

# Sunning Hill Primary School



## Green Procurement Policy

*Governing Body Review date: December 2018*

Previous review date(s): December 2013

GREEN PROCUREMENT POLICY 2013

**POLICY STATEMENT**

Sunning Hill Primary School will ensure that when all products and services are purchased, we will consider environmental aspects, potential impacts and costs, associated with their life cycle. Our practice of procuring products and services will endeavour to ensure that they are less harmful to the environment (land, air and water) and that they are made with less harmful materials when produced, used or consumed. This will include, where possible; buying locally, buying recycled and recyclable, using less chemicals and reducing the schools carbon footprint associated with products and services.

**Paper**

**Procurement considerations**

1. Paper to be based on recycled/recyclable paper or paper based on sustainably managed sources.
2. Procurement of paper that is produced through a process of low energy consumption and emissions.
3. Manufacturer states 'Ecological responsibility'.

**Cleaning Products**

**Procurement considerations**

1. Use cleaning products that are effective at lower temperatures.
2. Avoid certain hazardous substances in the product (COSHH).
3. Avoid phosphorus and limit biocides in the product.
4. Follow the recommended dosages.
5. Decrease the use of products through reviewing cleaning plans and techniques.
6. Improve the training of cleaning staff (DCC).
7. Decrease the quantity of packaging used.
8. Ensure the packaging used is made from recycled materials and can be recycled.
9. Use products made in the UK

**Office equipment**

**Procurement considerations**

1. Purchase energy efficient models.
2. Purchase products with a restricted amount of hazardous materials and look at take back options.
3. Purchase products with a restricted noise level.
4. Use products design for recycling, that have a longer life and have take back options.
5. Ensure the packaging used can be recycled.
6. Correct disposal of any waste products, such as re-using or recycling.

**Lighting**

**Procurement considerations**

1. Purchase replacement lamps that have low energy usage.
2. Use lighting controls to further reduce energy consumption.
3. At installation stage, ensure system works as intended, in an energy efficient way.
4. Recycle appropriately all waste products.

**Furniture**

**Procurement considerations**

1. Use materials made partly or totally from recycled materials and/or renewable materials
2. Avoid as much as possible hazardous substances in materials production and surface treatment
3. Ensure the materials and furniture packaging can be separated and recycled or the packaging materials are based on renewable raw materials.
4. Procure fit for use, repairable and recyclable furniture

**Electricity**

**Procurement considerations**

1. Consider where possible renewable energy sources.
2. Energy Award / Display Energy Certificate.

### **Food and catering services**

#### **Procurement considerations**

1. Procurement of sustainably-produced or caught aquaculture and marine products.
2. Procurement of livestock products with high welfare standards.
3. Procurement of seasonal products.
4. Procurement in bulk or in packaging that has a high recycled content.
5. Use of reusable cutlery, crockery, glassware and tablecloths.
6. Use of environmentally friendly paper products.
7. Full waste collection of food stuffs with staff training.
8. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products.
9. Procurement of water and energy efficient kitchen appliances.
10. Procurement of locally produced products or UK made.

### **Gardening Services**

#### **Procurement considerations**

1. Avoid the use of peat as a soil improver.
2. Limit plant pesticides and use alternative pest control techniques.
3. Use (whenever possible) locally collected water (water butts) with efficient irrigation.
4. Use different measures to reduce water demand such as mulching.
5. Procure organically produced and native plants.
6. Ensure appropriate materials are composting.
7. Procure products in recycled, compostable, reusable, recyclable or biodegradable packaging.
8. Act on invasive plants and animals.

**Textiles** (clothing, woven materials, bags, rucksacks, school ties, carpets, curtains etc).

#### **Procurement considerations**

1. Reuse materials that have been purchased (hand on or sell on school uniforms, ties, bags etc).
2. Purchase materials and textiles which have previously used or can be reused.
3. Do the materials purchased contain recycled fibres.
4. Purchase clothes or materials that contain organic cotton or other natural fibres.
5. Purchase materials showing the EU organic logo or the international gold standard for organic textiles (<http://www.global-standard.org/>).
6. Purchase Fair Trade textiles.

## GREEN PROCUREMENT POLICY

We will endeavour to consider the environmental impact of all products and services procured, however cost will remain a critical factor to the decision making process.

**Approved December 2013**