

Waste From Plates Audit - Guidance

	You will need:	Activity
Step 1 - Set-Up	Floor Scales Waste Bins	Set up a weighing station by placing your empty bin(s) on the scales and ensuring they are set to zero. This should be somewhere in your canteen near to where the empty plates are taken.
Step 2 - Recruit	Volunteers	Recruit some volunteers to monitor the plates as they are emptied into the weighing station bins.
Step 3 - Action	Waste From Plates Audit	Using one of the audit tools, keep a tally of how many plates are emptied into the bin(s) including the types of food you see being thrown away.
Step 4 - Record	Floor Scales	Record the weight of all the food which has been thrown into your weighing station bins. You could have one bin or different bins for different types of foods, and record these separately.
Step 5 - Change	Your Results	Use the information you have collected to come up with a plan on how you can reduce the 'Waste From Plates'. Share this with others such as your canteen staff and Head Teacher to make a difference.



Waste From Plates Audit



	Number of Plates	Most Wasted Food (s)	Total Weight (kg)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



Waste From Plates Audit



	Number of Plates with -				Most Wasted Food	Total Weight (kg)
	Fruit/Vegetables	Carbohydrates	Meat / Fish	Other		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						