

# Pinewood Infant School & Foundation Unit



## Procurement Policy

Summer 2018

Pinewood Infant School will ensure that when all products and services are purchased, we will consider environment aspects, potential impact 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, using local contractors, buying recycled and recyclable, using less chemicals and reducing the schools carbon footprint associated with products and services.

#### Paper- where possible

- Paper to be based on recycled/recyclable paper or paper based on sustainability harvested virgin fibre
- Procurement of paper that is produced through a process of low energy consumption and emissions
- Manufacturer states 'Ecological responsibility'

#### Cleaning Products

- Purchase Eco cleaning produce for school, if possible
- Use cleaning products that are effective at low temperatures
- Avoid certain hazardous substances in the product (COSHH)
- Follow the recommended dosages
- Ensure the cleaning staff receive adequate training
- Decrease the quantity of packages used
- Try to ensure the packaging used is made from recycled materials and is able to be recycled
- Try to use products manufactured in the UK

#### Office Equipment

- Purchase energy efficient models
- Purchase equipment with noise level restrictions
- Use products that have a longer life
- Try to ensure packaging can be recycled
- Correct disposal of any waste products such as re-using or recycling
- Back to back copying when possible

#### Lighting

- Purchase replacement lamps that can use/have low energy usage
- Use lighting controls to further reduce energy consumption
- Recycle all waste products appropriately
- As part of our Eco ethos we routinely turn off lights when the rooms are not in use

#### Furniture

- Check manufacturers and source locally if possible
- Procure timber from legal and sustainably managed forests
- Try to use materials made partly or totally from recycled materials and /or renewable materials
- Ensure the materials and packaging can be separated and recycled or the packaging materials are based on renewable raw materials
- Procure fit for use, repairable and recyclable furniture

### Electricity

- Energy Award/Display Energy Certificate
- Turn off/turn down Electrical items for the day once a term and monitor the savings
- All lights and sockets to be turned off when not in use as part of our Eco ethos

### Gardening Services

- Avoid the use of peat as 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

### Textiles (clothing, woven materials, bags, rucksacks, etc)

- Reuse materials that have been purchased (hand on or sell on school uniforms)
- Where possible purchase Fair Trade textiles
- Termly clothing collections to raise awareness, funds for school and encourage recycling
- School has a clothing bank for Police Aid convoy on site to ensure materials are re used for the benefit of others

### Classroom

- Re use products when appropriate
- Use both sides of pieces of paper, if appropriate
- Recycle products when appropriate
- Replace displays termly
- Look after equipment to make it last longer