
Classroom/teaching kitchen					
School celebrations/festivals					

Waste Audit

1. Classroom

	Audit	Fulfilled Y/N ?	Action
There is a waste bin for plastic.	Inspection		
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.	Inspection		
The plastic is disposed separately (in a plastic waste bin) by the pupils.	Waste analysis		
The plastic is disposed of separately in a plastic waste container.	Interview with cleaning staff		
All pupils have a refillable drinking bottle/cup.	Pupil survey		
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	Pupil survey		
The topic of plastic waste is addressed in lessons or as part of projects.	Interview Class teacher		
Pupils/students are involved in practically engaged in reduction of plastic waste in school.	Inspection/ interview		
The topic of plastic waste is addressed to parents. (including ideas for activities that pupils/families can do at home)	Interview Class teacher		
The topic of plastic 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 Y/N ?	Action
There is a waste bin for plastic.	Inspection		
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.	Inspection		
The plastic is disposed separately (in a plastic waste bin) by the staff.	Waste analysis		
The plastic is disposed of separately in a plastic waste container.	Interview with cleaning staff		
All staff have a refillable drinking bottle/cup.	Teacher survey		
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	Teacher survey		
Food/coffee at school: - Are there table ware, cutlery, cups and a dishwasher?	Inspection		
School has a no plastic/less plastic policy. Teachers are informed about progress on school waste reduction at school conferences.	Inspection, interview with head teacher		

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3. Catering kitchen

	Audit	Fulfilled Y/N ?	Action
Delivered food packaged in reusable systems.	Inspection		
Reusable table ware, cutlery, cups and drinking glasses are used.	Inspection		
No small packaging (for ketchup etc.) is offered.	Inspection		

4. School dining hall, kiosk

	Audit	Fulfilled Y/N ?	Action
Drinks are offered in glass bottles.	Assortment list, Inspection		
Hot snacks are offered with reusable table ware and cutlery. (with deposit system)	Inspection		
Cold snacks are offered in reusable/refillable packaging. (with deposit system)	Inspection		
Cold snacks are offered in plastic-free disposable packaging (e.g. cardboard, paper)	Inspection		
No small packaging (for ketchup etc.) is offered.	Inspection		
Sweets, nuts and dried fruit are offered in a pick-mix system.	Assortment list, Inspection		

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Plastic bottles are only offered with a deposit.	Assortment list, Inspection		
Plastic-free packaging is a tender criterion for new contracts or contract extensions.	Document review		

5. Vending machine

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

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6. Classroom/teaching kitchen

	Audit	Fulfilled Y/N ?	Action
Low-packaging/package-free shopping is used for cookery lessons and educational cooking.	Written agreement		
There is a waste bin for plastic in the kitchen.	Inspection		
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.	Inspection		
The plastic is disposed separately (in a plastic waste bin) by the pupils/students.	Waste analysis		
The plastic is disposed of separately in a plastic waste container.	Interview with cleaning staff		

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7. School celebrations/festivals

	Audit	Fulfilled Y/N ?	Action
Disposable tableware is not used.	Written agreement		
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)	Inspection		
Drinks and food are purchased in reusable systems or with little or no packaging.	Written agreement		
Promote plastic-free shopping, e.g. through Farmers Market	Festival programme		
There is a waste bin for plastic waste in the festival area.	Inspection		
Clear signage (labelling or photos) of what belongs in the plastic waste bin (and what does not) so that it is clear to everyone.	Inspection		



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the European Union**

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