

# Green Procurement and Sustainability Procedure

To be reviewed Bi-Annually.

Procedure Agreed October 2019. To be reviewed October 2021.



Everton Nursery School and Family Centre have gained Green Flag status four times through Keep Britain Tidy.

## Aim

Everton Nursery School and Family Centre aim to ensure that staff will consider environmental aspects, potential impacts and costs, associated with their life cycle with all products and services before being purchased. Our practice of procuring products and services will endeavour to ensure that they are less harmful to the environment (and, 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. For example the purchase and use of glitter.

## Paper

### Considerations

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

## Cleaning products

### 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 (through NVQ training re LCC cleaning staff)

- 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

### **Office equipment**

#### **Considerations**

- Purchase energy efficient models
- Purchase products with a restricted amount of hazardous materials
- 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**

#### **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

### **Transport**

#### **Considerations**

- Procurement of low emission vehicles
- Ensure reduce fuel consumption through eco-driving or tyre pressure monitoring systems
- Procurement of environmentally friendly tyres and regenerated lubricant oils
- Ensure the correct collection and management of used lubricant oils and tyres
- Encourage vehicles made with recycled/bio-materials

- Staff to use public transport to attend meetings where possible

## **Furniture**

### **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
- Materials are based on renewable raw materials
- Procure fit for use, repairable and recyclable furniture

## **Electricity**

### **Considerations**

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

## **Food and Catering Services**

### **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 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
- Procurement of reduced plastic packaging. For example, milk for children in recycled bottles with no straws.

### **Gardening services**

#### **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

This procedure was reviewed by a group of four Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1<sup>st</sup> October 2019.