**HOW TO COMPLETE AN OBSERVATIONAL SURVEY**

An observational survey is a research method where the researcher observes a process or situation and documents evidence of what is seen and heard without interfering or manipulating the participants.

Observational surveys count the amount of single-use and reusable cups being brought into the office, and to monitor change over time. They are completed at set time intervals (weekly or fortnightly) for at least one hour at a time when food and drink is normally brought into the building (e.g. early morning or lunch time).

Surveys are conducted discreetly in the building lobby, where the observer is unlikely to be identified as observing, thus limiting the impact their observation will have on subject behaviour. It is advised not to inform staff that surveys are going to be taking place, and use an observer not known to staff.

A limitation of this is where there is the inability to identify staff from other tenants in the building. If staff are unable to be identified, this should be accounted for as a limitation in the final data reporting.

**Observational survey process**

1. The observer should set up in the foyer or lobby of the building, where elevators and/or security gates can be viewed. The survey can be recorded on a laptop, giving the illusion the observer is simply working.
2. Utilise a data sheet (*a template is provided in the Data Collection section of the Guide)* to record observations. This can be done manually by printing the sheet or entering the data directly on a laptop. A form linked to a data collection sheet can also be used - see step 5.
3. The observer will record the day, and time of survey start and end.
4. During these times, each person identified as staff (where possible) entering the building will be observed as to whether they have a drink or food item. The type of receptacle will be recorded with relation to what kind of container and whether it is single-use or reusable.
5. Save the data sheet and add the tallies to a ‘Data Capture’ sheet (*a template is provided in the Data Collection section of the Guide)*, for later data analysis. You can also utilise a form linked to the data capture sheet to enter data directly into the spreadsheet.
   1. To do this, copy the data entry cells in your Excel spreadsheet to clipboard. Next, open your Word data entry sheet and place the cursor over the table. Click the arrow under the paste option on the taskbar. Select either "Link & Keep Source Formatting" or "Link & Use Destination Styles", depending on your preferred option.