

# Waterthorpe Nursery Infant School & Emmanuel Junior School



## Green Procurement Policy

April 2016

**Approved by:** Waterthorpe Steering Committee

**Date:** 18th April 2016

**Next Review Date:** Spring 2019

## POLICY STATEMENT

**Waterthorpe Nursery Infant 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. This will be done in conjunction with the principles of our Best Value Statement. Our practice of procuring products and services will endeavor 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 school's carbon footprint associated with products and services.

### **Paper : Procurement considerations**

1. Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre
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

### **Transport : Procurement considerations**

1. Procurement of low emission vehicles (GHG, other exhaust gases and noise)
2. Ensure reduce fuel consumption through eco-driving or tyre pressure monitoring systems
3. Procurement of environmentally friendly tyres and regenerated lubricant oils
4. Ensure the correct collection and management of used lubricant oils and tyres
5. Encourage vehicles made with recycled/bio-materials

### **Furniture: Procurement considerations**

1. CHECK MANUFACTURERS, SOURCE LOCALLY IF APPROPRIATE
2. Procure timber from legal and sustainably managed forests
3. Use materials made partly or totally from recycled materials and/or renewable materials
4. Avoid as much as possible hazardous substances in materials production and surface treatment
5. Ensure the materials and furniture packaging can be separated and recycled or the packaging
6. materials are based on renewable raw materials
7. Procure fit for use, repairable and recyclable furniture

### **Electricity : Procurement considerations**

1. Increase the share of electricity from renewable energy sources or biomass
2. Energy Award / Display Energy Certificate
- 3.

**Food and catering services : Procurement considerations**

1. Procurement of organic food or purchase of food coming at least partially from organic sources
2. Procurement of sustainably-produced or caught aquaculture and marine products
3. Procurement of livestock products with high welfare standards
4. Procurement of seasonal products
5. Procurement in bulk or in packaging that has a high recycled content
6. Use of reusable cutlery, crockery, glassware and tablecloths
7. Use of environmentally friendly paper products
8. Full waste collection of food stuffs with staff training
9. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products
10. Procurement of water and energy efficient kitchen appliances
11. 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

**This policy will be reviewed April 2019**

Appendix 1

**When making purchases please consider the following:**

**Our Green Procurement Policy:** Waterthorpe Nursery Infant 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 Best Value Statement:** The Governing Body at Waterthorpe Nursery Infant School is committed to achieving best value in terms of decisions made. Best value therefor needs to be considered when purchasing goods and services by selecting the most economic, efficient and effective.

	Have you considered best value?	Have you considered Green procurement?
Paper		
Cleaning products		
Office equipment		
General classroom resources		
Furniture		
Staff room drinks and equipment		

**See below for Green Procurement considerations for the above items.**

**Paper**

4. Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre
5. Procurement of paper that is produced through a process of low energy consumption and emissions
6. Manufacturer states 'Ecological responsibility'

**The best option:**

**100% recycled and eco-certified**

**The paper must be at least Elementary Chlorine Free (ECF) and/or Totally Chlorine Free (TCF)**

**Cleaning Products**

10. Use cleaning products that are effective at lower temperatures
11. Avoid certain hazardous substances in the product (COSHH)
12. Avoid phosphorus and limit biocides in the product
13. Decrease the quantity of packaging used
14. Ensure the packaging used is made from recycled materials and can be recycled
15. Use products made in the UK

**The best option:**

**No sprays containing propellants to be used**

**Products packaged as trigger sprays to be used as refill sold as part of a refillable**

**No substances in the product should be identified as substances of very high concern, such as "Volatile organic Compounds" which are the worst environmental hazards in household cleaners**

**Office equipment**

7. Purchase energy efficient models
8. Purchase products with a restricted amount of hazardous materials and look at take back options
9. Use products design for recycling, that have a longer life and have take back options
10. Ensure the packaging used can be recycled
11. Correct disposal of any waste products, such as re-using or recycling

**The best option:**

**Purchase of any equipment with low environmental impacts throughout its lifecycle**

**Furniture**

8. CHECK MANUFACTURERS, SOURCE LOCALLY IF APPROPRIATE
9. Procure timber from legal and sustainably managed forests
10. Use materials made partly or totally from recycled materials and/or renewable materials
11. Avoid as much as possible hazardous substances in materials production and surface treatment
12. Ensure the materials and furniture packaging can be separated and recycled or the packaging
13. Materials are based on renewable raw materials
14. Procure fit for use, repairable and recyclable furniture

**The best option:**

**Purchase of furniture produced with environmentally friendly materials and processes**

**Staff room drinks and equipment.**

12. CONSIDER FAIRTRADE GOODS

13. Procurement in bulk or in packaging that has a high recycled content

14. Use of reusable cutlery, crockery, glassware and tablecloths

15. Use of environmentally friendly paper products

16. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products

17. Procurement of water and energy efficient kitchen appliances

18. Procurement of locally produced products or UK made

## Equality Impact Assessment Template

<b>Name of policy or project being assessed?</b>	<b>Date</b>
Green Procurement	April 2016

<b>Priority Level</b>	
High	
Medium	<b>X</b>
Low	

<b>Lead Officer: Helen Stokes</b>
<b>Members of the assessment team: Helen Stokes &amp; Suzanne Marriott</b>
<b>Others involved in the assessment (peer review/external challenge): Steering Committee members</b>

### What are the aims of the policy or project?

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### Who is the intended customer/service user of this project or policy? staff

### What are the desired outcomes from this project or policy?

To demonstrate an awareness of care for the environment and ECO strategies through school.

### List any other key policies, procedures, projects or strategies that this policy/project has implications on:

ECO. Tendering and Awards of contracts

**What are the racial, disability and gender equality implications of the policy or project?**

None

**Does the policy or project have any significant positive impact for:**

- Different racial groups
- Disabled persons
- Men and women
- Boys and girls

No

**Does the policy or project have any significant adverse impact for:**

- Different racial groups
- Disabled persons
- Men and women
- Boys and girls

No

**Do you have any evidence?**

**Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?**

**Action to take To state action that will be taken to offer appropriate choice on the grounds of religious and cultural beliefs**

**If you have indicated there is a negative impact, can it be justified?**

**YES**

**NO**

**If you have indicated there is a negative impact and it cannot be justified, is it discrimination?**

**YES**

**NO**

**If you have answered YES, please list all the changes that you have made to eliminate this discrimination:**

**Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy**

Signed (Person completing the form):



Date: 18/4/16