

Waste & Recycling

Part 6 – Worksheets

Home Waste Minimisation & Recycling Checklist

Is our **home** Waste Smart? This will help audit what how well we are doing at home and highlight opportunities for further action.

Aim to **complete a minimum of 15 actions** from the list below & check them off!

<p>Our Household's Current Status. How well are we doing?</p> <ul style="list-style-type: none"> • Do we currently reduce waste, and re-use items at home? • As a family, have we discussed recycling and waste reduction? • Where possible, are green purchasing choices made? (e.g. products that are 'Environmental Choice' or similarly reliably labelled) • Do we use Council's kerbside bins or bags, public recycling bins or transfer stations to recycle items? 	Y/N
<p>Food Waste</p> <ul style="list-style-type: none"> • Do we re-use drinking bottles and lunchboxes to achieve litter free lunches? (no plastic wrap, no straws, no plastic bags?) • Are food scraps from home recycled via composting or used for feeding to animals? • At home, is the percentage of our food in waste to landfill low? 	Y/N
<p>Garden Waste</p> <ul style="list-style-type: none"> • Do we compost or mulch garden waste at home? • Do we use EM Bokashi fermentation <u>or</u> have a worm farm at home? • Is composted material used at home e.g. to feed vegetable garden? 	Y/N

<p>Paper Reduction and Recycling</p> <ul style="list-style-type: none"> • Do we use digital, electronic resources or e-mail rather than printing at home e.g. letters? • Do we recycle paper, plastic and glass bottles, newspapers and cardboard at home? • Do we have a 'No Junk Mail' sticker on the roadside mail box to reduce the amount of adverts/promotional materials received? • Do we reuse scrap paper at home for drawing or writing shopping lists? If printing do we use both sides of paper? • Do we use cloth bags for shopping or re-use all plastic carrier bags? 	Y/N
<p>Other Recycling and Reuse</p> <ul style="list-style-type: none"> • If we have a printer at home, do we recycle and/or refill the toner or ink cartridges? • Do we recycle metals, such as steel and aluminium cans? • Do we recycle hazardous waste e.g. paint and engine oil, via the Council's transfer stations? • Do we donate materials to charity shops, friends or to fundraising projects e.g. clothing, furniture, books, bikes or toys? • Do we sell un-wanted items on-line e.g. Trade Me or Facebook? • Do we sell or gift school uniforms, which no longer fit, to others so they can be re-used? • Do we take un-wanted electronic items (E-waste) to the transfer stations for recycling, instead of putting them in rubbish? • Do we save other products and clean for reuse e.g. plastic containers, glass jars or metal boxes? 	Y/N

School Waste Minimisation & Recycling Checklist

Is your **school** Waste Smart?

This will audit what your school is doing and highlight opportunities for further action. Aim to **complete at least 20 actions** from the list below.



<p>Current Status (at school)</p> <ul style="list-style-type: none"> • Have any waste audits and / or litter assessments been undertaken? • Has this data been recorded as your 'baseline' ready for future comparisons? 	Y/N
<p>Preparation and Planning</p> <ul style="list-style-type: none"> • Do you have a school waste and litter reduction plan in place? • Have waste and litter policies, targets and action plan been approved by your School Council and/or Board of Governors? • Does your school have a green purchasing policy? • Do you have systems for monitoring waste and recording data? • Do school events provide recycling bins? 	Y/N
<p>Food Waste</p> <ul style="list-style-type: none"> • Are pupils and staff actively encouraged to use reusable drink bottles and lunchboxes to achieve litter free lunches? • Are food scraps collected from classrooms, staffrooms and if applicable the canteen for composting at school or home or feeding to animals? • Does the school have a programme for emptying compost buckets or bins, turning compost and checking worm farms? • Does your school have a target to reduce food waste to landfill? • Have you visited the Love Food Hate Waste website or FB page? 	Y/N
<p>Garden Waste</p> <ul style="list-style-type: none"> • Does your school compost or mulch its garden waste (mowing, pruning)? 	Y/N

<ul style="list-style-type: none"> • Does your school have on-site or off-site well managed compost bins or heaps, or worm farms? • Is composted material used at school e.g. in a vegetable garden? 	
<p>Paper Reduction and Recycling</p> <ul style="list-style-type: none"> • Does your school use digital or electronic resources rather than printing e.g. newsletter, files, assignments, reports? • Do you have signage showing what to put in bins and reminders to print two-sided or reuse paper? • Have recycling containers for paper, newspaper and cardboard been placed in classrooms, staffroom, offices or canteen? • Are paper reuse containers provided throughout the school? • Does your school reuse single sided paper in printers or copiers? • Is there a paper reduction plan in place e.g. double-sided photocopying, class sets of worksheets, email newsletters, reduction in photocopying handouts or photocopy free days? • Does your school try to reduce the amount of newspapers, promotional materials and cardboard entering the school? 	Y/N
<p>Other Recycling and Reuse</p> <ul style="list-style-type: none"> • Are recycling bins present in the school grounds and buildings? • Does your school collect, recycle or refill toner & ink cartridges? • Does your school collect materials for charity, donated goods program or fundraising e.g. clothing, furniture, books, bikes or toys? • Does the school have a drop off box for clean school uniforms which no longer fit, so they can be passed on to or purchased by others? • Does your school collect other products for reuse e.g. plastic containers, shopping bags and boxes? • Does your school reuse furniture and other materials? 	Y/N