 Notes

*This document is designed to be tailored by your organisation as appropriate i.e. as a food waste reduction policy and/or text to form standard operating procedures around food waste reduction and assigned to roles within your organisation as you see fit.*

# Food Waste Reduction – Target, Measure, Act

At [**business name],** we believe that setting a target, measuring and taking action to reduce our food waste by feeding people not bins, is good for the wellbeing of our local community, our planet and our business.

**Our Food Waste Reduction Actions:**

**[Business name]** is committed to the following actions:

* **Target:**
	+ Reduce the amount of food we throw away by [%] by [date] using [date] as a baseline **[sign up to the** [**UK Food Waste Reduction Roadmap**](https://wrap.org.uk/food-waste-reduction-roadmap)**].**
* **Measure:**
	+ Track the amount of food we throw away daily.
* **Act:**
	+ Actively engage our staff in suggesting ideas to reduce food waste and to take ownership to act on them.
	+ Redistribute surplus food which is still safe to eat to **[insert scheme name] [or] [other initiative]** from **[date].**
	+ Where the organisation has control, send food waste that cannot be prevented for anaerobic digestion/ composting through **[waste management contractor]** from **[date]**.
	+ Comply with relevant food safety and waste legislation.
* **Engage:**
	+ Create a strategic food waste reduction action plan that links all the departments and processes in the business.
	+ Identify the internal and external stakeholders that must be engaged to achieve success, including customers, suppliers and waste management contractors.
	+ Communicate with our customers on the actions we are taking to reducing food waste.

To achieve these actions, we are embedding the following **[e.g. through Standard Operating Procedures]:**

**Staff Training & Support:**

* **[For larger businesses]** We adopt processes for cultural change.
* We adopt the **[‘Guardians of Grub; Becoming a Champion’]** learning programme, to empower and train existing and new staff on how to reduce food waste safely / **OR /** We provide food waste measurement and reduction and recycling training for our staff **[e.g. through onboarding].**
* We appoint Guardians of Grub Champions within our business to measure, track and report on our food waste.
* We communicate **[food waste reduction policy / standard operating procedures**], targets and action plan to our employees.
* We will include food waste reduction responsibilities in job descriptions.
* We make staff aware of the benefits of reducing food waste.
* We encourage all staff to put forward ideas for further improvements.
* We challenge and address wasteful behaviours.
* We reinforce good practice and recognise the contribution of individuals.
* We communicate our success with customers.
* We will include food waste reduction responsibilities in job descriptions.

**Measure, Track and Report:**

* We set food waste reduction targets and share with all staff.
* We measure and track Spoilage, Preparation, Plate and Other (e.g. over production) food waste on a **[daily/ monthly/ quarterly]** basis to track the impact of our actions.
* We keep staff updated on our progress **[eg team meetings, posters, etc.]**.
* We develop and implement a food waste reduction action plan.
* We review and report our progress to Management Teams on a **[monthly/quarterly]** basis. We strive for continual improvement in food waste reduction, safe food redistribution and recycling.

**Smart Ordering:**

* We check our stock and purchase only what we need.
* We buy appropriate amounts of fresh produce regularly enough to prevent it going off before use’, in accordance with our contractual commitments.
* We support local suppliers where possible - using fresh seasonal produce that lasts longer in accordance with our procurement approach.

**Savvy Storage:**

* We store newer items at the back to ensure older items are used first.
* We label and date new supplies as they come in.
* We use airtight containers or cling film to keep ingredients fresh – or freeze them.
* We use frozen, dried, bottled or tinned goods as alternatives to fresh, where quality is comparable.
* We review and revise shelf/storage plan frequently to reflect our menu.
* We store dairy products, cooked meat, raw meats, fish, fruit and vegetables that require chilled storage separately in the refrigerator.

**Smart Menu:**

* We ensure staff are familiar with the entire menu and all its components.
* We explore ways of using the same ingredients for different dishes.
* We use cooking methods for meat, fruit and vegetables and herbs that make the most of the ingredients.
* We are creative in our use of leftover ingredients and offcuts.
* We include seasonal produce where possible.
* We review our menu regularly.
* We work with our suppliers to arrange just-in-time deliveries.
* We buy non-perishable items in bulk.

**Preparation:**

* We avoid excess trimming of fish, meat and vegetables.
* We re-use as much of each food item as possible.
* We re-use any surplus in other dishes, use the next day or freeze.
* We use scales to measure ingredients and portions.
* We ensure every dish is of a consistently high standard.
* We review preparation schedules and food handling procedures regularly.
* We remove less popular dishes from our menus.
* We offer the same menu in different portion sizes, and/ or as side dish options.
* We keep portion sizes consistent, use standard spoons and measures.
* We present food creatively to ensure the correct quantity is served.

**Engage customers:**

* We ask our customers what they like, to ensure they want to eat everything in their meal.
* We offer takeaway boxes and share Love Food Hate Waste messaging with our customers **[**[**Resource Pack link]**.](https://wrap.org.uk/sites/files/wrap/UK%20LFHWHospitalityResourcePack_0.pdf)
* We let our customers know about our food waste reduction initiatives, and ask them what they think **[eg feedback cards, etc].**

**Redistribution:**

* We will redistribute surplus food to a registered partner where it is safe.
* We will identify a key redistribution partner **[list available** [**here**](https://wrap.org.uk/content/emergency-covid-19-surplus-food-redistribution-resource-hub)**].**

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