

# Eco-Audit Checklist

## How Sustainable is Our School?

### Welcome to your Eco-Audit!

This checklist will help you explore sustainable practices your school already has in place and find new ways to become even more environmentally responsible. Work as a team to check each area and think about actions you can take to improve. Ready? Let's go!



### 1. Energy Use

☐

Do we turn off lights when rooms aren't being used?

☐

Are computers and other devices switched off at the end of the day?

☐

Do we use energy-saving light bulbs?

☐

Could we use more natural light instead of lights?



✔ What can we do to improve?



### 2. Water Saving

☐

Do we turn off taps properly after using them?

☐

Are there any leaks or dripping taps that need fixing?

☐

Do we use water butts to collect rainwater for the garden?

✔ What can we do to improve?





### 3. Reducing Waste

- ☐ Do we reuse items like paper, card and plastic containers?
- ☐ Do we use paper from responsible sources and recycle it after use?  
***Did you know** that paper is one of the most recycled materials in the world, and its fibres can be reused up to seven times? This means it is an excellent renewable resource to use in school, when it is sourced responsibly. FSC® or PEFC certification shows that paper is sourced from sustainably managed forests.*
- ☐ Do we recycle card, plastic, metal and glass?
- ☐ Could we reduce the amount of single-use plastic we use in school?



✔ What can we do to improve?



### 4. Green Spaces

- ☐ Do we have areas for nature, like gardens or wildflower patches?
- ☐ How do we care for wildlife? For example, do we have bird feeders, bug hotels, or hedgehog houses in the school grounds?
- ☐ Do we have a variety of trees and other plants? Could we plant and grow more plants, including flowering plants, fruit and vegetables?

✔ What can we do to improve?





## 5. Food and Lunches



- ☐ Do we reduce food waste by only taking what we need?
- ☐ Are there meat-free or locally sourced meal options?
- ☐ Do we give pupils who bring in packed lunches advice about environmentally responsible choices, such as using reusable containers or bottles for snacks and drinks?

✔ What can we do to improve?



## 6. Travel and Transport

- ☐ Do pupils and staff walk, cycle, or scoot to school when they can?
- ☐ Do staff and pupils use public transport or car share when possible?
- ☐ Do we have a bike/scooter rack?
- ☐ Do we have – or could we start – a “Walk to School” day or week, or a car-sharing scheme?



✔ What can we do to improve?



## 7. Procurement (Buying Things)

Let's investigate! Ask your teachers or school staff:

- ☐ Do we buy paper and other supplies from companies that source materials responsibly?  
(For example, is our paper responsibly sourced from sustainably managed forests? Does it have the FSC® or PEFC symbol?)
- ☐ Are any products we buy made from recycled materials?
- ☐ Does the school buy from local suppliers to reduce travel emissions?
- ☐ When we order things, do we place large orders to reduce deliveries?

✔ What can we do to improve?



## 8. Spreading the Word

- ☐ Do we share sustainability tips with the whole school?
- ☐ Have we held assemblies, created posters, or written eco-newsletters?
- ☐ Could we put information on the school website?
- ☐ Could we start an 'Eco Club' or organise an environmental awareness day?

✔ What can we do to improve?



### Our Top Priorities:

After completing your audit, pick **3 actions** you want to focus on first.

1. ....
2. ....
3. ....

**Well done, everyone!** You've taken the first step toward making your school a sustainable place that works with nature and cares for the environment. Now it's time to use your **Action Plan** to make these changes happen!



## Questions for Adults

When you're doing your Eco-Audit, some things might need a little detective work! Here are some questions you can ask teachers, the business manager and office staff, the school's eco-coordinator (or sustainability lead), or the site manager to help you learn more about what the school is already doing — and what could be improved.

### 1. Energy and Water

*Good people to ask: The site manager, eco-coordinator, or office staff.*

- How do we remind everyone to turn off lights and devices when they're not in use?
- How do we remind everyone to close windows and doors when the heating is on?
- Have we ever checked how much energy and water the school uses?
- Do we have any timers or sensors for lights?
- How do we check for leaks or dripping taps?

### 2. Waste and Recycling

*Good people to ask: The eco-coordinator, cleaners, or office staff.*

- What happens to the paper and card we put in the recycling bins?
- Do we recycle other things, like plastic, glass, metal or food waste?
- How do we try to reduce waste in school?

### 3. Green Spaces

*Good people to ask: The eco-coordinator, teachers, or the site manager.*

- Do we have any gardens or green spaces in school?
- Who looks after them, and could we help?
- Could we plant more trees, flowers, or vegetables?

### 4. Food and Lunches

*Good people to ask: Kitchen staff, midday supervisors, or the eco-coordinator.*

- What happens to leftover food from lunch?
- Are there any vegetarian or locally sourced meal options?
- Do we encourage pupils to use reusable bottles and containers?

### 5. Travel and Transport

*Good people to ask: Teachers, the school council, or the office staff.*

- Do we have a "Walk to School" or "Bike to School" programme?
- Is there a safe place to park bikes and scooters?
- How does the school encourage pupils to travel in ways that are less harmful to the environment?

## 6. Procurement (Buying Things)

*Good people to ask: The office staff or headteacher.*

- Do we buy our supplies from environmentally responsible companies? How do we know they are environmentally responsible?
- Is the paper the school buys responsibly sourced from a sustainable forest? Does it carry the FSC® or PEFC symbol?
- When we order things, do we try to buy in bulk to reduce deliveries?
- Do we choose local suppliers when we can?

## 7. Spreading the Word

*Good people to ask: Teachers, the eco-coordinator, or the school council.*

- How do we tell the rest of the school about eco-projects?
- Could we create posters, newsletters, or assemblies to spread the word?
- Would the school support us if we wanted to run an 'Eco Action Day'?

### Top Tips:

Take notes as you ask questions, so you can use what you learn to make your Action Plan even better!

Ask the adults at school about ideas they might have for improving sustainability in school.

