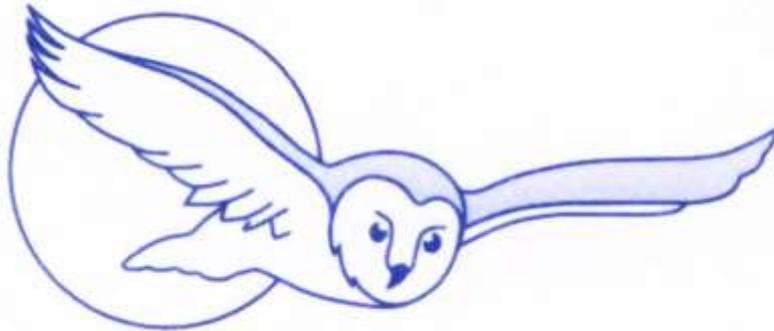


Stanbridge Primary School

GREEN PROCUREMENT POLICY



Signed (Chair):	Name: Mr G Coombes	Date: 17/11/16
Signed (Headteacher):	Name: Miss F Bertham	Date: 17/11/16
Ratified: by Finance Committee	Next Review: Term 2 (18/19)	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Green Procurement Policy	Date:	07/11/16
EIA CARRIED OUT BY:	F Bertham	EIA APPROVED BY:	F Bertham

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender Reassignment (transgender)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

Stanbridge Primary School

Green Procurement Policy

POLICY STATEMENT

Stanbridge 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 school's carbon footprint associated with products and services.

Paper

Procurement considerations

1. Paper to be based on recycled/recyclable paper or 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 designed for recycling, that have a longer life and have take back options
5. Ensure the packaging used can be recycled
6. Ensure correct disposal of any waste products, such as re-using or recycling

Lighting

Procurement considerations

1. Purchase replacement lamps that have low energy usage wherever possible
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. 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
6. Ensure 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

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. Ensure full waste collection of foodstuffs by training staff
9. Minimise 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 or UK made products

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 additional measures to reduce water demand such as mulching
5. Procure organically produced and native plants
6. Ensure appropriate materials are composted
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 already purchased (hand on or resell school uniforms, ties, bags etc.)
2. Purchase materials and textiles which have been used previously 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