FISHGUARD AND GOODWICK
COMMUNITY FRIDGE

Project Report

Transition Bro Gwaun

June 2018



With funding from



&

Sainsbury's

Waste less
Save more

arwain sir benfro
LEADER Pembrokeshire

Supported by

&

Transition
Bro Gwaun
a community initiative

Contents

Acknowledgements 4
Introduction 5
Our Story 8
Trialling the concept - The 'Fridge in the Foyer' 8
Finding a permanent home 9
Day to day running of the Community Fridge 10
Promotion and Community engagement 11
Measuring the impact 13
Resources 16
Costs, volunteer and staff hours and funding 16
Fundraising for our fridge 18
Key Learning Points 19
Summary 21
Appendices: 22

Acknowledgements

Transition Bro Gwaun (TBG) is a community-based organisation which explores new ideas and sets up projects which move our community towards a greener and safer future. Fishguard & Goodwick Community Fridge is one of the ways we stop valuable resources being wasted and reduce carbon emissions – information about all our projects is on our website, transitionbrogwaun.org.uk.

TBG would like to say **a huge thank you** to all those who have contributed to the development and success of Fishguard & Goodwick Community Fridge.

Amy Collard – Food Saver Champion

In under a year, Amy researched and established links with HUBBUB's Community Fridge network, set up and piloted a community fridge in temporary premises, and then used the information gained, to plan, resource and establish our existing fridge at its present site. She has built up and supported a team of volunteers, providing them with the necessary systems, training, and procedures to enable them to continue to run the fridge as a fully volunteer team. She is also the author of this report.

Sadly funding for her post has now come to an end and we have to say goodbye. We will be forever indebted to her for all her hard work in helping us set up and establish such a great project.

Corinne Castle - TBG Project Manager

As part of TBG's 'Make a Meal of It' project, Corinne suggested and sold the idea of Community Fridges to TBG, funded by Sainsbury's Waste less, Save more Discovery Communities fund and Welsh Government and European Agricultural Fund for Rural Development LEADER fund. She established the need and, working with Pembrokeshire County Council, gained grant funding for this. She provides excellent management support and a wealth of knowledge and innovative ideas.

The Community Fridge Volunteers

Our wonderful team of volunteers collect surplus food, record it, make sure the fridge is open 6 days a week and keep it clean and running well. We couldn't do it without them.

Our Community

The people of Fishguard and Goodwick are making good use of food that would otherwise be thrown away – they take what they can use, spread the message about not wasting food, and let us know what a great idea they think the fridge is. Together we've significantly reduced food waste and carbon emissions in our community.

Chris Samra – on behalf of TBG's Trustees - June 2018

Introduction

Community fridges are innovative spaces where good food, that would otherwise be wasted, can be shared with the local community. The rapid growth of community fridges around the UK is supported by HUBBUB's Community Fridge Network. Through this national network there are over 40 community fridges open or in the process of opening, with support available for more in the near future. In November 2017 Transition Bro Gwaun joined this network and opened the Fishguard and Goodwick Community Fridge (F&G Community Fridge), the first community fridge in Wales.

Fishguard and Goodwick are twin towns located on the North Pembrokeshire Coast in rural West Wales with a population of approximately 5000 people. Transition Bro Gwaun (TBG) is a grassroots initiative which pilots innovative actions that address the challenges of climate change, resource depletion and an unsustainable economy reliant on growth. Transition Bro Gwaun's Surplus Food Project cuts food waste and saves carbon by stopping food going to landfill.

Volunteers and staff collect perfectly good food that local shops and businesses would otherwise throw away. Between June 2013 – November 2017 this food was used to make affordable, healthy meals and preserves for sale in Transition Cafe**.** When the cafe closed in November 2017 due to the demolition of its premises, we opened the F & G Community Fridge to continue sharing the wealth of surplus food available from local shops, businesses and people. The vision for the community fridge is to provide an accessible space where good food that would otherwise be wasted can be freely shared amongst the local community.



Fishguard and Goodwick Community Fridge (Karel Mujica Photography)

F&G Community Fridge Key Points

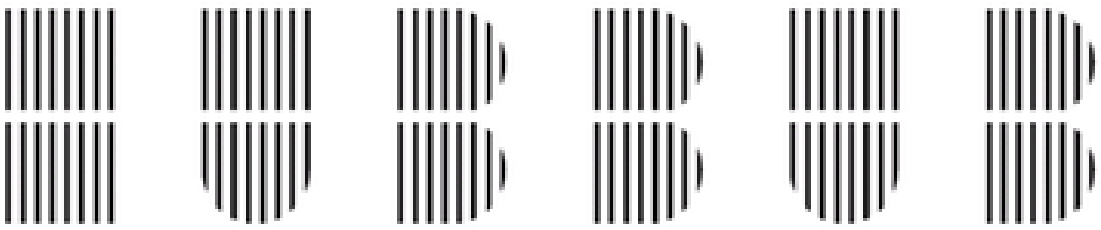
- The first community fridge in Wales opened at Transition Cafe in November 2017. Following the successful pilot, it re-opened in its permanent location next to Abergwaun Gateway Club in February 2018.
- Set up with funding from Sainsbury's Discovery Communities fund, equipment from Transition Cafe and a fridge donated by Liebherr.
- Run by volunteers with support from TBG staff to set up the operating systems and initial volunteer recruitment.
- Provides a successful model of how surplus food from local food businesses and people can be shared in local communities.
- Reduces carbon emissions by stopping food going to waste.
- Between November 2017 and April 2018, 2270 KG of edible food was saved from going to waste.
- Saving 2270 KG of food is a carbon saving equivalent of approximately 9 tonnes CO^2.



Fishguard and Goodwick Community Fridge (Karel Mujica Photography)

Community Fridges – The Facts

- ✓ Typically, a community fridge has a fridge, sometimes a freezer, and a shelving area for food products.
- ✓ Community fridges can be located in a wide range of settings, current examples range from community centres or churches, to our purpose built outdoor shed.
- ✓ Opening hours are tailored to suit the community, staff/volunteers involved and food donation systems.
- ✓ Some community fridges are staffed, some are not.
- ✓ There is no charge for food items, but often donations are encouraged.
- ✓ The food is donated from local food businesses and/or members of the public. The types of food usually donated are those that are still perfectly good and safe to eat, however fresh food is likely to need consuming within 24 hours.
- ✓ They often have criteria lists for the sorts of foods that can be donated to the community fridge.
- ✓ All community fridges in HUBBUB's Community Fridge Network are registered food businesses and have a food hygiene rating.



Our Story

Trialling the concept - The 'Fridge in the Foyer'

Through word of mouth, Facebook and email the idea of a community fridge sparked interest in the community but at this early stage the concept raised lots of questions about how it would operate and how it would be used. To answer some of these concerns the project team decided that piloting the idea, with a 'pop up' community fridge in the foyer of the former Transition Cafe building, would introduce and trial the concept. The use of the cafe building had the advantage of being a known outlet for surplus food, and high passing footfall. Additionally, converting the cafe foyer into a suitable space would take less time and investment compared to finding a new location.



The conversion of the cafe foyer into a suitable space for a community fridge took two days. The project co-ordinator, following guidance from HUBBUB and other already established fridges elsewhere in the UK, put together the staff and volunteer handbook. This outlines the daily and weekly tasks necessary to run the community fridge safely and effectively. Once set up the community fridge was visited by the local Environmental Health Officer who reviewed our procedures as a registered food business and gave the Community Fridge a level 5 Food Hygiene Rating.

Transition Cafe,
High Street,
Fishguard



Fridge volunteer, Elenor, weighing donations at the pilot, 'Fridge in the Foyer'

Finding a permanent home

The data collected (shown in the data summary section) for November and December showed that the community fridge was used and very little food was being disposed of. Staff and volunteers saw the fridge being used by a variety of people and verbal feedback from the community was very positive with some community groups also using food from the community fridge. In January 2018 we had to vacate the temporary space at the former Transition Cafe. We relocated the community fridge to a purpose built shed. The shed is large enough to accommodate a work bench, shelving and the fridge, also allowing enough space for wheelchairs and pushchairs to access and manoeuvre. Funding for the relocation was done with support from Pembrokeshire County Council due to the demolition of the old building.



Cllr. Jordan Ryan opening the Fishguard & Goodwick Community Fridge at Gateway, February 2018

The aim was to create a welcoming and professional looking space that would be respected by the local community. The new location is still central to the town, but in a more residential setting than the cafe building. The relocation and set up took 5 days, this included the building of the shed, moving the fridge and putting in the shelving. The community fridge reopened on the 7th February 2018.

Again, the community fridge was inspected by the Environmental Health Officer, who awarded another level 5 food hygiene rating, - the highest possible score. Guidance specific to our location and premises was given, such as tips about pest control and sealing the ceiling and walls of the shed with varnish. Retrospectively the shed has also had a non-slip lino floor fitted, this was considered necessary by the project staff and volunteers as the wooden shed floor was difficult to sweep and keep clean. Attached to the back of the main shed is a smaller shed to store the refuse. The shed



Fishguard & Goodwick Community Fridge in the shed outside the Abergwaun Gateway Club (Heather Birnie Photography)

has no running water so staff and volunteers have access to hand washing facilities in the main building next door, this is an essential requirement for food handlers. The outdoor temperature has increased through the seasons, this has made the inside temperature of the shed extremely warm and as a result vents and insulation have been fitted. This is to ensure the food lasts longer and that the fridges work more efficiently.

Day to day running of the Community Fridge

F & G Community Fridge is open 6 days a week, usually 10.00 – 18.00, our community fridge is not staffed during opening hours. A rota (Appendix 1) is circulated via email each week, this details the opening, closing and food collection shifts. These shifts involve two key roles:

1. Fridge Monitors

The fridge monitors are responsible for opening and closing the community fridge. When opening/closing the Community Fridge there are a series of checks and cleaning procedures that are completed (Appendix 2). These tasks take a maximum of thirty minutes. More details on the role can be viewed on the Volunteering Wales website. In total these shifts take up to 6 hours a week (12 shifts x 30 mins), with some volunteers doing one shift and others doing multiple shifts.

2. Surplus Food Collectors

The food collectors are responsible for collecting food donations from the local suppliers. The suppliers include local supermarkets, shops and food wholesalers. Once the donations are collected the food is weighed, logged in and checked before being put away. There are a series of checks that are completed (Appendix 2). This shift can take up to an hour and requires use of a vehicle. More details on the role can be viewed on the Volunteering Wales website. In total these shifts take up to 6 hours a week (6 shifts x 1 hour), with some volunteers doing one shift and others doing multiple shifts.

More detailed descriptions of these roles can be viewed in Appendix 5. The current team has 13 regular volunteers plus additional volunteers who offer occasional support, or offer additional skills for example in promoting the community fridge on social media and the design of promotional material.

In addition to the volunteers a paid member of staff (job title, Food Saver Champion) managed the project between October 2017-June 2018, working 10 to 15 hours a week. This position was paid through time limited grant funding. The Food Saver Champion developed resources and trained volunteers to complete the tasks which had been completed by staff (such as compiling the rota and recording data of food donated, collected and disposed from the community fridge). This work has been overseen and supported by a management committee comprising of volunteers and The Food Saver Champion, with representation on TBG's Core group.

Promotion and Community engagement

Schools

To engage local school pupils with the project, assemblies have been given at two local primary schools and the local secondary school, a total of 867 pupils. The community fridge is in close proximity to all of these schools and many pupils walk past it on a daily basis. The aim of the assemblies was to encourage pupils to use the community fridge, to tell their friends and families about it and to encourage to pupils to take a sense of ownership and responsibility of the community fridge and its contents.

Since the assemblies, volunteers have witnessed many pupils using the community fridge with their friends and their families. The primary school assemblies were over 2 months after the fridge reopened. When the pupils were asked if they have visited the fridge approximately a third of the pupils raised their hands. Holy Name Catholic Primary school wrote about our visit on their school blog.

Leaflet

A promotional flyer (Appendix 3) was designed using illustrations from HUBBUB and the skills of a keen volunteer. The flyer has been distributed at the local schools, events, markets and is available in local community spaces. The flyer includes a brief explanation of what the community fridge is, how to find out more, contact details and a map.

Open day



Visitors, staff and volunteers at Fishguard & Goodwick Community Fridge Open Day, February 2018 (Karel Mujica Photography)

The Open Day on 7th February showcased the project and the reopening of the community fridge in its permanent home. The event was well attended and members of the community were able to talk with volunteers about the project. It was a great opportunity for the community to ask questions and raise any concerns. Volunteers were able to address misconceptions and anxieties e.g. the fridge being for everyone to use, not just for those 'in need' and the possible threat of vandalism to be minimised through community

engagement; support from neighbours willing to keep an eye on the fridge and contact details given for reporting or raising concerns. It was also an opportunity for the local press to come and see the project, following which several articles were published in a local newspaper.

Social media

A Facebook page and Instagram account have been set up for the community fridge. These accounts are linked, so any post on Instagram also appears on the Facebook page. Several volunteers are administrators for the accounts, meaning multiple people post as Fishguard & Goodwick Community Fridge. Regular posts include photos of what is in the fridge, sharing recipe ideas, sharing data about what the project has achieved so far and updates on opening hours. To date the Facebook page has 499 followers and the Instagram account has 243 followers. Through Facebook the project coordinator is also a member of the Community Fridge Forum, a closed Facebook group run by HUBBUB. This group is a sharing platform for anyone who is a member of the Community Fridge Network

Links with other community initiatives

The F & G Community Fridge is located outside a local community building, the Abergwaun Gateway Club. Following a recent volunteer refurbishment the kitchen is now suitable for small scale catering, meaning that surplus food collected can be used to cook regular meals and cater for local events. Links have been established with a number of community organisations, e.g. the local 'Greening Fishguard and Goodwick' group who have provided herb planters to create a community herb garden next door the community fridge.



Greening Fishguard & Goodwick Group herb planters next to F & G Community Fridge.

Measuring the impact

Data collection is a fundamental part of the project, to measure the impact of the Community Fridge. Members of the Community Fridge Network are required to report their data to HUBBUB every 3 months so it is collated on a national scale. There are three main elements to the data collection:

1. **Logging In (Appendix 4)**
   Every food item that is donated is logged in and the weight, source and use by dates (if applicable) are recorded for each item or groups of items.

2. **Logging Out (Appendix 4)**
   In the trial phase of the project (Nov – Jan) visitors to the community fridge were encouraged to weigh and write down food items taken. The trial showed that visitors wrote down food items but rarely weighed them. Since February visitors have been encouraged to use logging out forms to record a list of items taken, not the weight. This information gives an indication of the items collected from the Community Fridge.

3. **Disposal Record (Appendix 4)**
   Volunteers record the total weight of food that is disposed of from the community fridge. Disposal is from two sources, donated food that is not suitable for going into the community fridge and also food that goes past its best/use by date and needs to be disposed of from the Community Fridge.



Logging In and Out record sheets at F & G Community Fridge (Karel Mujica Photography)

Summary of Data

Table 1: Fishguard and Goodwick Community Fridge Data Collection November 2017 – March 2018.

		Nov	Dec	Jan	Feb	Mar	Totals
	Days Open	21	26	27	20	24	
	Food donated to the Community Fridge						
Total food donated	**KG**	**523.32**	**386.55**	**501.54**	**388.34**	**470.85**	**2270.6**
Business donations	**KG**	519.03	384.95	501.3	384.74	466.15	2256.17
Individual donations	**KG**	4.29	1.6	0.24	3.6	4.7	14.43
Individual donations	**items**	21	7	12	5	6	51
	Disposal from suppliers						
Disposal direct from supplier	**KG**	**99.12**	**71.17**	**109.7**	**167.2**	**51.77**	**498.96**
Disposal direct from supplier	**%**	19.1	18.49	21.88	43.46	11.11	114.04
	Food going into the Community Fridge						
Total weight of food going in	**KG**	**424.2**	**315.38**	**391.84**	**221.14**	**419.08**	**1771.64**
	Food going out of the Community Fridge						
Weight of food collected from fridge	**KG**	**398.5**	**311.78**	**384.44**	**218.44**	**416.43**	**1729.59**
Disposal From Fridge	**KG**	25.7	3.6	7.4	2.7	2.65	42.05
Disposal From Fridge	**%**	6.06	1.14	1.89	1.22	0.63	10.94

The following summary points are made with reference to Table 1. Fishguard and Goodwick Community Fridge Data Collection:

- Nearly all the food that goes into the Community Fridge is taken by members of the local community. The volume of donated food not collected (disposal from the fridge) was less than 11% between November – March.

- Nearly all the donated food comes from local food businesses, with a very small amount coming from individual donations. Feedback from visitors and volunteers has indicated that the system for individuals donating food could be made clearer and be better promoted. The guidance for donating food has since been displayed in simpler way on clipboards in the shed and regular social media posts with examples of accepted food items.

- The total amount of donated food has fluctuated *each month*, varying from 388kg to 523kg. From our experience of collecting and using surplus food at Transition Cafe for 4 ½ years we know this is due to the variable and seasonal availability of surplus food from local businesses.

- The majority of food disposed of does not go into the fridge in the first place. This is usually food items that are not safe to eat and in an ideal scenario they would not be donated to the Community Fridge. We choose to accept all food items offered by local business. Based on our experience running Transition Cafe we found that if we were more selective of the food we collected from our suppliers this could result in the suppliers no longer choosing to work in partnership with us. This may be very specific to our area as some of our suppliers are small local businesses. However, at times the huge gluts we are given by large national retailers really stretch our capacity.

- During March the team decided to analyse the number of entries on the Logging Out Sheets to gain an estimate of the number of different people who use the fridge each day. The number of entries indicated that between 2 and 22 people per day collected food from the community fridge. This estimate is based on the handwriting of different entries, future months will be done in the same way to compare results.

Resources

The Fishguard & Goodwick Community Fridge has developed from an established surplus food cafe. We already had in place a team of volunteers, suppliers and systems for collecting food. Our local Environmental Health Officer gave us sound advice and guidance for safe operating of the community fridge. However we did not have permanent premises and initially had little funding for materials.

Costs, volunteer and staff hours and funding

Transition Bro Gwaun has had a year of grant funding for two part-time positions for the surplus food project (this included a number of other activities and initiatives, see the Make a Meal of It webpage for more information). The Food Saver Champion has been responsible for developing the Community Fridge, working 10-20hrs/week, Oct 2017-June 2018. This has been overseen by a management committee of volunteers and a paid project manager, offering occasional support as necessary (average 1hr/week).

Set up costs for the pilot Community Fridge were low as equipment was sourced from Transition Cafe. Volunteers and the Food Saver Champion installed the pilot Community Fridge. The process began with a short meeting with interested volunteers from Transition Cafe and the set up tasks were established. It took 2 days to convert of the foyer into a suitable space and 1.5 days day to write the operating procedures (using guidance from Transition Cafe's operating procedures and HUBBUB's Community Fridge Network). Several people were involved throughout this process to help with the conversion and the review of procedures. Once a permanent location was secured for the community fridge additional funding was sourced to pay for the permanent accommodation of a new, purpose-built shed. Approximate set up costs are given in Table 3, page 17.

Volunteers contribute around 12 hours per week in total, for the regular fridge monitoring and surplus food collections, a break down is in the Table 2, below. More details on these roles can be viewed on the Volunteering Wales website and role descriptions are in Appendix 5.

Table 2: Breakdown of regular volunteer hours

Role	Average Daily Hours	Average Weekly Hours (6 day week)
Fridge Monitors	30 minutes	6 hours
Food Collectors	60 minutes	6 hours
	Total	12

Table 3: Fishguard & Goodwick Community fridge set up and ongoing costs

Set up Costs	
Item	**Cost**
Fridge	Sourced from Cafe – no cost New Fridge up to £639.00 Trade Price (HUBBUB/BOSCH quote 2017)
Shed	£1285.00
Electrician and materials	£550.00
Non slip flooring for the inside of the shed	£87.99
Waste management contract with the council	£59.33
Fixtures and Fittings	£124.16
Printing and laminating Staff Handbook (15 pages) Signs (printing and laminating)	 £0.90 £2.60
Publicity Photographer Leaflets	 £60 £95
Total	£2264.98 (not including purchase of fridge) £2903.98 (including purchase of fridge)

Ongoing costs	
Items	**Annual Cost**
Waste Management Annual Contract Fee Recycling Bags – roll of 20 Landfill - roll of 20	 £59.33 £25 (£10.00 every 20 weeks) £35.58 (£14.23 every 20 weeks)
Insurance	This is covered by the organisations wider public liability insurance so an exact cost can't be identified.
Printing Approximately 30 x A4 colour sheets a week (6p per sheet) + occasional laminating/other costs	Printing £93.60 a year (£1.80 a week) Laminating/other costs£24 a year (£2 a month)
Electricity	£85.28 (23.3p per day, based on 1.62 kwh a day, and 14.37p per kwh). Carbon equivalent of 354 KG per year. Based on 600g per unit of electric*
Pest Control	£100 per year
Total	£422.79
*figures take from 'How Bad are Bananas? The Carbon Footprint of Everything.' Mike Berners-Lee, 2010.	

Fundraising for our fridge

At the community fridge we encourage a pay-as-you-feel donation scheme. We want users to consider the value of the food they are taking and to donate what they can to ensure the project sustainable, this is mentioned on signage in the community fridge and on our social media posts.

There is a secure donation box in the shed, in which we receive an average of £15 a week. Indicating the potential of raising £780 per year which more than covers the estimated annual running costs in Table 3. This is based on average donations, which do fluctuate. On our website there is a donate button which links to PayPal, this could be promoted and used more effectively as we have had very few donations. Volunteers play a key role in communicating the importance of donations to keeping the community fridge open.

Key Learning Points

- Based on a report from Waste and Resources Action Programme and a report from the Government Office for Science the potential CO2 savings from preventing food waste are estimated to be 4 tonnes of CO2 for every 1 tonne of food waste. Between November and April the Community Fridge prevented 2.27 tonnes of food from being wasted, giving an equivalent CO2 saving of approximately 9 Tonnes.

- Being part of HUBBUB's Community Fridge Network has created networking opportunities and provided an invaluable sharing platform for Community Fridge projects across the UK. The annual network meeting has provided a space for everyone to share experiences of what has worked and what hasn't worked, and the growing Facebook Group continues the support and sharing network of resources, ideas, questions and updates.

- Remaining adaptable allows the project to become a resource that best fits our community. Whilst using ideas and inspiration from the network, the project has also been very much 'learn by doing'. Remaining adaptable gives capacity for positive change and proactive problem solving. As the project is primarily run by volunteers the systems in place need to be flexible to fit their needs and to allow space for improvement.

- Active promotion has helped inform the community about the project. Promotion helped overcome misconceptions about who the fridge is for. The open days, flyers and school assemblies and word of mouth have all been useful avenues to spread the word.

- Promoting our values. The motivation behind this project is to save carbon by ensuring good food gets eaten and not thrown away. From the outset the message has been, 'a Community Fridge is for everyone'. Convincing everyone to make use of the fridge, and encouraging some local food businesses to pass on their surplus food, is ongoing..! Some assume 'surplus' or 'free' food is just for those in need and if they can afford food then they shouldn't, or don't want to, use the community fridge. However, by encouraging everyone to use the fridge the stigma often associated with visiting a resource providing surplus food like a food bank, is decreased, so more people are likely to use it, including those in need. As the concept of sharing and re-using becomes more widespread – people are now using the fridge to pass on things like plants and books.

- Food donations – it helps to have a range of food suppliers to support the project, this helps keep the community fridge supplied and helps overcome the challenge of some food not always being suitable for the community fridge.

- The community fridge may not be the best way to help people waste less at home, as evidenced by the low number of food donations from individuals. It could be that individuals want to donate but the community fridge cannot accept the food, for example because the packet is open. Promoting the use of a food sharing app, such as OLIO, could be more effective to encourage food sharing between neighbours. However the community fridge does evidence how much food is being wasted along the food chain. This may encourage people to re-consider how they use, and waste, food at home.

Summary

The Fishguard and Goodwick Community Fridge is a successful way of redistributing surplus food in the local community. On average 454 KG of food has been donated a month.Although not all donated food is suitable for redistribution there has still been 1.7 Tonnes of food taken for use by members of the local community over the first five month period. Cutting carbon emissions by stopping good food going to waste has been one of the core messages of the project. In five months the community fridge has achieved a carbon saving equivalent of approximately 9 Tonnes, indicating a yearly average CO2 saving of 21.6 Tonnes. The estimated carbon foot print of the annual electricity used to power the fridge is 354KG, much less than the carbon saving. However other factors, such as vehicle usage, have not been considered.

The pilot phase of the 'Fridge in the Foyer' helped introduce the concept to staff, volunteers and the local community and supported the community fridge getting a permanent home. Through social media and word of mouth the community fridge has gained a wide range of local supporters and it is run by a large team of regular volunteers. The project has also benefitted from the advice and support from HUBBUB's Community Fridge Network, this has included guidance on the setup, advertising and day to day running of the community fridge.

There has been significant investment of time and funding to establish the community fridge, approximately £2264.98 on set up costs. Annual running costs are estimated at £422.79 and estimated annual average donations are enough to cover this, there is a need for fund raising and grants e.g. for larger costs such as equipment replacement, shed maintenance. The project has greatly benefited from having a paid member of staff to set up and oversee the project. Having this project lead gave the project the planning and guidance it needed in the early stages. Now the community fridge is established and the paid project co-ordinators role funding is finishing in June 2018, the day to day running tasks are being taken on by the volunteers. Future fundraising and grant applications to cover staffing costs may be needed if volunteers cannot provide the level of management support required.

Now the community fridge is established, plans are in place to use some of the surplus food to cater for local events and regular meals in the community building next door to the community fridge – this could also provide fund raising opportunities.

Community fridges are growing rapidly around the UK. They stock food that is grown, produced and packaged and are a local, sustainable solution to ensure the resources, time, water and energy put into this food do not go to waste. This report details the opening of the first Community Fridge in Wales – we trust it has provided useful information and resources for those wishing to set up similar projects and that there will soon be many more communities establishing initiatives that make good use of surplus food.

Contact - Corinne Castle – Project Manager, Transition Bro Gwaun, projectstbg@gmail.com

Appendices:

1. **Sample Rota**
2. **Community fridge checklists**
3. **Promotion flyer**
4. **Data collection sheets**

Appendix 1: Sample Rota

Fridge Contacts: (who to ring if there is a problem) **Fridge monitoring**: name, phone number **Food collections**: name, phone number				
Week Commencing:	***FRIDGE OPEN***	***FRIDGE CLOSE***	***FOOD COLLECTION***	***ACTIVITY*** *(e.g. meeting, event to be catered, food needed for a cookery workshop)*
Monday 19/03	10.00 *name*	18.00 *name*	*name*	
Tuesday 20/03	10.00 *name*	18.00 *name*	*name*	
Wednesday 21/03	08.00 *name*	18.00 *name*	*name*	
Thursday 22/03	10.00 *name*	18.00 *name*	*name*	
Friday 23/03	10.00 *name*	18.00 *name*	*name*	
Saturday 24/03	09.30 *name*	16.00 *name*	*name*	
Sunday 25/03	*Name – refuse out for collection (recycling week)*			

Appendix 2: Checklists

Opening Checklist						
For cleaning tasks please use a clean cloth, the sanitising spray and blue roll for any drying. Hot water is available in the Gateway building if you need it. Please put dirty cloths in the laundry tub in the bin shed.						
	Mon	Tues	Wed	Thu	Fri	Sat
Check for signs of pests – do this throughout all tasks below.						
Check and record fridge and freezer temperatures. Temperature record behind this sheet.						
In the refrigerator and freezer - Check the food is still good and safe to eat. Food disposal needs to be recorded on the food disposal record (on this clipboard). See signs in the bin shed for guidance on which bin is which.						
In the refrigerator - Check all food is on a suitable shelf (see sign on the refrigerator door for layout). Loose food needs to be in a tub, crate or box.						
Below the sideboard - Check the non-refrigerator food on the shelves and in the tubs is still good and safe to eat. Food disposal needs to be recorded on the food disposal record. See signs in the bin shed for guidance on which bin is which.						
Below the sideboard - Check that 'loose' food items that don't have a sealed packet are in a sealed storage tub. (eg. Vegetables, potatoes, bakery bread). Label the tubs as needed with a dry wipe pen (not permanent marker), these are in the drawers.						
Put out chalkboard, update 'What's in the fridge today' or write 'Delivery expected later today'						
Clean the inside of the fridge and freezer (if it needs it - check the bottom of fridge and freezer drawers for any debris)						
Clean the fridge and freezer doors, especially around the handles where opened.						
Clean the shelves under the sideboard						
Clean the storage tubs (if needed)						
Clean and tidy the whole surface of the sideboard						
Check the logging in and out clipboards – put completed sheets in the folder. Restock clipboards if needed (spares in folder)						
Remove any empty cardboard boxes from the main shed, flatten and put in bin shed						
Remove any empty blue mushroom crates from the main shed, put in the bin shed						
Check the outside of the shed for any litter – put in appropriate bins in the bin shed						
Check the bin shed is neat and tidy, tie up and replace any full bags. Spare bin liners are in the cupboard in the main shed. Check the bin shed is closed.						
Sweep the main shed, including under the units. Use dustpan and brush to collect dirt and place dirt in the bin, please don't sweep the dirt outside. Crumbs attract pests!						
When all tasks are complete and you are ready to leave: Turn off the light, close the shed door, check Gateway building is locked, and return both keys to key safe.						

Closing Checklist

For cleaning tasks please use a clean cloth, the sanitising spray and blue roll for any drying. Hot water is available in the Gateway building if you need it. Please put dirty cloths in the laundry tub in the bin shed.

Week Commencing:	Mon	Tues	Wed	Thu	Fri	Sat
Check for signs of pests – do this throughout all tasks below.						
Check and record the fridge and freezer temperatures. Temperature record behind this sheet.						
In the refrigerator and freezer- Check the food in the fridge is still good and safe to eat for at least 1 more day. Food disposal needs to be recorded on the food disposal record (on this clipboard). See signs in the bin shed for guidance on which bin is which.						
In the refrigerator – check all fod is on a suitable shelf (see sign on the refrigerator door for layout). Loose food needs to be in a tub, crate or box.						
Below the sideboard - Check the non refrigerator food on the shelves and in the tubs is still good and safe to eat for at least 1 more day. Food disposal needs to be recorded on the food disposal record. See signs in the bin shed for guidance on which bin is which.						
Below the sideboard – Check that 'loose' food items that don't have a sealed packet are in a sealed storage tub(eg. Vegetables, potatoes, bakery bread). Label the tubs as needed with a drywipe pen (not permanent marker), these pens are in the drawers.						
Clean chalkboard and bring inside.						
Clean the inside of the fridge and freezer (if it needs it - check the bottom f of the fridge and freezer drawers for any debris)						
Clean the outside of the fridge and freezer door, especially around handles where opened.						
Clean the shelves under the sideboard						
Clean the storage tubs (if needed)						
Clean the whole surface of the sideboard						
Check the logging in and out clipboards – put completed sheets in the folder. Restock clipboards if needed (spares in folder)						
Remove any empty cardboard boxes from the main shed, flatten and put in bin shed						
Remove any empty blue mushroom crates from the main shed, put in the bin shed						
Check the outside of the shed for any litter – put in appropriate bins in the bin shed						
Sweep the main shed, including under the units. Use dustpan and brush to collect dirt and place dirt in the bin, please don't sweep the dirt outside. Crumbs attract pests! Broom + Dustpan + brush in bin Shed.						
Check the bin shed is neat and tidy, tie up and replace any full bags. Spare bin liners are in the cupboard in the main shed. Check the bin shed is closed.						
When all tasks are complete and you are ready to leave: Turn off light, lock the shed door, check Gateway building is locked, return both keys to the key safe						

Acquisitions (Food collectors) Check List						
Week Commencing:	Mon	Tue	Wed	Thu	Fri	Sat
Weigh in ALL donated food, record on the logging in clipboard.						
Dispose of any food that isn't suitable for the community fridge, record this on the food disposal record (on this clipboard). See signs in bin shed for guidance on disposal.						
Strike out any 'Tesco' branding on packaging with a permanent marker pen.						
Put food items away : • perishable items in a suitable place in the fridge (see sign on fridge door). Items not in a sealed packet place in a box, crate or tub, then put it on the shelf. • non-perishables on the shelves under the sideboard. Items not in a sealed packet (loose veg, potatoes, onions, bakery bread) try to put in a sealed storage container.						
Label the storage tubs (under the sideboard) with a dry wipe pen (not permanent marker). Pens available in the drawers.						
Clean the sideboard with a clean cloth and the sanitiser spray. Used cloths go in the laundry tub in the bin shed.						
Update the chalkboard outside, chalk available in the drawers						
Any empty cardboard boxes, flatten and put in the bin shed. Any empty blue mushroom crates put in the bin shed.						
Sweep up any debris in the main shed, use a dustpan and brush to collect the dirt and put dirt in the bin. Please don't sweep the dirt outside, crumbs attract pests! Close bin shed.						
When all tasks are complete and you are ready to leave: Turn off the light, close the shed door, check Gateway Building is locked and return key to the key safe.						

Weekly (usually Fridays) Check List	Dates			
For cleaning tasks please use a clean cloth, the sanitising spray and blue roll for drying (or other products suitable for floor etc). Hot water is available in the Gateway building. Please put dirty cloths in the laundry tub in the bin shed.				
Check for signs of pests – do this throughout all tasks below.				
Put out chalkboard, update 'What's in the fridge today' or write 'Delivery expected later today'				
Check and record fridge and freezer temperatures on the temperature record (this is on the 'opening the community fridge' clipboard				
In the refrigerator and freezer - Check the food is still good and safe to eat. Food disposal needs to be recorded on the food disposal record (on this clipboard). See signs in the bin shed for guidance on which bin is which.				
Clean Inside walls and ceiling of the fridge				
Clean Fridge Shelves and the bottom of the inside of fridge				
Clean the freezer drawers				
Clean the inside of the fridge/freezer door, around the door frame, and the seals				
Clean the outside of the fridge/freezer door and around the door hinges.				
Clean the outside of the fridge, walls, top and behind.				
Put all food back on a suitable shelf (see sign on fridge door). Loose food needs to be in a tub, box or crate.				
Below the sideboard - Check the non-refrigerator food on the shelves and in the tubs is still good and safe to eat. Food disposal needs to be recorded on the food disposal record. See signs in the bin shed for guidance on which bin is which.				
Check that 'loose' food items that don't have a sealed packet are in a sealed storage tub. (eg. Vegetables, potatoes, bakery bread). Label the tubs as needed with a dry wipe pen (not permanent marker), these are in the drawers				
Clean all shelves under the sideboard				
Clean all food storage containers and lids (transfer food if needed)				
Clean Inside and fronts/handles of drawers				
Clean Inside cupboard, door and handle				
Clean Windows (inside and out)				
Clean side board surface , underneath everything, leave everything tidy				
Outside and the Bin Shed				
Remove all bins and cardboard, sweep and put debris in bin				
Clean bins, put all bins bac, replace bin liners if needed (spares in the cupboard in the shed)				
Check around outside the shed for any litter and put in bin				
Other tasks in the shed				
Clean the light switch and door handles (inside and out)				
Sweep shed floor, underneath all the units and into all the corners. Put debris in the bin, don't sweep it outside.				
Last Task – Mop the floor,leave wet floor sign out. (mop, bucket and sign are in the bin shed.				
When all tasks are complete and you are ready to leave: Turn off the light, close the shed door, check Gateway building is locked, return both keys to key safe.				

Appendix 3: A5 Leaflet

FISHGUARD AND GOODWICK COMMUNITY FRIDGE



NEXT TO THE ABERGWAUN GATEWAY CLUB

So what is a COMMUNITY FRIDGE?

A communal place where surplus food is shared between people in a community, by local businesses and individuals.

Anyone can put food in, or take food out. You may take food once, or every day. Donations in return for food are not essential, but we encourage you to pay-as-you-feel to cover the running costs.

The main aim of the community fridge is to reduce food waste, so please only take what you will use.

Open regularly Monday - Saturday

In association with:

Transition Bro Gwaun
a community initiative

HUBBUB

Waste less
Save more

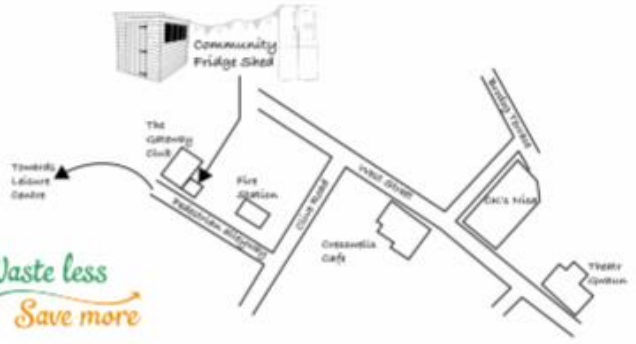
Find us on Facebook - @fandgcommunityfridge

Find us online -
www.transitionbrogwaun.org.uk/community-fridges/

Email us - foodsaverchamp@gmail.com

Find us - Fishguard & Goodwick Community Fridge, Abergwaun Gateway Club, Off Clive Road, Fishguard, SA65 9DA

Want to get involved?
Volunteer fridge monitor and food collector roles available. Please get in touch!

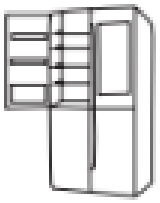


Appendix 4: Data collection sheets





COMMUNITY FRIDGE LOG: FOOD IN

Date entered	Use-by date (if applicable)	Food item	Source		Quantity (i.e. 5 carrots)	Weight (G) (i.e. 900g)
			Individual donation	Business/ retailer donation		
					Total:	Total:

Fishguard and Goodwick Community Fridge

LOG: FOOD OUT

Date taken	Food Item(s)	Intended Use (please tick)		Is this your first visit to the community fridge? (please tick)
		Individual /Family	Community Group	
Example: 05/01	Example: Carrots, mushrooms, bread x 1, tin of soup	✓		✓

FISHGUARD AND GOODWICK
COMMUNITY FRIDGE

Volunteer Opportunity – Surplus Food Collector



What is the role?

Food Collectors collect food from local suppliers, sort and place the produce in the fridge or larder as appropriate. The food collection will take about 30 – 60 minutes. Suppliers are within Fishguard & Goodwick, with occasional collections from further afield. We ask that you could commit to doing a regular food collection every week.

The Food Collector role involves:

- Collecting food from local suppliers (involves lifting and carrying) and checking that it is good and safe to eat for at least 24 hours
- Transporting the food safely to the Community Fridge
- Using the logging in forms to record the weight of the different produce that goes into the fridge
- Placing all food in the fridge or larder appropriately

We will provide full training, so no previous experience is required. You do need to be physically fit, have good communication and literacy skills and be able to use your initiative and work independently. You will also need to have access to a vehicle to transport the food. A positive attitude, enthusiasm and dedication to reducing food waste and helping in the community are great assets for this role.

What will you gain from volunteering on this project?

- Be part of an innovative food sustainability project that helps to save food, feeds people and reduces food waste.
- Gain training and experience in food handling, storage and hygiene protocols.
- Further your communication skills and demonstrate you can work independently whilst being part of a team and using your initiative.
- Expenses are available for use of a car.

Interested and would like to know more?

Ring ‘insert name’ on ‘insert number’ or email ‘insert email address’

Transition Bro Gwaun
a community initiative

Waste less Save more

FISHGUARD AND GOODWICK
COMMUNITY FRIDGE

Volunteer Opportunity – Fridge Monitor



What is the role?

Fridge Monitors are responsible for ensuring food stocks in the Community Fridge are safe and good to eat and to maintain fridge cleanliness and hygiene. The fridge and larder needs to be checked when opened and closed each day.

The (morning and evening) Fridge Monitor role involves:

- Opening/closing the Community Fridge
- Checking that all food in the fridge and larder is good and safe to eat
- Checking food is stored and packaged correctly
- Disposing of any food and packaging waste appropriately
- Cleaning the fridge – daily and weekly tasks
- Completing temperature checks
- Filling in cleaning rota and temperature records
- Update pictures of the fridge on social media

We estimate that a shift will take around 30 minutes. We ask that you can commit to at least 1 regular shift a week. This role could be combined with the Food Collector role.

We will provide full training, so no previous experience is required. It is desirable for Food Monitors to have good communication and literacy skills and be able to use your initiative and work independently. There are opportunities available to buddy up with another Food Monitor, so people of all abilities can participate in the project. A positive attitude, enthusiasm and dedication to reducing food waste and helping in the community are great assets for this role.

What will you gain from volunteering on this project?

- Be part of an innovative food sustainability project that helps to save food, feeds people and reduces food waste.
- Gain training and experience in food handling, storage and hygiene protocols.
- Further your communication skills and demonstrate you can work independently whilst being part of a team and using your initiative.

Interested and would like to know more?

Ring ‘insert name’ on ‘insert number’ or email ‘insert email address’

Transition Bro Gwaun
a community initiative

Waste less Save more