




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?

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 [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?



Waste Audit

1. Classroom

	Audit	Fulfilled?	Action	Responsible person/ deadline
There is a rubbish 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 food waste is addressed to the wider community. (including ideas for activities that people can do at home)	Interview class teacher			



Waste Audit

2. Teachers room/Staff room

	Audit	Fulfilled?	Action	Responsible person/ deadline
There is a rubbish 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			

**Waste not
Want not**

Waste Audit

3. Canteen

	Audit	Fulfilled?	Action	Responsible person/ deadline
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 buffet, Kiosk

	Audit	Fulfilled?	Action	Responsible person/ deadline
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			
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			

**Waste not
Want not**

Waste Audit

5. Vending machine – cold beverage

	Audit	Fulfilled?	Action	Responsible person/ deadline
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			

6. Vending machine – hot drinks

	Audit	Fulfilled?	Action	Responsible person/ deadline
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			

7. School kitchen/educational cooking

	Audit	Fulfilled?	Action	Responsible person/ deadline
Low-packaging/package-free shopping is used for cookery lessons and educational cooking.	Written agreement			
There is a rubbish 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			



Waste Audit

8. School celebrations/school festivals

	Audit	Fulfilled?	Action	Responsible person/ deadline
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 rubbish 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			



**Funded by
the European Union**