





# 3Rs Audit



This questionnaire will help you to think about how your school can get better at the 3Rs – Reduce, Reuse, Recycle. You could use it as part of your Eco-Schools Environmental Review.

You'll probably know most of the answers yourselves, but there may be a few questions that you may need to ask your school caretaker, cook or the staff in the office.

 reduce	Answer	
Does the school use a siblings list so that only one letter is sent to each family?	yes	no
Does the school offer parents the choice of having letters sent by email?	yes	no
Do pupils and teachers use wipe-clean white boards (instead of paper) whenever possible?	yes	no
Does the school have a system to monitor how much printing / photocopying each teacher does?	yes	no
Has your school taken part in the Devon Waste Free Lunch Week?	yes	no
 reuse	Answer	
Does every classroom have a scrap paper drawer?	yes	no
Is every scrap paper drawer clearly labelled and easy to find?	yes	no
Do adults reuse paper in the photocopier?	yes	no
Do pupils reuse paper for printing draft copies of their work?	yes	no
Do staff in the office reuse paper for taking messages?	yes	no
Do staff in the office reuse envelopes?	yes	no
Are pupils encouraged to use reusable drinks containers?	yes	no
Do the adults buy milk in reusable glass bottles rather than plastic ones?	yes	no

For a wide range of resources to help teachers and pupils Reduce, Reuse and Recycle as much as possible see: [zone.recycledevon.org](http://zone.recycledevon.org)



 <b>recycle Paper</b>	Answer	
Does your school recycle paper?	yes	no
Is there a recycling container in every classroom?	yes	no
Is there a recycling container in every office?	yes	no
Is there a recycling container by every photocopier and printer?	yes	no
Are there any other rooms that need a recycling container?	yes	no
Does every recycling container have a label to show what can and cannot be recycled?	yes	no
Is there paper in the rubbish bins that <u>should</u> be recycled?	yes	no
Is there contamination in any of the recycling containers? (That means things that shouldn't be there, such as plastic, paper hand towels or other rubbish.)	yes	no
 <b>recycle Food (Collections)</b>	Answer	
Is your school's leftover food collected separately from the rubbish, and taken away for recycling?	yes	no
<i>If you have answered 'yes' continue with these questions. If you have answered 'no' go to the Food Composting section.</i>		
Is food waste from children's snacks put into your food recycling collections?	yes	no
Is leftover food from school dinners put into your food recycling collections?	yes	no
Is food waste from the staffroom put into your food recycling collections?	yes	no
Are there enough containers around the school to collect food waste for recycling?	yes	no
Are the containers used for collecting food waste clearly labelled so everybody knows what to put in them?	yes	no
Is there food in any rubbish bins which should be recycled?	yes	no
Is there contamination in any of the food recycling bins? (This means things that shouldn't be there, like plastic wrappers.)	yes	no

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# Food (Composting)

Answer

Does your school recycle leftover food using a composter in the school grounds?

yes

no

If yes, which types of composter does the school use:

Composters for raw fruit and vegetables, with garden waste

Dalek



New Zealand box



Other

Composters for all food waste, including cooked food

Ridan



Jora



Other

*These questions apply to composters for raw fruit and vegetables, with garden waste*

Do you mix air into your composter to help the composting micro-organisms?

yes

no

Do you add other materials (e.g., cardboard, shredded paper) to the composter so you get a good balance of 'greens' and 'browns'?

yes

no

*These questions apply to composters for all food waste, including cooked food*

Do you mix air into your composter every time you add food? (With a Ridan this means turning the handle; with a Jora it means tumbling the bin.)

yes

no

Do you add wood pellets or shavings every time you add food to your composter?

yes

no

*These questions apply to both types of composter*

Are there enough collection containers around the school to collect food waste for composting?

yes

no

Is there a compost collection container in the staffroom?

yes

no

Is there a compost collection container in the school kitchen?

yes

no

Does every compost collection container have a label so people know what can be composted?

yes

no

Do children use the compost made at your school to plant seeds or plants in?

yes

no

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## Other Questions

Answer

	Answer	
Do the staff in the school kitchen recycle their cans and cardboard boxes?	yes	no
Is there a recycling box in the staff room for staff to recycle jars and cans?	yes	no
Does your school buy photocopying paper that is <u>made out of</u> recycled paper?	yes	no
Does your school buy toilet paper that is <u>made out of</u> recycled paper?	yes	no
Does your school buy hand towels that are <u>made out of</u> recycled paper?	yes	no

Once you have answered all the questions, it's time to make your **Action Plan**.

First look at where you've answered 'yes' which will show what you're good at. Make sure you celebrate this with the whole school!

Then look back at the questions you have answered 'no' and discuss which to turn into a 'yes.' Choose a few things which are quick and easy to sort out (e.g., making new signs for your recycling or compost containers) and then a project that will take a bit more work.

Remember to let the whole school know about your plans and involve them in taking action to Reduce, Reuse and Recycle as much as possible.

The [zone.recycledevon.org website](http://zone.recycledevon.org) has lots of resources to help you and your teachers including:

- instructions and videos showing you how to make your own recycled paper
- instructions for doing an audit of your recycling containers to see how much your paper is reused before being recycled
- the Compost Curriculum, with lots of information about composting in school and fun ways for teachers to use your composter(s) in lessons
- videos to show children and teachers what happens to rubbish, how materials are recycled, and what happens inside a compost bin
- What about Waste? a pack to help teachers incorporate waste issues into Literacy lessons
- games, including a 3Rs and compost Snakes and Ladders. Perfect for wet play!
- a great photo library with images you can download to use in posters, assemblies etc.

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