

The Hills Academy

Green Procurement

Updated: September 2015
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POLICY

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Important Notes:

- 1. This document should be brought to the attention of staff and any temporary workers on The Hills Academy premises**

1. Our Aims

At The Hills Academy, we are committed to reducing our 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.

In this policy, we will consider the following areas of purchasing: Paper, Cleaning products, Office equipment, Lighting, Transport, Furniture, Electricity, Food and catering services and Gardening products

2. Paper

What can happen to the environment through paper production?

- Forest destruction and loss of biodiversity
- Energy and water consumption during production
- Emissions to air and water during pulp and paper production
- Chemical consumption and potential environmental contamination during production
- Waste generation during production

What we will think about when buying paper:

- Paper to be based on recycled paper or paper based on sustainably harvested virgin fibre
- Purchase of paper that is produced through a process of low energy consumption and emissions
- Avoidance of bleaching used in production

At the Hills Academy, we will try to buy:

- 100% recycled and eco-certified exercise books and journals
- The paper must be at least Elementary Chlorine Free (ECF) and/or Totally Chlorine Free (TCF)

3. Cleaning Products

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4. Office Equipment

What can happen to the environment as a result of the production of office furniture?

- High energy consumption resulting in carbon dioxide emissions
- Air, soil and water pollution, ozone formation, effects on aquatic systems of mercury which is used in the production of LCD displays and flame retardants
- Use of energy, resources and harmful emissions related to the production of IT equipment such as the abstraction of raw materials and the manufacture of components
- Generation of waste material including packaging and the final disposal of the item
- Health of employees affected due to noise and heat

What we will think about when buying office equipment:

- Buy energy efficient models
- Buy products with restricted amounts of hazardous materials and consider “take back” options
- Buy products with a restricted noise level
- Buy products which have been designed for recycling, that have a longer life and that have “take back” options
- Buy products with recyclable packaging
- Think about how the product will be disposed of, such as recycling or re-using options

At The Hills Academy, we will try to buy:

- Items which have a low impact on the environment throughout its life cycle.

5. Lighting

What can happen to the environment as a result of the use of lighting?

- High energy consumption, especially by indoor lighting
- Potential pollution of air, land and water during the production phase
- Use of materials and hazardous materials
- Generation of waste – both hazardous and non-hazardous

What we will think about when using lighting:

- Replace spent bulbs with low energy alternatives
- Use lighting controls to reduce energy consumption
- At installation stage, ensure system works energy efficiently
- Recycle appropriately all waste products

At the Hills Academy, we will turn off lights when we leave a room. We have light monitors in each classroom appointed to ensure this happens.

6. Furniture

What can happen to the environment as a result of the production of furniture?

- Loss of biodiversity, soil erosion and degradations a result of unsustainable forest management and illegal logging
- Landscape impact from mining activities
- Depletion of resources due to the use of non-renewable resources such as metals and oil/natural gas for plastics
- CO₂ and other emissions as a result of energy consumption in the production of several materials.
- Eutrophication of surface and ground waters as a result of the use of hazardous substances that can be released during production, use or disposal
- Volatile Organic Compounds emissions as a result of the organic solvents
- Waste and packaging waste due to packaging and early replacement of furniture due to a lack of reparability options, low durability, ergonomics and furniture not fit for purpose.

What we will think about when buying furniture:

- Buy wooden products from legal and sustainable managed forests.
- Use materials made partly or wholly 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 or the packaging materials are based on renewable raw materials
- Buy fit for use, repairable and recyclable furniture

We will try to buy furniture which is made from environmentally friendly materials and processes.

7. Electricity

What can happen to the environment as a result of using electricity?

- Electricity made from fossil fuels is responsible for a substantial proportion of greenhouse gases and other emissions
- As more electricity is used the non-renewable sources are being depleted

What we will think about when using electricity:

- Increase the share of electricity from renewable sources or biomass

At the Hills Academy, we will try turn off all green electrical switches when they are not in use.

8. Food and Catering Services

What can happen to the environment as a result of purchasing food and catering equipment?

- Impact on human health and the environment due to pesticides and fertiliser residues present in air, water, soil and food
- Soil erosion, forest destruction and loss of biodiversity cause by some agricultural practices, over intensive animal production and intense fishing and aquaculture practices
- Animal cruelty due to a lack of respect for animal cruelty
- High energy and water consumption of kitchen appliances
- Increased CO2 emissions as a result of modes of transport used to carry out the catering services

What we will think about when buying food and catering products:

- Consider buying organic produce
- Buy sustainably produced or caught aquaculture and marine products
- Buy livestock products with high welfare standards
- Buy seasonal produce
- Buy in bulk or in packaging that has a high recycled content
- Use environmentally friendly paper products
- Food waste to be composted
- Minimize the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products
- Buy water and energy efficient kitchen appliances
- Buy locally or UK made products

At the Hills Academy, we will ask the catering company to aim to buy organic, animal friendly, environmentally friendly, energy efficient products where possible.

9. Gardening Services

What can happen to the environment as a result of gardening?

- Pesticides, herbicides and fertilisers can cause soil and water pollution, and sometimes can have toxic effects on the environment.
- Overuse of peat, a non-renewable resource, in soil improvers.
- High water consumption
- High organic waste generation
- High waste packaging generation

At The Hills Academy, we will endeavour to:

- Use alternative pest control rather than pesticides
- Use collected rain water from water butts
- Mulch the soil to reduce water usage
- Compost organic waste from the staff room, playground and kitchen
- Buy products which come in recycled, compostable, recyclable or biodegradable packaging
- Take action with invasive plants or animals