



INVESTIGATE

The Plastic Clever Schools waste audit

Welcome to your first Level 2 challenge!

This audit will help you investigate single-use plastic waste in your school. Knowing more about these problem plastics - like which types and how many you're using - will help you come up with a brilliant plan to tackle them!

Teamwork

There are 16 questions for you to answer. You might need some help with these, so make sure you have some friends and a teacher or two on your team before you start.

We're on your team and we're pretty good at investigating waste, so we've added some hints and tips that could help. Look out for our hints and tips along the way!

Where to start

Check out the 'How To' tab for all the information you need to make investigating plastic waste really simple. Are you ready?

Let's go!



Audit contents ^o ✨

Introduction	You're here!
How to	Learn how to use this audit as a tool to investigate plastic waste!
Part 1	Information about your school.
Part 2	Plastic use in the lunchroom & staffroom
Part 3	Plastic use in the classroom & bathroom
Part 4	Collection & management of plastic waste at schools
Results	Check out your problem plastics!
General Inputs	Nothing to see here... (this tab is working hard to calculate your results)



HOW TO

Use the Plastic Clever Schools waste audit

At the bottom of the page, you'll see 4 yellow tabs, these will guide you on your mission to collect your data and build your results.

Start with **Part 1** and work your way through in order.

Each tab will open a new sheet with questions for you to answer about single-use items used at school.

Once you've completed all the questions in each part, you can check out your results in the **Results** tab.

The keys below explain our handy colour-coding throughout, so it should be really easy for you to collect and input your data!

Tab Colours



These tabs have all the information you need to get started on your plastic waste audit.

Use these tabs to investigate plastic waste in different areas of your schools.

When you've finished, check out your results here. You'll need this tab to help you create an action plan later on.

Cell Colours



Enter text or numbers

Select an option from a dropdown list (may need to click inside the cell to see the dropdown arrow)

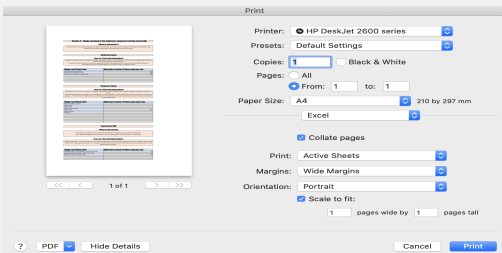
Important numbers or text that you won't be able to edit

Additional Information to help you complete the audit

Tabs are the buttons along the bottom of the screen that take you to a new sheet. The green tab is the 'Home' tab. The yellow tab is the 'Part 1' tab.

Cells are the boxes that you can write your answers in. This key will help you know what type of information you need to enter.

You may find it useful to print out the data collection tables in **Part 1.3** before adding numbers directly into the Excel document. To make sure the sheet is printed properly it is important to ensure that you have selected **wide margins** when choosing print options!



[Ready to get started? Click on the yellow tab 'Part 1' to begin your audit.](#)

What are you finding out?

The first Section of the Plastic Clever Schools Audit is designed to tell us a bit more about your school, like the number of pupils and staff and what steps, if any, have already been taken to reduce the amount of plastic being used.

Why is this information important?

This information will help you answer other parts of the audit later on. It might be tricky to know the exact answer for some of the questions if information is unavailable or hard to find. If that happens, you'll be able to use some of the information in the section to help you make an estimate.

An estimate is when you use the information you have to make a really good guess. For example:
You need to know how many single-use plastic cups are used at lunchtime... If you know how many pupils are in your school, and you assume they all use 1 cup each, you can do the maths!
e.g. 200 pupils x 1 cup = 200 cups. This might not be exactly right (some pupils may use more than 1 cup, some may use none) but it's an excellent estimate!

We also ask you to predict the plastic items that you think will be biggest problem for your school. You can come back to this at the very end and see if you were right!

How do I find the information I need?

For this first part of the audit, you should be able to get all of the answers you need with a bit of help from your friends and teachers. There's no need to count everyone at school, your teacher will know how many pupils are in your school, so remember to ask for help!
If you need a hint at any point, take a look at the speech bubbles.
If you are unsure of any answers, you can leave the question blank.
You can always come back and answer at a later date.

Q1. Tell us about your school

School Name
Westerings

Email Address
contactus@westerings.org

Who is completing the audit?
Staff and students

Q2. How many pupils does your school have in each of these age groups?

Early Years
60

Primary
351

Secondary

Sixth form

Total
411

Q3. How many staff does your school have?

49

Q4. What do you think are your school's three most commonly used single-use plastic items?

1. Glue-sticks
2. Plastic pens
3. Plastic whiteboard pens

* Click the yellow answer box and an arrow will appear so you can choose your problem plastics from our list. A single-use item is designed to be used once then be thrown away!

Q5. Has your school implemented any refill, waste or recycling initiatives?

Yes

For example, do you have recycling bins in the lunch hall or reusable water bottles in your classrooms?

Q6. Who is responsible for changing school policies?

The school

You might want to ask your headteacher this question.

Q7. Does your school have an eco-club?

No

Q8. Can students bring snacks from home for breaktime? If yes, does this contribute to the use of single-use plastics?

Q9. What percentage of school pupils bring in their own packed lunches?

The school office team might know the answer to this. If not, you could sample a couple of classes by counting the number of pupils who brought in a packed lunch that day. The you can use this information to estimate the number for the whole school. Ask your teacher to help you turn this into a percentage.

What are you finding out?

This Part of the audit is designed to gather information on the number of single-use plastic items used in the lunchroom and staffroom each day!

Why is this information important?

The data you add to the table below will be added to results from other school areas as you complete each part. You'll be able to see which plastic items are your biggest problem at the end of the audit in the **Results Tab!** The lunchroom and staffroom can be some of the worst areas for single-use plastic in schools.



School council to complete

Calculator Tool

How often is an item ordered?

How many items are ordered?

Number of items used each day

To use this calculator:
 1 Find out how often the item is used/ordered/purchased (e.g. weekly)
 2 Enter the number of items used/ordered/purchased during this time
 3 Copy the number of items used each day into the table below

Q10. How many single-use items are used in the lunchroom each day?

How do I find this information?

This information can be difficult to find so an estimate may be required! Here are few ideas for how you could find the numbers you need:
 1. Make a tally chart to count items in the lunchroom one lunchtime. You can assume each day will be similar and use this to help you make an estimate.
 2. Speak to the member of staff responsible for ensuring the lunchroom is stocked with enough items. They might be able to tell you how many they order each year. You can divide that number by the number of school days to make your estimate.
 3. Want to get your hands dirty? You could take a look through the bins at the end of lunch to count the single-use plastic items. (Make sure you get permission to do this first and **always** wear gloves and wash your hands after!)
 4. Some items could be ordered once a week, month or even a year! To work out how many are used each day you can do the calculation yourselves or use the tool provided at the top of the page!

Single-use Plastic Item	Estimated number of items used per day
Sandwiches in plastic cartons	0
Plastic fruit pots	50
Plastic yoghurt pots	80
Large plastic milk bottles	2
Individual milk cartons or bottles	0
Plastic water bottles	10
Plastic plates and bowls	0 single use
Plastic soft drink bottles	0
Single-use plastic cutlery	0
Single-use plastic cups	15
Plastic straws	0
Clingfilm rolls (100m)	1
Plastic bags	0

Remember in Section 1 where you entered the total number of students at your school? You might need that information to help you out with this question.

Did we miss anything? You can add and update single-use plastic items to the table.

Q11. How many single-use items are used in the staffroom each day?

How do I find this information?

Just like question 10, you might need to estimate these answers. See if a member of staff can help you get the information you need. If you need to go into the staffroom for your investigation, make sure you get permission first.

Single-use Plastic Item	Estimated number of items used per day
Large plastic milk bottles	4
Individual milk pods or sachets	0
Plastic water bottles	0
Tetra Park soft drinks cartons	0
Plastic plates and bowls	0
Single-use plastic cutlery	0
Single-use plastic cups	0
Single-use coffee cups and plastic lids	0
Plastic stirrers	0
Plastic straws	0

Finished 'Part 2'? Click here or on the yellow tab below to move onto 'Part 3'

What are you finding out?

You've investigated lunchtime waste, but what about the rest of the day? In this section you'll gather information on the number of single-use plastic items used in the classroom and bathroom each day. In a lot of schools, younger pupils have milk in the classroom, so you'll need to check this out too.

Why is this information important?

The data you add to the table below will be added to results from other school areas as you complete each part. You'll be able to see which plastic items are your biggest problem at the end of the audit in the **Results Tab!** The classroom and bathroom can be some of the worst areas for single-use plastic in schools.

Calculator Tool	
How often is an item ordered?	<input type="text" value="Weekly"/>
How many items are ordered?	<input type="text" value=""/>
Number of items used each day	<input type="text" value="0"/>

Q12. How many single-use items are used in bathrooms each day?

How do I find this information?

To get started on your investigation, you could count the number of single-use plastic items in a few sample bathrooms and multiply by the total number of bathrooms across the school. If your school is small enough, you could even do a simple tally and check each bathroom. Then, you'll need to check how frequently items are replaced. Speak to a member of staff responsible for restocking bathrooms or ordering supplies.
**You might find that some of these items are being refilled already to reduce waste. If that's the case, great! Then you can leave the answer blank.*

Single-use Plastic Item	Estimated number of items used per day
Plastic hand soap bottles	0
Plastic hand sanitiser bottles	0

To view the calculator tool
 1) Click on How Often This Item is Used/Ordered/Replaced (e.g. weekly)
 2) Enter the number of items used/ordered/replaced (e.g. 10)
 3) Copy the number of items used each day into the Results Tab

The bathroom items you are looking for are the ones that are the most common items to look through the bins in the bathroom area

Just add your number of bathrooms to the calculator tool

Q13. How many single-use items are used in Classrooms each day?

How do I find this information?

There are a couple of ways to find this information. Firstly, you could ask your teacher or other members of staff to help you find out how many items are ordered - this information might only be available on a weekly, monthly, or yearly basis so you'll need to do some maths to find out the amount per day! If that approach doesn't work, you could do a sample tally of items available to your class. Once you have figured out which items your class has, and roughly how many, you can use the number of classes to help you make an estimate.

Single-use Plastic Item	Estimated number of items used each day
Plastic whiteboard pens	351
Plastic pens	231
Glue-sticks	123
Laminating pouches	10
Glass pens	1
Plastic folders	5
Sellotape	2

Q14. How many single-use items are used each day providing milk to pupils?

What are you finding out?

This section focuses on the government milk schemes- ask your teacher for more information to check this section is relevant to your school. Younger pupils (nursery and reception) are usually given milk in their classrooms that you might need to investigate. Make sure you don't count the same milk from the lunchroom or staffroom again!

How do I find this information?

Currently children under the age of 5 can receive free milk at school and the government may subsidise the cost of milk for other age groups. Speak to a member of staff to find out how much milk your school receives as part of this government scheme- it might be helpful to speak to someone in the early years area of the school.
**If you already counted this milk in section 2, you can skip this question.*

Single-use Plastic Item	Estimated number of items used per day
Individual milk cartons (250ml) - (Free school milk)	0
Large plastic milk bottles - (Free school milk)	0
Single-use cups for serving milk	0

Finished 'Part 3'? [Click here](#) or on the yellow tab below to move onto 'Part 4'

What are you finding out?

It's time to find out what happens to single-use plastic items once they have been used in your school.

School council to complete

Why is this information important?

Understanding how plastic waste is managed at school, and the challenges relating to it, will help you decide on solutions when you write your action plan.

How do I find this information?

Students can find this information by speaking to staff members responsible for collection and removal of plastic waste from around the school (like the Caretaker or Lunchtime team) and using what you have learned throughout the Plastic Clever Schools process so far!

Q15. What are your schools biggest challenges in collecting and managing plastic waste?

Packed lunch boxes

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Q16. Can you find each type of bins in the following locations around your school?

Area	General waste bin	Mixed recycling bins	Plastic recycling bins	Not sure
Canteen	Yes	No	No	
Classrooms	Yes	Yes	No	
Common Rooms	Yes	No	No	
Staff Rooms	Yes	No	No	
Bathrooms	Yes	No	No	
School Kitchen	Yes	No	No	
Staff Kitchen	Yes	No	No	
Hallways	No	No	No	
Sports hall	No	No	No	
Playground	Yes	No	No	
Other public areas	No	No	No	

Finished 'Part 4'? Click on the red Results tab to see your schools' problem plastics

What is this section?

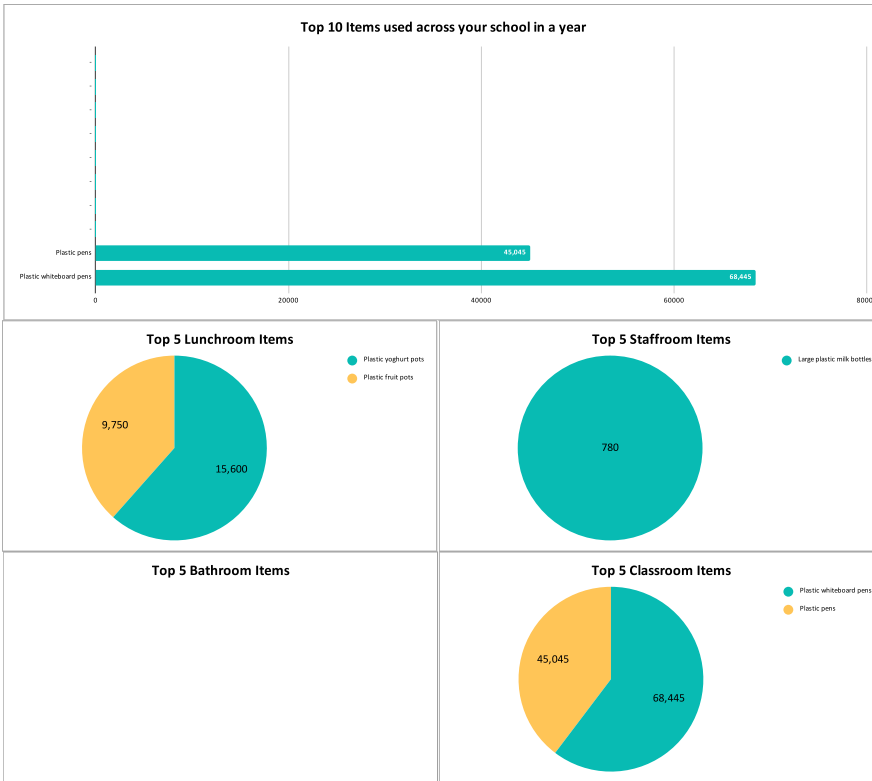
This tab shows the total number of plastic items used by your school each year!
The graph on the right shows you which plastic items are used most often around your school.
We recommend that a teacher or member of staff with experience using Excel helps with this part of the audit.

How does the table work?

Results shown in the table will be updated automatically with information entered into **Parts 2 & 3!**
You don't need to enter any numbers or items at this stage, but if you do want to update your figures, you can do that by changing your answers to the audit questions. Use the graph to find out which problem plastics are the biggest issue in your school (hint: it'll be the ones you use the most!)

Once you've completed **parts 2 & 3** the charts on the page will automatically update with your data.

This bar chart will show the top 10 problem plastics in your school.



Worried about plastic hot spots? These pie charts will help you decide which plastics are creating the most waste in key areas of the school. The bigger the piece of pie, the bigger the problem.



What's next?

1. This audit is your first piece of evidence to complete the Inspire stage. Upload your audit to share your results with us on plasticcleverschools.co.uk.
2. Now you have the hard facts about plastic waste in our school! Tell everyone what you find out.
3. You're ready to start your action plan! We recommend choosing **two types of plastic** to begin with, but the more plastic waste you can cut out the better.

Helpful hint: start with the top two problem plastics to have the biggest impact on the amount of plastic waste.