



STONY DEAN SCHOOL  
SUSTAINABLE PROCUREMENT POLICY/CONSIDERATIONS

Policy Created: March 2022

Policy Review: March 2023

## SUSTAINABLE PROCUREMENT POLICY/CONSIDERATIONS

Stony Dean 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.

Stony Dean 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.

### KEY AREAS:

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

## KEY ASPECTS OF OUR APPROACH INCLUDE

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

### BENEFITS:

Sustainable procurement can benefit our school by:

- Reducing our energy consumption and associated costs • Reducing the need for waste management • Promoting innovation • Encouraging partnership and communication with our suppliers • Improving reputation and relations with parents, students and wider community



## **PROCUREMENT CONSIDERATIONS:**

### Paper

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

### Office equipment

- ❖ Purchase energy efficient models
- ❖ Purchase products with a restricted amount of hazardous materials and look at take back options 3. 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

### Cleaning Products

- ❖ 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 (where possible) is made from recycled materials and can be recycled
- ❖ Use products made in the UK

### Furniture

- ❖ Check manufacturers and 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

Lighting      *Our internal and external lighting has been replaced with LED*

- ❖ Purchase replacement lamps that have low energy usage
- ❖ Use lighting controls to further reduce energy consumption
- ❖ Recycle appropriately all waste products

Electricity      *Solar PV installed and in use*

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

Transport

- ❖ Engage and promote the uptake of clean and energy efficient vehicles with supply chain/BCC to procure lower polluting vehicles
- ❖ Considering charging/refuelling infrastructure
- ❖ Consider alternative manufacturers whom we may not have previously

Gardening Services (A service we buy in)

- ❖ 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

Food and catering services

- ❖ 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 products from the school allotment when possible
- ❖ Use of environmentally friendly paper products
- ❖ Ensure waste collection and composting of food stuffs with staff
- ❖ Training
- ❖ Minimal use of hazardous chemicals and instead use environmentally

- friendly cleaning and dishwashing products
- ❖ We procure water and energy efficient kitchen appliances
- ❖ We encourage Fairtrade ingredients and where we the choice only purchase Fairtrade products.

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.

Stony Dean School is committed to operating in a sustainable manner in terms of its environmental impact. Wherever possible we seek to ensure that the equipment and products we procure come from sustainable sources

#### DOCUMENT CONTROL

Version	Revision Date	Revised By	Revision
1.0	March 2022	Jackie Dwyer	Written
	March 2022	Finance & premises committee	Agreed & Adopted

#### DISTRIBUTION

Shared with
❖ Staff via school server
❖ Parents via Website
❖ Governors via committee meetings

DATE OF NEXT REVIEW
March 2023