

# Wheatfield Primary School

*'Growing and Learning Together'*

## Green Procurement Policy

(Statutory Policy Document)

Issue No 1

December 2015



Approved by Head Teacher: December 2015

Approved by Governors: December 2015

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	December 2015	New policy document.	Denise Hickson

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years, or updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

## ABBREVIATIONS

The following abbreviations are used in the policy:

ECO

# Green Procurement Policy

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## MAIN DOCUMENT

### 1 POLICY STATEMENT

Wheatfield 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.

### 2 PROCUREMENT CONSIDERATIONS

#### 2.1 Paper

- Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre.
- Procurement of paper that is produced through a process of low energy consumption and emissions.
- Manufacturer states 'ecological responsibility'.
- Printers to be set up so that the "default" setting is black and white, double-sided printing and copying.
- Teachers and children to be mindful that paper can be used on both sides before being recycled.

#### 2.2 Cleaning Products

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

#### 2.3 Office Equipment

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

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## **2.4 Lighting**

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

## **2.5 Transport**

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

## **2.6 Furniture**

- Check manufacturers, source locally if appropriate.
- Procure timber from legal and sustainably managed forests.
- Use materials made partly or totally from recycled materials and/or renewable materials.
- Avoid as much as possible hazardous substances in materials production and surface treatment.
- Ensure the materials and furniture packaging can be separated and recycled or the packaging.
- Materials are based on renewable raw materials.
- Procure fit for use, repairable and recyclable furniture.

## **2.7 Electricity**

- Increase the share of electricity from installation of solar panels.
- Energy Award / Display Energy Certificate.

## **2.8 Food and catering services**

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

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- Procurement of locally produced products or UK made.

## **2.9 Gardening Services**

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

## **2.10 Textiles (Clothing, Woven Materials, Bags, Rucksacks, School Ties, Carpets, Curtains etc.)**

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

## **3 PUPIL INVOLVEMENT**

- The children in our school "Eco Warriors" are actively involved in our schools green procurement by:
  - Monitoring the paper recycling to identify whether paper could be re-used in school, prior to be recycled.
  - Identifying priorities for lighting to be changed to LED lighting.
  - Conducting a survey to identify where the food we use in our school kitchen comes from.
  - Our gardening club makes it's own compost.
  - Responsibility for ensuring the "no-cost and low-cost" actions raised during the school's energy survey are prioritised and completed.