

THE FOOD WASTE IN SCHOOLS PROJECT

Monitoring toolkit for the catering team



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FOOD
hate waste

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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 food waste. This will consist of preparation food waste, storage waste - such as faulty equipment resulting in food spoilage, supplies going out of date, or packaging damage and any counter food waste, not used or stored for another meal.

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 and 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

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 on 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.

3 IDEAL FOOD WASTE MONITORING AREA

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 Scotland reduce food waste and contribute to the SDG 12.3.

1. Set up separate food waste bins for prep waste, counter waste and storage waste. These should be in easily accessible places, close to where the waste is being generated.
2. Make sure bins are clean, place a bio bag inside each one. Ask all staff to use the correct bins when food waste is created.
3. Place a measuring jug on a surface near to the food waste bin/bins to also collect unwanted liquid.
4. Once food service is complete, weigh the bin/bins and record the liquid waste. Record the totals on the monitoring sheet for that day. Record the waste in kg's.
5. 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.



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

Location: _____

Date:

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
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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 kitchen waste

Day: _____

Date:



FOOD PREPARATION WASTE

Total: _____ kg

FOOD WASTE FROM KITCHEN COUNTER

Total: _____ kg

FOOD STORAGE WASTE

Total: _____ kg

LIQUID WASTE

Total: _____ litres

7 WEEKLY FOOD WASTE MONITORING (DAYS)

Week commencing:

DD / MM / YYYY



Use this sheet to record your weekly kitchen waste

	<i>FOOD PREPARATION WASTE</i>	<i>FOOD WASTE FROM KITCHEN COUNTER</i>	<i>FOOD STORAGE WASTE</i>	<i>LIQUID WASTE</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total: _____ kg	Total: _____ kg	Total: _____ kg	Total: _____ litres

8 WEEKLY FOOD WASTE MONITORING (WEEKS)

Use this sheet to record your weekly kitchen waste

Week commencing:

DD / MM / YYYY



	<i>FOOD PREPARATION WASTE</i>	<i>FOOD WASTE FROM KITCHEN COUNTER</i>	<i>FOOD STORAGE WASTE</i>	<i>LIQUID WASTE</i>
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
	Total: _____ kg	Total: _____ kg	Total: _____ kg	Total: _____ litres

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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