



## WESTFIELD PRIMARY SCHOOL AND NURSERY

### GREEN PROCUREMENT POLICY

December 2015

#### POLICY STATEMENT

Westfield Primary School is committed to reducing its impact on the environment and increasing its sustainability whenever possible. When purchasing, we will consider the environmental impact of what we buy.

Our Green Procurement Policy covers:

1. Paper
2. Cleaning Products
3. Office Equipment
4. Lighting
5. Furniture
6. Energy
7. Food & Catering Services
8. Gardening products

Where possible, our approach will include *buying locally*, using *recycled / recyclable materials*, using less chemicals and *reducing the schools carbon footprint* associated with products and services. Detailed information provided by Eco-Schools England gives specific procurement advice on each area of procurement. See below:

#### 1. Paper Procurement considerations

- 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'

#### 2. Cleaning Products Procurement considerations

- 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 (DCC)
- 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

### **3. Office equipment Procurement considerations**

- 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

### **4. Lighting Procurement considerations**

- 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

### **5. Furniture Procurement considerations**

- 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

### **6. Energy Procurement considerations**

- Increase the share of electricity from renewable energy sources or biomass
- Energy Award / Display Energy Certificate

### **7. Food and catering services Procurement considerations**

- 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
- Minimise of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products
- Procurement of water and energy efficient kitchen appliances
- Procurement of locally produced products or UK made

#### **8. Gardening Services Procurement considerations**

- 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

**Policy Reviewed: December 2015**  
**Date of Next Review: December 2018**