**Food Waste Action Plan**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **By who** | **By when** | **Date completed** | **Comments** |
| **Reduce food waste** |
| 1 | Introduce a specials board to use up excess ingredients | [Name] | [Date] | [Date] |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Redistribute surplus food** |
| 1 | Contact organisations that redistribute surplus food to explore how we can donate | [Name] | [Date] | [Date] |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Recycle food waste** |
| 1 | Contact organisations that recycle food waste to discuss setting up collections | [Name] | [Date] | [Date] |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |