



### SCHOOL CHECKLIST



# FOR ENVIRONMENTAL AND PUBLIC HEALTH DIPLOMAS





THE PUBLIC ADMINISTRATION OF ENVIRONMENT AND INFRASTRUCTURE

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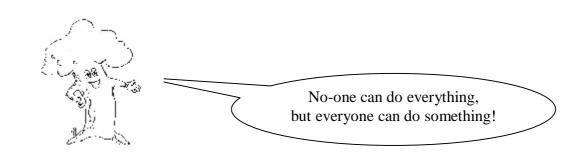
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### **Environmental Diplomas**

This checklist, revised in May 2006, was designed by the Nature School which also supports schools in working with the checklist and is responsible for awarding diplomas.

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### **Background**

The local Agenda 21 of the eco-municipality of Nynäshamn stipulates that all administration and municipal companies are to have an environmental and public health plan. This is also reflected in the municipality's goals and budget. The purpose of the environmental and public health plans is to transform the high level goals of Agenda 21 into concrete and specific objectives that have a direct impact on activities and operations.

In May 2003, a new environmental and public health plan for the public administration of child-care and education was approved (see *Goals and Budget*, the eco-municipality of Nynäshamn). The current plan covers the period 2003 through 2006 and in order to facilitate environmental efforts, a checklist is to be produced for all units within the administration. The school checklist for environmental and public health diplomas is an example of such a list. Using it, schools can track their progress in the area of environment and public health, and quickly assess where improvement is needed.

#### **Purpose of the Checklist**

- It provides structure and direction to environmental efforts aimed at achieving goals set up in the environmental and public health plan for the public administration of child-care and education.
- It aides achieving the goals defined in the local school plan 2003-2006.
- It aides achieving the goals for grade 5 and 9 defined in the Curriculum for the compulsory school system (Lpo 94).
- It makes visible the fantastic environmental work already done and promotes further development by awarding the school a diploma.
- It can be used as a tool for defining goals, finding areas to improve, and creating an action plan.
- It groups items into areas, facilitating the division of responsibility.
- It can be used for group discussions and to focus individual efforts towards a common goal.
- It assists in the sharing of good examples and best practices that are often discovered or highlighted during the diploma assessment phase.
- It functions as a supplement to other educational activities by letting school personnel and pupils do hands-on work, converting knowledge into practice.
- It can be seen as a smorgasbord enabling each school to work with environmental issues in a way that fits them depending on interest and ability.

#### **Outline of the Checklist**

The checklist consists of eight areas containing a number of items that each give one point if completed. To receive a diploma, the school must achieve a certain number of points in each area. Diplomas come in three levels, each subsequent level requiring an increased number of points in each area. For the lowest level, the school is awarded a bronze diploma, for the medium level a silver diploma, and for the top level a gold diploma.

The levels have been named year 1, year 2, and year 3 to spur schools to improve continuously. However, there are no formal requirements on how quickly a certain level must be achieved. Some schools might be qualified for the year 1 (bronze) diploma from scratch while other must work hard to achieve it. Likewise, a four or five year plan might be the only feasible way to obtain the year 3 (gold) diploma.

In order for environmental efforts to progress, continuity and planning in advance are required. This means that when receiving the bronze diploma, work with achieving the objectives of the silver diploma should already be under way. If not, there is a risk of environmental efforts temporarily halting at each diploma level. Using the checklist, the school can avoid this problem through the early identification of areas of improvement to reach the next level.

#### **The Environmental School**

In review of Swedish schools, The Swedish National Agency for Education found that educational efforts on the environment on a broad scale are often lacking. To amend this, the government decided that schools prominent in the environmental area are to be awarded the title *School for Sustainable Development*. To earn this title, the school must meet certain requirements in *all* its operations.

Administration of the title is done by the Swedish National Agency for School Improvement. To them, an important objective for all schools is to develop the pupils' readiness for action in the area of sustainable development. Through combining theoretical knowledge and hands-on exercises, pupils develop qualities such as initiative, imagination, and creativity. This in turn increases the pupils' confidence and can aid taking responsible decisions.

A natural next step after working with this checklist is to start working to meet the requirements necessary to become a *School for Sustainable Development*.

### Responsibility and Influence of Pupils

Each year, environmental improvements suggested by pupils will be highlighted. A trophy will be awarded to the school which has implemented the best pupil suggestion.

**Applications** Schools wishing to participate in the diploma program can apply by

contacting the Nature School.

**Reporting** The checklist must be signed by the school's headmaster and environmental

representative and handed in to the Nature School before April 30.

**Assessment** The school's headmaster, environmental group, and personnel from the

Nature School meet to go through the checklist and appended documentation. The main purpose of the assessment is to enable the Nature School to learn of good examples and best practices rather than to examine if all points on the

checklist have in fact been achieved.

**Diplomas** In autumn, diplomas are awarded to schools that attain the required number of

points. A trophy is also awarded to the school which has implemented the

best pupil suggestion on an environmental improvement.

### **Responsibility for Environmental Work**

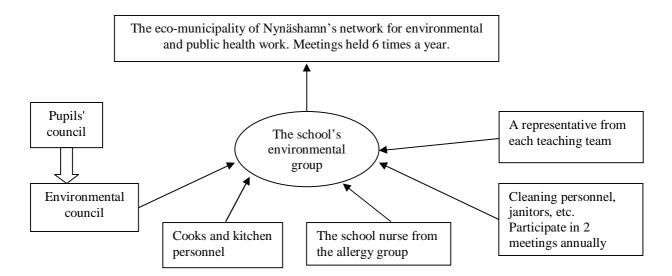
It is important to delegate the responsibility for environmental efforts in order to avoid the obstacles outlined in The Poetry of Work below. A number of people will be needed to cover all areas in the checklist. For some areas it will be self-evident who is to be responsible, in other areas this might not be as clear cut. It is impossible for one single person to be responsible for all environmental work. There should, however, be one single person coordinating all efforts; preferably, this is the school's environmental representative.

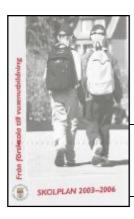
### The Poetry of Work

This is a story about four people: Everyone, Someone, Anyone and No-one.

There was a very important job to be done and Everyone was convinced Someone would do it. Anyone could have done it but No-one considered it to be Everyone's job. Everyone thought that Anyone could do it but No-one realized that Everyone wouldn't do it. In the end Everyone blamed Someone when No-one did what Anyone could have done.

### Suggested organisational model





### **Education**

**Objective:** Each preschool is to work actively with knowledge and awareness of environmental issues

(Local School Plan 2003-2006, the eco-municipality of Nynäshamn)

### Excerpts from the Curriculum for the compulsory school system (Lpo 94)

#### 1. FUNDAMENTAL VALUES AND TASKS OF THE SCHOOL

[The task of the school] It is important that education provides general perspectives. /.../ An environmental perspective provides them [the pupils] with opportunities not only to take responsibility for the environment in areas where they themselves can have a direct influence, but also to form a personal position with respect to global environmental issues. Teaching should illuminate how the functions of society and how our ways of living and working can best be adapted to create conditions for sustainable development (page 7).

#### 2.1 NORMS AND VALUES

[Goals to strive towards] The school should strive to ensure that all pupils:

• show respect and care for the immediate environment as well as for the environment in a wider perspective (page 10).

#### 2.2 KNOWLEDGE

[Goals to attain in the compulsory school] The school is responsible for ensuring that all pupils completing compulsory school:

• know the requirements for a good environment and understand basic ecological contexts (page 12).

### 2.8 RESPONSIBILITY OF THE SCHOOL HEAD

The schoolhead /.../ has specific responsibility for ensuring that:

- teaching in different subject areas is co-ordinated so that the pupils are provided with the opportunity of broadening their overall understanding of wider fields of knowledge (page 20).
- interdisciplinary areas of knowledge are integrated in the teaching of different subjects. Such areas cover, for example: **the environment**... (our emphasis) (page 20).

We annually revise the school's action plan which has clearly stated objectives for environmental work (see template in Appendix A). [compulsory]	Year 1	Year 2	Year 3
The school has an environmental group including the janitor, cleaners, school cooks, and a representative from each teaching team. [compulsory]			
The school has an environmental council, reporting to the student's council, consisting of students and a contact teacher (see suggested organisational model, page 5). [compulsory]			
Environmental work, and thereby the environmental group and council, is actively supported by school management.			
We use themes to work with environmental issues in an interdisciplinary way.			
Theoretical knowledge of environmental issues and sustainable development is integrated with hands-on tasks within the school, on a local, and on a global level.			
Environmental work is done cooperatively, including all groups of personnel and, if possible, parents.			
We investigate how our school affects the local environment. This research is used when drafting the action plan.			
At least one pupil suggestion on environmental improvement is implemented each year (the Nature School annually awards a trophy for the best improvement suggested by a pupil).			
We participate in at least one project of the WWF, the Swedish Society for Nature Conservation, Keep Sweden Tidy, Save the Children, or UNICEF.			
We participate in an international project on environmental issues together with			
One or several school classes work with the following projects (projects done in cooperation with the Public Administration of Environment and Infrastructure):			
• Store Watchers for grade 5.			
• Car Care Watchers for grade 9.			
The school has regular contacts with the municipality's Public Administration of Environment and Infrastructure			

Maximum points available: 26 Diploma requirements:	11	16	20
Total points obtained:			
Other activities.			
(Visit <u>www.hsr.se</u> for more information. The Nature School will sponsor your participation fee when signing up)			
Our school has achieved the five environmental goals in the Eco-schools programme, coordinated in Sweden by the Keep Sweden Tidy Foundation.			
There are continuous efforts to enhance the physical and physiological health of pupils and personnel as well as to promote a healthy social environment.			
There is a plan for further education of personnel.			
All teachers have didactical training in environmental issues.			
School personnel are educated on the most important environmental problems and the principles of sustainable development.			
The school's environmental work is evaluated and revised annually.			
The school has applied to the Swedish National Agency for Education to be entitled "Environmental School".			
The pupils participate in planning school activities and have genuine influence on their learning experience.			
Nature studies and other outdoor activities are used in education when applicable.			
We stimulate physical activity among pupils by integrating exercise into teaching.			
The school has a terrarium or an aquarium that can be used for educational purposes such as explaining ecological context.			



### **Energy**

**Objective:** Optimal Energy Consumption
(Environmental and Public Health Plan, the Public Administration of Child-care and Education 2003-2006)

	Year 1	Year 2	Year 3
We use energy saving light bulbs where possible.			
We turn the off the lights in all rooms not at use.			
We have motion sensors that automatically control the lighting of inside and outdoor areas where necessary.			
We never set the indoor temperature to more than 20°C (for each degree you lower the temperature, the cost of heating is reduced by 5%).			
The indoor temperature is further reduced during nights, weekends, and holidays.			
Renewable energy sources are used for heating and electricity.			
Pupils make wind turbines, solar cells, or other sustainable energy sources to power specific appliances such as aquarium pumps.			
Pupils learn about energy and energy saving.			
Other activities			
Total points obtained:			
_			
Maximum points available 0 Diploma requirements.	3	1	5



### Office and purchasing

# **Objective:** Environmental concern in all purchasing (Environmental and Public Health Plan,

the Public Administration of Child-care and Education 2003-2006)

We exclusively use environmentally friendly, refillable toners	Year 1	Year 2	Year 3
for copiers and printers.			
We buy paper folders instead of plastic folders.			
All computers have energy saving settings enabled.			
We buy eco-labelled office material.			
We exclusively buy eco-labelled paper.			
We make double-sided copies when possible.			
We consciously try to reduce our consumption of office material and goods.			
All personnel have been trained on how to use the copying machine in order to prevent superfluous, faulty copies.			
The blackboard or overhead projector is used for homework tests, etc instead of hand-outs.			
Information is posted on the school's FirstClass homepage instead of using hand-outs.			
The unused side of single-sided printouts is used for drawing or taking notes (does not apply to documents containing sensitive information).			
All personnel know how to set the printer to double sided output, the lowest ink usage, and black and white printing.			
Other activities			
Total points obtained:			
Maximum points available: 13 Diploma requirements:	7	9	11



### **Water and Cleaning**

# **Objective:** Reduce wastewater discharge (Agenda 21 Programme 2003-2005)

We have installed water saving taps (taps with built-in	Year 1	Year 2	Year 3
aerators).			
We have installed water saving showers (showerheads with built-in aerators).			
We have installed water saving toilets (provided the mains make this possible).			
We use water experiments in education			
We exclusively use environmentally friendly detergents and washing-up liquids.			
We have adapted our cleaning methods, for instance by using the miracle rag, to avoid unnecessary use of chemicals.			
Rainwater is used where possible.			
We consciously try to reduce the school's water consumption.			
Other activities			
Total points obtained:			
Maximum points available: 9 Diploma requirements:	4	5	7

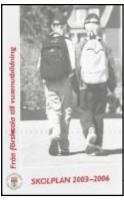


### **Waste and Sewage**

**Objective:** Minimize rubbish incineration and sustain a high quality level of sewage sludge (Environmental and Public Health Plan,

(Environmental and Public Health Plan, the Public Administration of Child-care and Education 2003-2006)

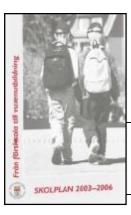
	Year 1	Year 2	Year 3
We separate the following recyclable garbage:			
• Paper (e.g. news papers)			
• Paper packaging (e.g. milk cartons)			
• Plastic packaging (e.g. ketchup bottles)			
• Glass			
• Metal and scraps (e.g. porcelain, cans)			
• Fluorescent lamps			
• Batteries			
• Environmentally harmful waste (e.g. paint, thinner)			
• Electronics (e.g. radios, toasters, light bulbs)			
We have a hot compost for food scraps (either for educational purposes or for composting all food leftovers).			
We have a garden compost (a cold compost for leaves & grass)			
The pupils learn what may not be washed down the drain.			
We use a minimum of environmentally harmful substances in education (e.g. in chemistry) and take care of remainders in an as environmentally friendly way as possible.			
Other activities			
Total points obtained:			
Maximum points available: 14 Diploma requirements:	9	10	11



### The Schoolyard

Objective: To increase physical activity and provide an outdoor environment that pupils enjoy (Local School Plan 2003-2006, the eco-municipality of Nynäshamn)

Regular safety inspections are performed on the schoolyard.	Year 1	Year 2	Year 3
The schoolyard is used in and for education.			
The schoolyard is used extensively in the schools efforts to promote health and physical activity among pupils.			
The schoolyard offers calm places for contemplation.			
The schoolyard offers places that inspire play, recreation, creativeness, and physical activity.			
We have a schoolyard group that actively works with developing the schoolyard.			
We have a green schoolyards with:			
• Berry bushes, fruit trees, and vegetable / fruit gardens.			
<ul> <li>Bird tables and nesting boxes.</li> </ul>			
• A barbeque area.			
• Painted tarmac for educational purposes.			
• A ball court.			
• Green areas.			
Pupils spend their breaks outdoors.			
Pupils work on improving the schoolyard at least once a year.			
Other activities			
Total points obtained:			
Maximum points available: 15 Diploma requirements:	7	0	11



### **School Buildings**

### Objective: All pupils and personnel are to feel comfortable in the school buildings (Local School Plan 2003-2006, the eco-municipality of Nynäshamn)

		Year 1	Year 2	Year 3
Ventilation is regularly inspected to en	sure classroom air quality.			
There are directions and regular check discharge from laminar flow hoods (cl	-			
We use "internal control" in our worki	ng environment programme.			
There is an action plan for working en	vironment issues.			
Everyone has the opportunity to partic school's working environment policy.	ipate actively in forming the			
The indoor environment is aestheticall	y appealing.			
An allergy inspection is performed at laction plan is created outlining needed plan is to be appended to this checklist in cooperation with MSF. A checklist available at <a href="https://www.nynashamn.se/nature">www.nynashamn.se/nature</a>	improvements. This action . The inspection can be done for an allergy inspection is			
The pupils' safety representative particle environment inspection and the allergy	-			
The pupils' safety representative and the school management in all working environments.				
The pupils, possibly supported by the period measure lighting, air quality, temperate level (max 85 dB or 30 dB for backgrofacilities.	are (max 22°C), and sound			
Pupils work actively to develop the scl and make it more pleasant, e.g. through				
Other activities				
	Total points obtained:			
Maximum points available: 12	Diploma requirements:	5	7	10



### Meals

# **Objective:** Improved Diet (Public Health Programme 2003-2005)

		Year 1	Year 2	Year 3
All food served is tasty and supports a well-ba	lanced diet.			
Disposable articles are only used when there as	re no alternatives.			
There are routines to handle pupils with special pupils with allergies.	l dietary needs, e.g.			
We serve at least one KRAV-labelled meal a n (or equivalent eco-labelled meal).	nonth			
We buy the following KRAV-labelled product				
We serve at least one vegetarian meal a week.				
There is a vegetarian alternative to every meal.				
The cafeteria sells the following KRAV-labelle	•			
School meals are integrated into the school's e promoting activities.	ducational and health			
The dining hall is functional and comfortable.				
Both teachers and pupils understand the conne life-style and health.	ction between			
We try to reduce leftovers by:				
Other activities				
7	Total points obtained:			
Maximum points available: 13	ploma requirements:	6	7	10

Fotal points available: 11			1 Ye			
Diploma requirem	ents:	52		67 85	•	
Information on e	nergy and	l resource c	onsump	otion:		
	Year 1		Year 2		Year 3	
	usage	cost (SEK)	usage	cost (SEK)	usage	cost (SEK)
Electricity (kWh)						
Water (m <sup>3</sup> )						
Oil (m <sup>3</sup> )						
Copier paper						
On the basis of th	is checklist,	we apply for an	environm	ental diploma		nool.
		Name of so	hool			
Signature,	headmaster	Si	gnature, e	environmental g	group repre	esentative

### Links for inspiration

### Homepages on the environment, sustainable development, and more:

http://lankskafferiet.skolverket.se The Link Larder: a database of links approved by

The Swedish National Agency for Education

www.skolverket.se/skolnet The Swedish National Agency for Education's database

with links on learning, etc.

www.lib.kth.se The Royal Institute of Technology's library with good

links to homepages on environmental issues.

<u>www.environ.se</u> The Swedish Environmental Protection Agency.

www.miljobokhandeln.com Books for sale.

www.agenda21forum.org Swedish Agenda 21 portal.

www.hallbarasverige.gov.seGovernment projects for sustainable development.www.slu.seThe Swedish University of Agricultural Sciences.www.rvf.seThe Swedish Association of Waste Management.www.worldwatch.orgGreat resource on global environmental problems.

www.nmc.a.se The Swedish Association for Environmental Managers. www.miljo\_regeringen.se The Ministry of Sustainable Development.

www.umr.se The Youth Environmental Parliament: shows how you

can affect political decisions.

www.slv.se The National Food Administration.

www.scb.se Statistics Sweden.

www.eea.dk Environmental information from the EU.

www.novator.se/kretslopp
 www.naturskola.se
 www.returpack.se
 Kretslopp: a magazine on sustainable development.
 The Association of Nature Schools in Sweden
 Returpack: responsible for the administration and

deposit system for aluminium cans and PET bottles.

<u>www.framtiden.skapas.nu</u> Free educational material aimed at grade 4-6.

<u>www.ieh.se</u> The Swedish Institute for Ecological Sustainability.

#### **Environmental Organisations on the Internet:**

www.hsr.seKeep Sweden Tidywww.detnaturligasteget.seThe Natural Stepwww.greenpeace.orgGreenpeace

www.snf.se The Swedish Society for Nature Conservation

<u>www.wwf.se</u> The World Wildlife Fund

<u>www.faltbiologerna.se</u> Fältbiologerna: an independent national nature

organisation for and by youth in Sweden.

www.mjv.se Friends of the Earth www.krav.se KRAV: an eco-label.

www.miljomarkarna.org Cooperation between the four eco-labels in Sweden.

<u>www.svanen.nu</u> The Swan: an eco-label.

AREA OR ENVIRONMENTAL PROBLEM	GOAL	ACTIONS	PEOPLE RESPONSIBLE	DUE DATE	Оитсоме