



Oak Cottage Primary School

Green Procurement Policy

As a part of our on-going commitment to improve the environment, this policy seeks to reduce the environment impacts of our operations and promote sustainable development by the integration of environment performance considerations in the procurement process.

We are committed to promoting the integration of environment performance considerations in the procurement process including planning, acquisition, use and disposal. Oak Cottage Primary School is committed to considering the environmental aspects, potential impacts and costs, associated with the life cycle assessment of goods and services being acquired.

This calls for conscious efforts across Oak Cottage Primary School in the following areas:

Reduce, Reuse and Recycle:

Oak Cottage Primary School is committed to reducing resource consumption and minimizing waste where costs and practicality permit, throughout the school.

Paper

Procurement considerations:

1. Wherever possible recycled paper should be purchased for everyday classroom use
2. Scrap and recycled paper should be used

Cleaning products

Procurement considerations:

1. Use cleaning products that are effective at lower temperatures
2. Avoid certain hazardous substances in the product (COSHH)
3. Follow the recommended dosages
4. Decrease the use of products through reviewing cleaning plans and techniques
5. Improve the training of cleaning staff (DCC)

Office equipment

Procurement considerations:

1. Purchase energy efficient models
2. Use products design for recycling, that have a longer life and have take back options
3. Ensure the packaging used can be recycled
4. 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

Procurement considerations:

1. Encourage parents to use low emission cars
2. Encourage parents to walk, cycle or scoot with their children to and from school

Furniture

Procurement considerations:

1. Avoid as much as possible hazardous substances in materials production and surface treatment
2. materials are based on renewable raw materials
3. 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

Procurement considerations:

1. Procurement of seasonal products
2. Use of reusable cutlery and crockery
3. Full waste collection of food stuffs with staff training
4. Minimize of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products

Gardening Services

Procurement considerations:

1. Limit plant pesticides and use alternative pest control techniques
2. Use (whenever possible) locally collected water (water butts)
3. Procure organically produced and native plants
4. Ensure appropriate materials are composting
5. Procure products in recycled, compostable, reusable, recyclable or biodegradable packaging
6. Act on invasive plants and animals

Oak Cottage Primary School are committed to these values and they shall be monitored and evaluated by the eco team and headteacher on a termly basis.