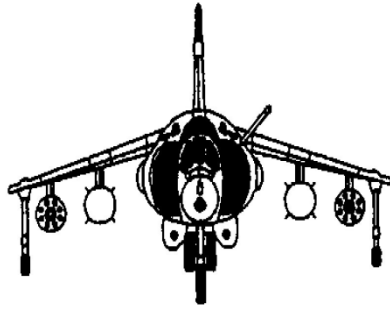


Wittering Primary School

# Green Procurement Policy



# WITTERING PRIMARY SCHOOL GREEN PROCUREMENT POLICY 2014

## POLICY STATEMENT

Wittering 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 and in line with value for money considerations; 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 reduced 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. Use materials made partly or totally from recycled materials and/or renewable materials
3. Ensure the materials and furniture packaging can be separated and recycled where possible
4. Materials are based on renewable raw materials
5. 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

### **Food and Catering Services**

#### **Procurement considerations**

1. Procurement of organic food or purchase of food coming at least partially from organic sources where value for money exists
2. Procurement of sustainably-produced or caught aquaculture and marine products
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 the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products where possible
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

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