

THE FOOD WASTE IN SCHOOLS PROJECT

Monitoring toolkit for the teachers and pupils



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FOOD
hate waste

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SCOTLAND

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1 INTRODUCTION

Welcome to the Food Waste Monitoring Kit from Zero Waste Scotland. This kit will guide you through the monitoring of your daily canteen plate waste, consisting of food waste from school lunches and packed lunches. You will also measure any liquid waste left over from cups, juice cartons, milk and soup.

For Scotland to be successful in contributing to the UN's Sustainable Development Goal 12.3, to reduce per capita food waste by 50% by 2030, we all have to take an active part in reducing the amount of food being wasted. This is a whole school approach; everyone will have a role to play and every role is important.

Measuring and monitoring your food waste is the first step to addressing food waste prevention. It helps to set a baseline that you can monitor your progress against, and it helps to identify key waste areas in order to pin point where improvements can be made.

This Food Waste Monitoring Kit is part of the Autopsy Lesson under the Love Food

Hate Waste Resource Pack. This Autopsy Lesson is the first of a series of lessons which will further enhance the learning about the negative impacts of food waste and how it can be avoided.

Never underestimate your power to make a difference and remember to share your successes within your school and with others.



2 FOOD WASTE MONITORING INSTRUCTIONS

STEP 1: SET UP FOOD WASTE MONITORING AREA

You will need:

- Bins
- Bio bags
- Measuring jug
- Digital scales
- Waste Warrior high vis vests
- Paper Towels
- Monitoring sheet for that day
- Risk assessment sheet
- Pens

STEP 2: MAKE SURE AREA IS RISK FREE

Check your risk assessment form.

- Make sure Waste Warriors and catering staff are given instructions regarding risks.

STEP 3: KEEP THE MESSAGE SIMPLE

- All food waste goes into the bins for weighing and all waste liquid in measuring jug.
- Waste Warriors will each have a role: help children scrape away food from plates; squeeze liquid out of cartons into the jug; keep area tidy and wipe up spills and observe what food types are going into the waste bin.

STEP 4: MEASURE

- Once all lunches have been cleared, collect the digital scales and monitoring sheets.
- You can now measure and note down food waste from each bin and any liquid waste in the jug.

STEP 5: TIDY UP

- Clear away bio bags and liquid into appropriate waste collection vessels.
- Clear away the food waste monitoring station.
- Clean down all measuring containers and high vis vests.
- Keep your food waste kit together and in an accessible place for the next day.

STEP 6: RESULTS

- The day's figures can now be added to your spreadsheet and any other information that has affected the day's results.

3 IDEAL FOOD WASTE MONITORING AREA

The Waste Warrior Team will spend the lunchtime helping to collect all the food waste for measuring. Once all lunches are finished, they can start to weigh and measure the food and the liquid waste.

One of the Waste Warriors will write down and add up the totals for each of the waste bins. You will need to work quickly as the catering team will be keen to clean up. The monitoring and weighing will take most of the lunchtime and you may need 10 minutes after the school bell to help clear up.

Once equipment has been cleaned and put away the Waste Warriors can gather all their monitoring sheets for later analysis.

1. Assign the different roles to each Waste Warrior; gather up the equipment needed and set up the monitoring area. This will take around 15mins and then your team can go for an early lunch.
2. Make sure bin/bins are clean, place a bio bag inside each one. Place bins within easy access for pupils to deposit their leftovers.
3. Place a measuring jug on a surface near to the food waste bin to collect unwanted liquid.
4. Once lunchtime is finished, use the digital scales and monitoring spreadsheets to record the collected food waste. Record the weight in kgs.



4 RISK ASSESSMENT FORM

Location: _____

Date:

Risk = Likelihood x Severity

LIKELIHOOD OF OCCURRENCE

- 1 Highly unlikely to occur
- 2 May occur but very rarely
- 3 Does occur by very rarely
- 4 Occurs from time to time
- 5 Likely to occur often

SEVERITY OF OUTCOME

- 1 Slight inconvenience
- 2 Minor injury requiring first aid
- 3 Medical attention required
- 4 Major injury leading to hospitalisation
- 5 Fatal or serious injury leading to disability

Hazard and area	Possible injury	Existing controls	Likelihood (number)	Severity (number)	L x S = Risk	Action to take
Food waste and monitoring area	Trips/falls	Safety brief to be given to all.	2	2	4	Ensure safety brief given, first aid box easily accessible. Ensure on setting up that all boxes/banners any obstructions are moved away from the area so that no trips/falls likely.
Moving equipment and other items	Strains/muscle pulls	Manual handling training for team member and assistant.	2	2	4	Before moving equipment, walk the route to ensure it's safe to carry items.
Spills: Liquid and food waste	Trips/falls		5	4	2	Ensure all spillages are cleaned up immediately.
Hygiene: keep self free from food contamination	Contamination from food waste resulting in food borne illness	Follow basic rules of hand washing. Wash hands during monitoring if necessary, and after monitoring of food waste.	2	2	3	Ensure hair is tied back and bulky jewellery removed. Full briefing to take place prior to monitoring.
Food allergies	Allergic reactions	Food ingredients will be listed. Any allergies to be checked beforehand. Appropriate preventative measures per person if allergies known.	3	4	5	Ensure meals are labelled clearly, with allergens and ingredients clearly marked.

5 BLANK RISK ASSESSMENT FORM



Risk = Likelihood x Severity

LIKELIHOOD OF OCCURRENCE

- 1** Highly unlikely to occur
- 2** May occur but very rarely
- 3** Does occur by very rarely
- 4** Occurs from time to time
- 5** Likely to occur often

SEVERITY OF OUTCOME

- 1** Slight inconvenience
- 2** Minor injury requiring first aid
- 3** Medical attention required
- 4** Major injury leading to hospitalisation
- 5** Fatal or serious injury leading to disability

Location: _____

Date:

Add any specific risks for your own space and school.

Hazard and area	Possible injury	Existing controls	Likelihood (number)	Severity (number)	L x S = Risk	Action to take

6 DAILY KITCHEN WASTE MONITORING

Use this sheet to record your daily dinner hall waste

Day: _____

Date:



PACKED LUNCH WASTE

Total: _____ kg

FOOD WASTE FROM PLATES

Total: _____ kg

YOUR SCHOOL DAY - WHAT IS HAPPENING?

LIQUID WASTE

Total: _____ litres

7 WEEKLY FOOD WASTE MONITORING (DAYS)

Use this sheet to record your weekly dinner hall waste

Week commencing:

DD / MM / YYYY



	<i>PACKED LUNCHES WASTE</i>	<i>FOOD WASTE FROM PLATES</i>	<i>LIQUID WASTE</i>	<i>YOUR SCHOOL DAY - WHAT IS HAPPENING?</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total: _____ kg	Total: _____ kg	Total: _____ litres	

8 WEEKLY FOOD WASTE MONITORING (WEEKS)

Use this sheet to record your weekly dinner hall waste

Week commencing:

DD / MM / YYYY



	<i>PACKED LUNCHES WASTE</i>	<i>FOOD WASTE FROM PLATES</i>	<i>LIQUID WASTE</i>	<i>YOUR SCHOOL DAY - WHAT IS HAPPENING?</i>
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
	Total: _____ kg	Total: _____ kg	Total: _____ litres	

9 ADDITIONAL FOOD WASTE MONITORING

Use this sheet to record any other food waste that might be created in addition to lunch time sources.

Day: _____

Date: / /



STAFF ROOM WASTE

Total: _____ kg

BREAKFAST CLUB WASTE

Total: _____ kg

AFTER SCHOOL CLUB / SCHOOL FOOD EVENTS

Total: _____ kg

LIQUID WASTE

Total: _____ litres

11 GIVE US YOUR FEEDBACK

Draw or write your ideas about how to reduce food waste in your school



A large, empty rectangular box with a thin red border, intended for drawing or writing ideas about reducing food waste in a school.

This toolkit has been developed by Forth Environment Link (FEL) in partnership with Zero Waste Scotland. FEL acknowledges the support and enthusiasm of the North Ayrshire and Stirling Primary Schools who have been involved with rolling out the Food Waste in Schools Project.

Thank you to the teachers, catering teams and the pupils for opening their doors and bins to us.

Thank you to The Write People who put colour to our ideas.

