



ST. NICHOLAS SCHOOL CHILD OKEFORD

A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

MISSION STATEMENT

‘At St. Nicholas, we nurture everyone *to be the best we can be*, in a caring and inclusive Christian environment.’

GREEN PROCUREMENT POLICY

POLICY SUMMARY

Child Okeford 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.

DATE ADOPTED
March 2014

REVISION NUMBER
3

LAST REVIEW
March 2018

NEXT REVIEW
March 2020

1. **Policy statement**

Child Okeford 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. **Paper procurement considerations**

These are:

- (i) paper to be based on recycled/ recyclable paper or paper based on sustainably harvested virgin fibre;
- (ii) procurement of paper that is produced through a process of low energy consumption and emissions; and
- (iii) the manufacturer states 'Ecological responsibility'.

3. **Cleaning products procurement considerations**

These are:

- (i) use cleaning products that are effective at lower temperatures;
- (ii) avoid certain hazardous substances in the product (COSHH);
- (iii) avoid phosphorus and limit biocides in the product;
- (iv) follow the recommended dosages;
- (v) decrease the use of products through reviewing cleaning plans and techniques;
- (vi) improve the training of cleaning staff (DCC);
- (vii) decrease the quantity of packaging used;
- (viii) ensure the packaging used is made from recycled materials and can be recycled; and
- (ix) use products made in the UK.

4. **Office equipment procurement considerations**

These are:

- (i) purchase energy efficient models;
- (ii) purchase products with a restricted amount of hazardous materials and look at take back options;
- (iii) purchase products with a restricted noise level;
- (iv) use products design for recycling, that have a longer life and have take back options;
- (v) ensure the packaging used can be recycled; and
- (vi) ensure the correct disposal of any waste products, such as re-using or recycling.

5. **Lighting procurement considerations**

These are:

- (i) purchase replacement lamps that have low energy usage;
- (ii) use lighting controls to further reduce energy consumption;
- (iii) at installation stage, ensure system works as intended, in an energy efficient way; and
- (iv) recycle appropriately all waste products.

6. **Transport procurement considerations**

These are:

- (i) procurement of low emission vehicles (GHG, other exhaust gases and noise);
- (ii) ensure reduce fuel consumption through eco-driving or tyre pressure monitoring systems;
- (iii) procurement of environmentally friendly tyres and regenerated lubricant oils;
- (iv) ensure the correct collection and management of used lubricant oils and tyres; and
- (v) encourage vehicles made with recycled/ bio-materials.

7. **Furniture procurement considerations**

These are:

- (i) check manufacturers, source locally if appropriate;
- (ii) procure timber from legal and sustainably managed forests;
- (iii) use materials made partly or totally from recycled materials and/or renewable materials;
- (iv) avoid as much as possible hazardous substances in materials production and surface treatment;
- (v) ensure the materials and furniture packaging can be separated and recycled or the packaging;
- (vi) use materials that are based on renewable raw materials; and
- (vii) procure fit for use, repairable and recyclable furniture.

8. **Electricity procurement considerations**

These are:

- (i) increase the share of electricity from renewable energy sources or biomass; and
- (ii) look for Energy Award /Display Energy Certificate.

9. **Food and catering services procurement considerations**

These are:

- (i) procurement of organic food or purchase of food coming at least partially from organic sources;
- (ii) procurement of sustainably-produced or caught aquaculture and marine products;
- (iii) procurement of livestock products with high welfare standards;
- (iv) procurement of seasonal products;
- (v) procurement in bulk or in packaging that has a high recycled content;
- (vi) use of reusable cutlery, crockery, glassware and tablecloths;
- (vii) use of environmentally friendly paper products;
- (viii) full waste collection of food stuffs with staff training;
- (ix) minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products;
- (x) procurement of water and energy efficient kitchen appliances; and
- (xi) procurement of locally produced products or UK made.

10. **Gardening services procurement considerations**

These are:

- (i) avoid the use of peat as a soil improver;
- (ii) limit plant pesticides and use alternative pest control techniques;
- (iii) use (whenever possible) locally collected water (water butts) with efficient irrigation;

- (iv) use different measures to reduce water demand such as mulching;
- (v) procure organically produced and native plants;
- (vi) ensure appropriate materials are composting;
- (vii) procure products in recycled, compostable, reusable, recyclable or biodegradable packaging; and
- (viii) act on invasive plants and animals.

11. **External services in general procurement considerations**

These are:

- (i) Where possible and/ or appropriate bearing in mind the nature of the services to be provided use a firm or company who have a recognised environmental management system of their own in place such as ISO1400?
- (ii) Where possible and/ or appropriate bearing in mind the nature of the services to be provided check whether firm or company to be used have written environmental procedures of their own for their staff in relation to such issues as protecting the environment e.g. waste management, policies.
- (iii) Does the firm or company to be used utilise consideration similar to those in this policy (where appropriate).
- (iv) Does the firm or company in question have a travel policy?
- (v) Has the firm or company in question within the last 10 years had legal action taken against it under environmental legislation, including prosecutions or notices served by the Environment Agency, Local Authorities or HM Inspector of Pollution?