



Environmental Review Checklist

School Name	Clifton Hall School
Local Authority	City of Edinburgh Council
Postcode	EH28 8LQ
Date of Review	September 2010

Environmental Review Checklist

The aim of the Environmental Review is to help the Eco Committee get a clear view of the current environmental state of the whole school and it must be completed by the Eco Committee with the help of other members of the school community. It will help to identify where improvements can be made and will be the main tool to help the Eco Committee decide which topics should be part of the school's Action Plan.

The checklist is divided into sections mirroring the Eco-Schools Scotland's environmental topics, currently: Litter, Waste Minimisation, Energy, Water, Transport, Health & Well-being, School Grounds, Sustaining our World, and Biodiversity.

One way to use the checklist is to divide each section between groups of Eco Committee members and other pupils so that different groups concentrate on different areas. Let each group work through their allocated area and then ask them to come together and discuss their findings. You should produce a summary of your findings and display it in a way that the rest of the school can easily understand.

You **MUST** carry out the whole Environmental Review annually, looking at all the environmental topics! A copy of the pupils' most recent Environmental Review is an essential requirement within a Green Flag application.



Litter

School Name

Clifton Hall School

Date

September 2010

Children Involved

Sarah Gardiner, Emily-Anne Mowitt, Aaron Nuhi, Liam Foley, Holly Lind, Hayley Murray, Harri McCulloch, Alys Nettleton, Anya Munro, Ross Hunter, Abigail Herriot and Dallas Dalmau.

Question 1
Does the school have a clear policy on litter?
YES/NO Comments
NO - School has not had a problem with litter.
However, we feel we should have a policy so everyone is clear on school's view of litter.

Question 2
Does it work?
YES/NO Comments
N/A

Question 3
If not, is the school taking action to address the issue?
YES/NO Comments
YES - We will make a school litter policy.

Question 4
Are there enough litter bins inside the school?
YES/NO Comments
YES

Question 5
Are they in the right places?
YES/NO Comments
YES

Question 6
Has there been a survey of litter in the school grounds?
YES/NO Comments
YES - Review in 2006. Positive results about lack of litter during external estates security review. Will do a pupils led one this year.

Question 7
Are outside bins in the right places?
YES/NO Comments
N/A - there are no outside litter bins.

Question 8
Have pupils undertaken a litter audit to determine the main types of litter found?
YES/NO Comments
NO - Environmental club and Junior pupils will do so this year.

Question 9
Has the school introduced rewards or sanctions to discourage littering?
YES/NO Comments
NO - littering has not been a problem.

Question 10
Has the school been involved in Community Litter Picks, Beach Cleans, and National Spring Clean or similar?
YES/NO Comments
NO - we will be purchasing litter pickers and doing litter picks this term.

Things we are happy with..
Lack of visible litter in the school grounds.
Enough litter bins available in school.

Things we need to take action on....
Looking closely for litter in school grounds and collect.
Discussing types of litter found and how they got there.
Create a litter policy.



Waste Minimisation

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Children Involved

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<p>Question 1 Is all scrap paper saved for recycling or re-use including the re-use of envelopes? YES/NO Comments YES - scrap paper is reused in all classrooms. Envelopes used in school are reused. Envelopes from external sources are recycled.</p>
<p>Question 2 Is all paper, including photocopies, always used on both sides? YES/NO Comments NO - sometimes paper only single sided. However, where appropriate we always try and use both sides of paper.</p>
<p>Question 3 Are home-school communications managed via sibling lists, email and/or mobile phones to reduce paper use? YES/NO Comments YES - most communication by phone. Newsletters distributed by a siblings list. However, paper copy of bulletin is issued.</p>
<p>Question 4 Are copies of documents stored electronically rather than on paper? YES/NO Comments YES - All new documents are stored electronically (such as letter formats and forward plans)</p>
<p>Question 5 Do school lunches and pupils' packed lunches avoid throwaway packaging? YES/NO Comments Yes - only school dinners offered.</p>

<p>Question 6 Does the school host or use recycling facilities? YES/NO Comments YES - paper recycling in every classroom. Paper and cardboard are collected by a recycling company. Other materials are recycled where possible in school, but not taken away due to high cost of pick-up.</p>
<p>Question 7 Does the school have properly managed compost bins? YES/NO Comments YES - compost bins in school grounds and in nursery.</p>
<p>Question 8 Has composting been successful and the resulting product used? YES/NO Comments YES - By Mr Bruce (Groundskeeper) and by nursery in their garden</p>
<p>Question 9 Does the school buy recycled photocopy paper, exercise books and headed notepaper? YES/NO Comments NO - Costing issue with this. These are checked, however, to be from sustainable sources.</p>
<p>Question 10 Are toilet paper and hand towels made from recycled fibre? YES/NO Comments YES</p>

Things we are happy with..
Use of scrap paper.
Documents and communication not using much paper.
Composting.
Paper recycling.

Things we need to take action on....
Using paper on both sides.
Make sure paper recycling and tea bags/fruit peelings are collected at least once a week.
Try to make bulletin electronic.



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Question 1

Does your school use any sources of renewable energy?

[YES/NO Comments](#)

NO - We will be getting a review and details of cost implications from Changeworks in term one.

Question 6

Are rooms carpeted to insulate solid floors and exclude draughts?

[YES/NO Comments](#)

YES - All classrooms and corridors are carpeted. Front hall is not.

Question 2

Is the hot water supply properly managed i.e. no dripping taps, well-insulated piping, comfortably hot to use, etc?

[YES/NO Comments](#)

YES - Anti-scald taps in some areas and exposed piping insulated

Question 7

What is your school's 'Energy Performance Rating'?

[Comments](#)

Unknown.

Question 3

Are windows and doors properly insulated and draught-free?

[YES/NO Comments](#)

NO - Old windows in a grade A listed building.

Question 8

Do radiators have shelves and reflector panels to maximise heating output, and space for good circulation?

[YES/NO Comments](#)

NO - some radiators are fitted with these, but not all.

Question 4

Are curtains and blinds well-fitting and closed at night?

[YES/NO Comments](#)

YES - All blinds and curtains that can be closed are. Most, but not all, windows have these.

Question 9

Is all electrical equipment - projectors, computers, monitors, smart boards, televisions, photocopiers, etc - switched off when not in use?

[YES/NO Comments](#)

NO - Many computers are left to sleep rather than switched off.

Question 5

Do all outside doors close automatically?

[YES/NO Comments](#)

YES - All doors designed to close after you (with exception of first front doors).

Question 10

Are electronic energy monitors or 'smart meters' fitted anywhere around the school?

[YES/NO Comments](#)

NO

Things we are happy with..

Self closing doors to keep warmth in.
Well-fitting blinds in most classrooms.

Things we need to take action on....

Turning off computers when not in use.
Look into costings of renewable energy.



Water

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<p>Question 1 Do you read and record water usage? YES/NO Comments School water usage recorded by meter readers and invoices sent to school.</p>
<p>Question 2 Are timed operation and/or low volume spray taps installed anywhere? YES/NO Comments YES - In nursery. Mr Grant (Headmaster) has said he will fit these everywhere when taps are to be replaced.</p>
<p>Question 3 Are dripping taps repaired quickly? YES/NO Comments YES - Mr Bruce (Groundskeeper) is quick to fix anything.</p>
<p>Question 4 Have automatic flush controls been fitted to urinals? YES/NO Comments YES - All urinals have these.</p>
<p>Question 5 Have low flush volume and/or water hippos been installed in toilet cisterns? YES/NO Comments YES - Low flush volume toilets.</p>

<p>Question 6 Are pupils aware of the process of water purification from reservoir to tap? YES/NO Comments NO - To be looked at with senior pupils in Citizenship and junior pupils in assembly.</p>
<p>Question 7 Are pupils aware of 'The Water Cycle'? YES/NO Comments YES - Looked at in Junior 2 and in Secondary 1 Geography.</p>
<p>Question 8 Is rainwater diverted from the roof to top up the school pond or maintain a wetland area? YES/NO Comments NO - New pond, will look into developing this.</p>
<p>Question 9 Is rainwater collected for watering plants? YES/NO Comments YES - Rainwater collected from games hall.</p>
<p>Question 10 Have pupils investigated the sources of water pollution? YES/NO Comments YES - Worked on in Secondary 1 Geography.</p>

Things we are happy with..
Understanding of water cycle and water pollution.
Water is not overused or wasted.

Things we need to take action on....
Could make more use of rainwater.
Learn about water purification.



Transport

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<p>Question 1 Does your school have a School Travel Plan and is it shared with parents? YES/NO Comments NO - CHS does not have a school travel plan as such. Parents are given details of bus timetables provided by school.</p>
<p>Question 2 Do staff and pupils mostly walk, cycle or use public or school transport as appropriate? YES/NO Comments NO - Due to location most drive to school. A good number of pupils do take the school bus.</p>
<p>Question 3 Do most cars bring two or more people to school? YES/NO Comments YES - most cars arrive with more than one pupil.</p>
<p>Question 4 Does the school have dry, secure cycle storage? YES/NO Comments YES - Bike rack outside PE storage area.</p>
<p>Question 5 Does the school provide bicycle or mountain biking instruction for pupils? YES/NO Comments NO - Last cycle instruction in 2006. Will try to arrange more soon.</p>

<p>Question 6 If yes, does the instruction include on-road or off-road training? <input type="checkbox"/> ON ROAD <input type="checkbox"/> OFF ROAD (tick both if they apply) Comments</p>
<p>Question 7 Is there a network of safe routes to school? YES/NO Comments NO - Busy roads with blind corners unsuitable for pupils cycling.</p>
<p>Question 8 Do any school vehicles run on diesel, biodiesel, LPG, electricity or hybrid technology? YES/NO Comments YES - All school minibuses run on diesel.</p>
<p>Question 9 Does the school hold regular walking or cycling events? YES/NO Comments NO - Due to location this would be very difficult.</p>
<p>Question 10 Have pupils undertaken a traffic survey at or near the school? YES/NO Comments NO - This was done in the past. Will make this a regular occurrence from now on.</p>

Things we are happy with..
Service provided by school buses.
Bike racks available for bicycles.

Things we need to take action on....
Do a traffic survey near the school.
Try to arrange a cycle instruction event.
Encourage car sharing or using bus if possible.



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Question 1

Does the school offer a full range of healthy eating options with appropriate sizes of portions to minimise food waste?

YES/NO Comments

YES and NO - good range of food options. Much food is, however, still wasted.

Question 6

Are school meals prepared on site from fresh, raw and local ingredients (where possible)?

YES/NO Comments

YES - all meals prepared on site from a local food supplier. Nursery eat food grown from their garden.

Question 2

Is there a vegetarian source of protein available every day?

YES/NO Comments

YES - Good range of vegetarian options.

Question 7

Do all pupils take part in two hours of quality Physical Education per week?

YES/NO Comments

YES - All pupils have at least an hour of PE and an hour of swimming. Older pupils also have several hours of games per week.

Question 3

Are the cultural, religious and special health/dietary (kosher, halal, vegan, gluten/nut-free) needs of pupils taken into account?

YES/NO Comments

YES - Halal, nut-free, vegan and non-dairy options have been available.

Question 8

Is there a range of sports and extra-curricular clubs available for pupil participation?

YES/NO Comments

YES - Wide range of sports and activities available to pupils.

Question 4

Does your school have drinking water fountains or coolers?

YES/NO Comments

YES - Drinking fountain available to all.

Question 9

Does the school have an effective anti-bullying policy and/or a 'buddy' system?

YES/NO Comments

YES- Clear school Anti-Bullying Policy.

Question 5

Do most packed lunches contain fresh fruit or vegetables?

YES/NO Comments

YES - Packed lunches only used for trips. Always contain fruit and vegetables.

Question 10

Does the school deliver programmes supporting 'sustainable communities'?

YES/NO Comments

NO - will look into this in future.

Things we are happy with..

Good range of food available.
Excellent range of sports and extra-curricular activities.
All pupils have regular exercise.

Things we need to take action on....

Try to reduce amount of food waste in dining hall.



School grounds

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Question 1
 Are the school grounds free of herbicides and pesticides?
[YES/NO Comments](#)
 NO - Weedkillers used in large ground areas.
 Grounds are free of fertilisers.

Question 2
 Are there plenty of things for climbing and balancing, jumping and swinging from, and/or good sports facilities?
[YES/NO Comments](#)
 YES - Climbing and balancing play in Junior playground and Nursery garden. Sports goals and pitches.

Question 3
 Are there quiet, shaded and sheltered areas outside to sit and talk?
[YES/NO Comments](#)
 YES - Cedar tree in Junior playground. Benches around Senior playground.

Question 4
 Where appropriate are there lots of different surfaces and materials for pupils to experience e.g. in a sensory garden?
[YES/NO Comments](#)
 YES - In nursery playground. All other playgrounds are natural environment.

Question 5
 Are there murals, mosaics or other art works?
[YES/NO Comments](#)
 NO - All playgrounds grass, Could do walls around school?

Question 6
 Where appropriate are there games or artwork painted on the playground?
[YES/NO](#)
 YES - painted lines and games in nursery. Other playgrounds grass.

Question 7
 Does the school have a garden/allotment area managed by pupils where they can grow and taste fresh fruit, vegetables and herbs?
[YES/NO Comments](#)
 YES - Poly-tunnel used by Junior and Senior pupils. Nursery grow their own fruit and vegetables in their garden.

Question 8
 Are the school grounds used for learning and teaching?
[YES/NO Comments](#)
 YES - grounds used all the time and outdoor classroom used.

Question 9
 Are the school grounds open for public use at any time?
[YES/NO Comments](#)
 YES - by arrangement outside school hours.

Question 10
 Are any areas of the school grounds unusable e.g. due to poor drainage, subsidence, broken tarmac etc.?
[YES/NO Comments](#)
 NO

Things we are happy with..
 Use of school grounds for learning.
 Pupils experience growing of fruit, vegetables and plants.

Things we need to take action on....
 Look at how and where we could paint murals.



Biodiversity

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Date

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Children Involved

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Question 1

Does the school have an ethos of 'respecting and caring for other living things'?

[YES/NO Comments](#)

YES - Focus on plants and animals in grounds and how to care for them.

Question 6

Do pupils regularly have the opportunity to observe and/or experience nature and wildlife in different ways?

[YES/NO Comments](#)

YES - Pupils go into grounds and observe different species of plants and animals.

Question 2

Does the school provide a range of habitats to encourage biodiversity?

[YES/NO Comments](#)

YES - birdboxes, quiet areas in woods and near river. Recently created school pond. Badger setts, buzzards and derr can be found in grounds at different times.

Question 7

Does the school celebrate local biodiversity during the school year?

[YES/NO Comments](#)

YES and NO - Ongoing work with local biodiversity. Could make a themed day of this?

Question 3

Is it obvious to visitors that the school cares about other living things?

[YES/NO Comments](#)

YES - display boards show pupils working in local environment.

Question 8

Could more be done to develop the schools grounds or local area for their biological potential?

[YES/NO Comments](#)

YES and NO - Already built an outdoor classroom and pond. Could look at making river area more accessible.

Question 4

Is there long-term monitoring of habitats and/or wildlife?

[YES/NO Comments](#)

YES - Bird watching every year

Question 9

Is there a local natural site, accessible to the school, for it to 'adopt' - to monitor and manage for the long term?

[YES/NO Comments](#)

NO - We have large grounds and so this isn't necessary.

Question 5

Are records kept of this monitoring?

[YES/NO Comments](#)

YES?

Question 10

Do the school grounds or local area give pupils a chance to plant seeds/seedlings of native plants both in and out of doors, watch them grow, and care for them?

[YES/NO Comments](#)

YES - Polytunnel and grounds used for planting.

Things we are happy with..

Working with local biodiversity.

Opportunity to grow plants.

Have natural and created areas where we can observe and monitor wildlife.

Things we need to take action on....

Could make a focus day/day of action about working outdoors with local plants and wildlife.



Eco-Schools

Environmental Review Checklist

Sustaining Our World

School Name

Clifton Hall School

Date

September 2010

Children Involved

Sarah Gardiner, Emily-Anne Mowitt, Aaron Nuhi, Liam Foley, Holly Lind, Hayley Murray, Harri McCulloch, Alys Nettleton, Anya Munro, Ross Hunter, Abigail Herriot and Dallas Dalmau.

Question 1

Has the school investigated the link between local and global issues i.e. how our actions can affect the lives of others far away?

[YES/NO Comments](#)

YES - climate change researched in Junior 6 Global Environment topic.

Question 6

Have pupils made the link between Fair Trade and Environmental Protection?

[YES/NO](#)

YES - Discussed in Junior 5 Rainforest topic.

Question 2

Are pupils aware of the importance of the conservation worldwide of natural habitats, resources and cultures?

[YES/NO Comments](#)

YES - Focussed on in Junior 5 Rainforest topic.

Question 7

Has the school considered its school Global Ecological Footprint? If so, has action been taken to reduce it?

[YES/NO Comments](#)

NO - Not done as a school. Pupils do individual global footprints in Junior 6 Global Environment topic.

Question 3

Is the school taking part in the UNICEF 'Rights Respecting Schools' initiative?

[YES/NO Comments](#)

NO - We do not do this currently, but will look into this.

Question 8

Has the school set up a link with a school in another country to discuss environmental or other issues?

[YES/NO Comments](#)

NO - Will look into this in the future.

Question 4

Have pupils investigated the potential impact of Climate Change on the lives of people across the globe?

[YES/NO Comments](#)

YES - Looked at in Junior 6 Global Environment topic.

Question 9

Has the school learned about other countries' ways of becoming more sustainable?

[YES/NO Comments](#)

Yes - In Junior 6 Global Environment topic pupils look at car manufacture and renewable energy.

Question 5

Is the school a 'Fair Trade School'?

[YES/NO Comments](#)

NO - We have had fairtrade sales, but could do more on this.

Question 10

Has the school supported any global environmental charities?

[YES/NO Comments](#)

NO - We have previously focussed on local charities and child focussed charities.

Things we are happy with..

Work on understanding climate change.
Understanding effect of our lives on global environment.

Things we need to take action on....

Develop more work with fair trade products.
Create links to other schools for Eco work.



Eco-Schools

Environmental Review Checklist

General points

School Name

Clifton Hall School

Date

September 2010

Children Involved

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Question 1

Does the school celebrate its efforts to improve the environment through involvement in the Eco-Schools programme?

[YES/NO Comments](#)

YES - Everyone aware of Eco work and the awards we currently have for Eco Schools.

Question 2

How does it do this?

[Comments](#)

Notice Boards, Folders and Website clear for everyone to see.

Question 3

Are corridors used for special design projects such as murals?

[YES/NO Comments](#)

NO - will look at this in the future.

Question 4

Are there comfortable places to sit in corridors and common spaces?

[YES/NO Comments](#)

YES - Places in open area, corridors and front hall.

Question 5

Does the school invite the local community to participate in its Eco-Schools activities, such as Eco 'Days of Action'?

[YES/NO Comments](#)

NO - School is not easily accessible to the public.

Question 6

Do rooms have features or decorations designed and made by pupils or tutor groups?

[YES/NO Comments](#)

YES - All rooms have displays and decorations created by pupils.

Question 7

Are Eco-Schools activities integrated into the school curriculum?

[YES/NO Comments](#)

YES - At all stages in the school, Eco-Schools work is linked to curricular work.

Question 8

Are Eco-Schools activities included in the School Improvement/Development Plan?

[YES/NO Comments](#)

YES - School development plan agrees to support all Eco activities.

Question 9

Is there an Eco-Schools notice board in a prominent position in the entrance hall?

[YES/NO Comments](#)

YES - Eco notice board and several folders in open area. Folders also in front hall area.

Question 10

Are your Eco-Schools activities displayed anywhere in the community?

[YES/NO Comments](#)

NO - We are a rural school and so external community is remote from our location.

Things we are happy with..

Promoting and celebrating School Eco work.
Eco activities in school plans and embedded in the curriculum.

Things we need to take action on....

Create murals and design projects in the corridors.
Try to create some kind of links to outside community.



Overall Summary

School Name

Clifton Hall School

Date of Summary

September 2010

Topics

LITTER, WASTE, ENERGY, SCHOOL GROUNDS, WATER, BIODIVERSITY, SUSTAINING OUR WORLD, HEALTH & WELLBEING, TRANSPORT

Environmental Review Overall Summary

FOLLOWING OUR SURVEY OF THE ENVIRONMENT OF OUR SCHOOL WE HAVE FOUND:

Things we are happy with:

- Recycling and composting.
- Work on Global Environment and Biodiversity.
- Water usage.
- Lack of visible litter
- Eco work on show in school and on website.
- Eco work embedded in the curriculum.

Things we need to take action on:

- Creating a school litter policy.
- Replacing paper bulletin with an electronic bulletin.
- Using our grounds more to enhance learning and environmental understanding.
- Working out strategies to reduce energy loss.
- Create murals in school building and grounds.
- Create links to other schools and communities.
- Develop use and understanding of fair trade products.

Things we will put into our Eco-Schools action plan for session 20 10 to 20 11

- Create a litter policy.
- Monitor and collect litter in school grounds.
- Investigate replacing paper bulletin with an electronic bulletin.
- Outdoor Day of Action.
- Keep up recycling of paper and tea bags.
- Create a mural in the school grounds.
- Create a survey on how pupils get to school.