

Waste Checklist

The following is an open ended checklist looking at the school's impact on the environment in relation to waste. This checklist also has an educational function whereby the process of gathering data raises awareness and gives you a basis for developing your Action Plan. Each question in the checklist can be answered 'Yes' or 'No'. 'NO' indicates that improvement is possible. Quantifiable targets can then be set for areas highlighted for improvement. Please feel free to add your own questions in order to examine a particular area relevant to your school.

Prevention/Minimisation

- 1 Is there a purchasing policy for materials such as toilet tissues, stationery, books, notepaper, etc.?

☐ Yes ☐ No ☐ Action Plan

- 2 Does the school have email addresses/mobile phone numbers for families?

☐ Yes ☐ No ☐ Action Plan

- 3 Does the school use noticeboards/circulars to give out information to staff instead of individual bulletins?

☐ Yes ☐ No ☐ Action Plan

- 4 Are students and staff encouraged to avoid excess packaging with their lunches?

☐ Yes ☐ No ☐ Action Plan

- 5 Are long life products chosen over short life ones?

☐ Yes ☐ No ☐ Action Plan

- 6 Are materials bought in large packs to avoid excessive packaging?

☐ Yes ☐ No ☐ Action Plan

- 7 Are copies/records kept on storage devices, not paper?

☐ Yes ☐ No ☐ Action Plan

- 8 Is paper used on both sides?

☐ Yes ☐ No ☐ Action Plan

- 9 Are all electronic goods regularly serviced to avoid breakdowns and scrapping?

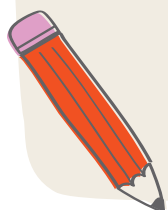
☐ Yes ☐ No ☐ Action Plan

- 10 Are paints (acrylics) washed down the sink?

☐ Yes ☐ No ☐ Action Plan

- 11 Are you taking part in the 'Think Before You Flush' campaign?

☐ Yes ☐ No ☐ Action Plan



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Re-use/Recycle

- 1 Is re-useable selected first, then recyclable?
☐ Yes ☐ No ☐ Action Plan
- 2 Are old envelopes saved for re-use?
☐ Yes ☐ No ☐ Action Plan
- 3 Are casual notes written on scrap paper?
☐ Yes ☐ No ☐ Action Plan
- 4 Is office waste paper recycled?
☐ Yes ☐ No ☐ Action Plan
- 5 Does the school have or use any recycling facilities?
☐ Yes ☐ No ☐ Action Plan
- 6 If so, what materials are recycled?
☐ Yes ☐ No ☐ Action Plan
- 7 Does the school have a compost heap or compost bin?
☐ Yes ☐ No ☐ Action Plan
- 8 Is the topic of waste and waste minimization incorporated into the school ethos/curriculum?
☐ Yes ☐ No ☐ Action Plan
- 9 Do you try to reuse before recycling?
☐ Yes ☐ No ☐ Action Plan
- 10 Are students encouraged to use reusable water bottles/ lunch boxes?
☐ Yes ☐ No ☐ Action Plan
- 11 Are old envelopes, packaging and cardboard saved for re-use?
☐ Yes ☐ No ☐ Action Plan
- 12 Are the batteries used rechargeable?
☐ Yes ☐ No ☐ Action Plan
- 13 Are the ink cartridges used, refilled or recycled?
☐ Yes ☐ No ☐ Action Plan

