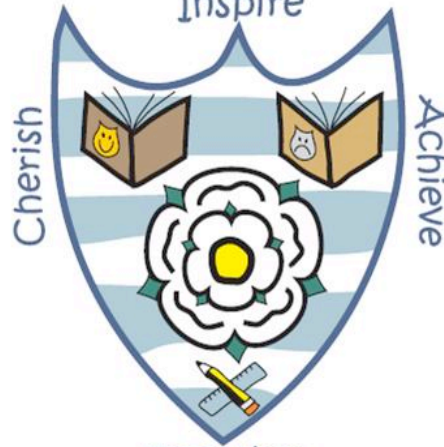


Birkwood Primary

Inspire



Together  
School

# **GREEN PROCUREMENT POLICY**

**UPDATED JANUARY 2014**

## **POLICY STATEMENT**

Birkwood 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 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 schools 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, where 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. Use materials made partly or totally from recycled materials and/or renewable materials, where possible
3. Avoid as much as possible hazardous substances in materials production and surface treatment
4. Ensure the materials and furniture packaging can be separated and recycled or the packaging
5. Procure fit for use, repairable and recyclable furniture
6. Recycle unwanted items through CART or other needy schools

**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 in bulk or in packaging that has a high recycled content
2. Use of reusable cutlery, crockery, glassware and tablecloths
3. Use of environmentally friendly paper products
4. Full waste collection of food stuffs with staff training
5. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products
6. Procurement of water and energy efficient kitchen appliances
7. Procurement of locally produced products or UK made

**Textiles** (clothing, woven materials, bags, rucksacks, school ties, carpets, curtains etc)**Procurement considerations**

1. Reuse materials that have been purchased (hand on or sell on school uniforms, ties, bags etc)
2. Purchase materials and textiles which have previously used or can be reused
3. Purchase clothes or materials that contain organic cotton or other natural fibres

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy will be reviewed in January 2016.

Signed \_\_\_\_\_ Headteacher      Date \_\_\_\_\_

Signed \_\_\_\_\_ Chair of Governors      Date \_\_\_\_\_