



Holly Park School Green Procurement Policy

Holly Park 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.

Links to the UN Rights of the Child

Article 24

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

Holly Park 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. Of course we have to consider the cost implications of such purchasing on our budget. 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. We will endeavour to buy or use environmentally friendly products whenever practically possible and sensible. We will however need to think about life span, cost, durability, time frame for purchasing etc

Our Green Procurement Policy covers the following key areas:

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

Key aspects of our approach will include:

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

The document 'Green Procurement Policy Guidance' created by Eco-Schools England gives detailed information on the impacts that occur from the purchase of various products and services, the specific procurement considerations for each area and characteristics of the best option choices. This document provides a reference point to inform decision making in procurement. New technologies and advancement in the production of goods and services will require this policy and reference document to be regularly updated.

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 (where possible) 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
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

Transport (Not applicable to HPS at this point)

Procurement considerations

1. Procurement of low emission vehicles (GHG, other exhaust gases and noise)

2. Ensure reduce fuel consumption through eco-driving or tyre pressure monitoring systems
3. Procurement of environmentally friendly tyres and regenerated lubricant oils
4. Ensure the correct collection and management of used lubricant oils and tyres
5. Encourage vehicles made with recycled/bio-materials
6. As far as possible we aim to use public transport

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. 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 (A service we buy in)

Procurement considerations

1. Procurement of organic food - only use Organic milk in all recipes. Also source a percentage of organic meat, fruit and vegetables in line with Food for Life, Silver and Gold Requirements
2. Local Supply - source all of fresh ingredients including meat, fruit and vegetables and dairy products from local suppliers.
3. Source LEAF accredited fruit and vegetables, the LEAF accreditation means that farmers have adhered to an approach which ensures sustainable farming for the future
4. Procurement of sustainably-produced or caught aquaculture and marine products
5. Procurement of livestock products with high welfare standards - only source fresh meat which is British and Red Tractor accredited. This means that meat products are traceable from farm to fork.
6. Fairtrade – All sugar, tea, coffee, cocoa, fruit juice and bananas are Fairtrade as standard
7. Free Range- Make sure all eggs are RSPCA Assured 'Free Range Freedom Food'
8. MSC Fish - Responsibly source fish and will bring this approach to the school. All fish is sourced from sustainable sources in line with guidelines set by the Marine Stewardship Council. All Tuna is pole and line caught and have no fish that is on the Fish to Avoid list.
9. Procurement of seasonal products
10. Use products from the school allotment when possible
11. Procurement in bulk or in packaging that has a high recycled content
12. Use of reusable cutlery, crockery, glassware and tablecloths
13. Use of environmentally friendly paper products
14. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products

15. Procurement of water and energy efficient kitchen appliances
Gardening Services (A service we buy in)
Procurement considerations <ol style="list-style-type: none"> 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 different measures to reduce water demand such as mulching 5. Procure organically produced and native plants 6. Ensure appropriate materials are composting 7. Procure products in recycled, compostable, reusable, recyclable or biodegradable packaging 8. Act on invasive plants and animals

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	May 2016	Simon Reid	Writenn
1.1	May 2016	School Eco Council	Amended & agreed
1.2	Summer 2016	Finance committee	Amended, adopted & ratified
1.3	Summer 2017	Finance committee	Amended & ratified
1.4	Summer 2018	Finance committee	Amended & ratified
1.5	Summer 2019	Finance committee	Amended & ratified
1.6	Summer 2020	Finance committee	Amended & ratified
1.7	Summer 2021	Finance & premises committee	Amended & ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

Distribution

Shared with
<ul style="list-style-type: none"> • Staff via school server • Parents via Website • Governors via committee meetings

Date for next review
Summer 2022