THE FOOD MASTE IN SCHOOLS PROJECT



LÖVE FOOD hate waste





FOOD WASTE MONITORING INSTRUCTIONS



Set up food waste monitoring area

Make sure you have:

- Bins
- Bio Bags
- Measuring Jug
- Digital Scales
- Catering Team Food Waste Monitoring Sheet for that day
- Risk Assessment Sheet

STEP 2 Make sure area is risk free

Check your risk assessment form.

Make sure all staff are given instructions regarding risks.

STEP 3 Keep the message simple

Separate counter food waste and preparation waste/spoilage into bins for weighing and all waste liquid in the measuring jug.

Keep area tidy and wipe up any spills and food dropped onto the floor.

STEP 4 Measure

Once all food waste is collected, weigh with the luggage digital scales and record on the monitoring sheet for that day. Also measure the liquid waste in the jug. STEP 5 Tidy up

- Clear away bio bags and liquid into appropriate waste collection vessels.
- 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.

IDEAL FOOD WASTE MONITORING AREA

Set up separate food waste bins

and storage waste. These should

for prep waste, counter waste

be in easily accessible places,

close to where the waste is

Place a measuring jug on

a surface near to the food

waste bin/bins to also

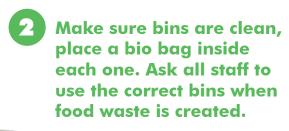
collect unwanted liquid.

being generated.

Have separate bins for collecting food prep, food spoilage and counter food waste. This will help you and your school to introduce specific food waste reduction measures and help to reach the Scottish Government's target of 33% food waste reduction by 2025.



Periodically discuss the results of the waste monitoring with the catering staff, catering manager and school management team, to consider options of potential waste prevention.







RISK ASSESSMENT FORM

Risk = Likelihood X Severity

Location:	Date:

Likelihood of occurrence

- 1 Highly unlikely to occur
- **2** May occur but very rarely
- **3** Does occur but 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** Fatality 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 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 ensure it 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.

RISK ASSESSMENT FORM

Risk = Likelihood X Severity

Add any specific risks for your own space and school:

Location:	_ Date:_	

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

FOOD WASTE MONITORING 1	Day: Date:		LÖVE FOOD hate waste	ZERC WAST SCOTLAN
Food Preparation Waste Total:		Food Waste from Kitchen Counte	Total:	
	Kg			Kg

Food Storage Waste

Liquid waste

Total:
______Kg

Liquid waste

Total:
Litres

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Week Comm:_____





100	Food Preparation Waste	Food Waste from Kitchen Counter	Food Storage Waste	Liquid Waste
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total:	Total:	Total:	Total:
	Kg	Kg	Kg	Litres

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Week Comm:_____





	Food Preparation Waste	Food Waste from Kitchen Counter	Food Storage Waste	Liquid Waste
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
	Total:	Total:Kg	Total:Kg	Total:Litres

Use this sheet to record your weekly kitchen waste.

FOOD WASTE MONITORING





Meat	Fish	Bakery	Fruit	Vegetables	Other
Beef Mince/ Mince Pie	Fish Fingers	Sandwich	Fruit Crumble	Soup	
Pork Sausages	Breaded Fish	Muffin	Apple Tart	Mashed Potato	
Meat Curry	Salmon Fish Fingers	Garlic Bread	Jelly	Baked Potato	
Steak Pie	Tuna Mayo	Cake	Apple	Tomato Bolognaise	
Beef Burger	Dairy	Biscuit	Grapes	Salad Bar	
Chicken/ Chicken Fingers	Ice Cream	Caramel/ Chocolate Sponge	Banana	Carrots	
Roast Beef	Custard	Caramel Tart	Melon	Peas	
Haggis	Macaroni Cheese	Paninis	Pear	Turnip	
Stovies	Yogurt			Cabbage	A SE
Roast Pork				A	100

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.

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