

Food Waste Reduction Action Plan

Site:

Review Date:

Action	Yes/ No	Month 1 Comments	Yes/No	Month 2 Comments	Yes/No	Month 3 Comments
Nominate/ appoint a Food Waste Reduction Champion. Who is this person? Advise the team and confirm their responsibilities.						
Conduct a baseline food waste audit.						
Set a food waste reduction target and communicate this to staff.						
Conduct follow-up food waste audits regularly to check progress and provide feedback.						

Enter the specific changes your site is implementing to reduce food waste below and monitor progress.

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Intervention 1						
Intervention 2						
Intervention 3						