

CIRENCESTER KINGSHILL SCHOOL
GREEN PROCUREMENT POLICY 2020/21

POLICY STATEMENT

Cirencester Kingshill School is committed to reducing its impact on the environment and increasing its sustainability whenever possible. The environmental impact associated with the life cycle of products and services must be taken into consideration and play a crucial role in procurement decision making. We will ensure that when all products and services are purchased that we will give consideration to 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 School's carbon footprint associated with products and services, including the delivery of products and services whilst at the same time ensuring that purchases provide value for money and make the most efficient use of the School's financial and material resources

Our Green Procurement Policy covers the following key areas:

- Paper
- Cleaning products
- Office equipment
- Lighting
- Transport
- Furniture
- Energy
- Food and catering services
- Gardening products
- Textiles
- Educational Resources

Key aspects of our approach will include:

- Using local suppliers
- Using recycled materials
- Using recyclable materials
- Using less chemicals
- Reducing our carbon footprint

The procurement considerations below will be used to inform decision making processes linked to the School's procurement processes and will be applied if appropriate and whenever possible.

In considering a Green Procurement Policy for the School reference has been made to the Eco Schools Green Procurement Policy Guidance document.

<https://www.eco-schools.org.uk/wp-content/uploads/2016/12/Green-Procurement.pdf>

Paper

Procurement considerations

- Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre as long as this type of paper is compatible with the School's copying equipment
- Procurement of paper that is produced through a process of low energy consumption and emissions wherever possible
- Manufacturer states 'ecological responsibility' wherever possible
- Use and encourage electronic copies of documents as much as possible
- Avoiding certain substances in paper production i.e. bleach

Cleaning Products

Procurement considerations

- Use of cleaning products that are effective at lower temperatures
- Avoid certain hazardous substances in the product (COSHH) wherever possible
- Avoid phosphorus and limit biocides in the product wherever possible
- Follow the recommended dosages at all times
- Decrease the use of products through reviewing cleaning plans and techniques
- Work with the contractor to ensure they improve the training of the cleaning team
- Decrease the quantity of packaging used whenever possible
- Ensure the packaging used is made from recycled materials and can be recycled wherever possible
- Use products made in the UK wherever possible
- Purchase sprays without propellants if possible
- Make potential contractors aware of the importance of the School's "Eco School" status when going out to tender

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 designed 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

Lighting

Procurement considerations

- Purchase replacement lamps that have low energy usage
- Use lighting controls to further reduce energy consumption
- Consideration replacement of existing lighting with lighting controls when looking at replacement projects
- At installation stage, ensure system works as intended, in an energy efficient way
- Recycle appropriately all waste products
- Investigate solar lighting as an alternative option

Transport

Procurement considerations

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

Furniture

Procurement considerations

- Check manufacturers and try to source locally if appropriate
- Procure timber from legal and sustainably managed forests
- Where possible 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 used in furniture are based on renewable raw materials
- Procure fit for use, repairable and recyclable furniture

Energy: Electricity and Gas

Procurement considerations

- Increase the share of electricity / gas from renewable energy sources or biomass if possible
- Energy Award / Display Energy Certificate displayed
- Green and renewable energy options investigated and considered
- Make potential contractors aware of the importance of the School's "Eco School" status when going out to tender

Food and Catering Services

Procurement considerations (in liaison with Catering contractor)

- 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 the use of hazardous chemicals and maximize 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
- Make potential contractors aware of the importance of the School's "Eco School" status when going out to tender

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
- Make potential contractors aware of the importance of the School's "Eco School" status when going out to tender

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

Procurement considerations

- 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
- Purchase materials containing 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

Education Resources

Procurement considerations

- Reuse materials that have been purchased (cardboard, tubes, plastic, etc)
- Purchase materials which have previously used or can be reused
- Purchase materials from sustainable sources
- Source items that can be reused via the local community
- Use of local suppliers
- Ensure packaging can be recycled

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Reviewed by S. Gardiner (Business Manager) / M. Hill (Site Manager) September 2020 (Date)

Adopted by Governors _____(Sign) _____(Date)

Review date November 2021