GREEN PROCUREMENT POLICY
POLICY STATEMENT
We will ensure that when all products and services are purchased, we will consider environmental aspects, potential impacts 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, buying recycled and recyclable, using less chemicals and reducing the our carbon footprint associated with products and services.
Paper
Procurement considerations
1. Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre
2. Procurement of paper that is produced through a process of low energy consumption and emissions
3. Manufacturer states 'Ecological responsibility'
Cleaning Products Procurement considerations
1. Use cleaning products that are effective at lower temperatures
2. Avoid certain hazardous substances in the product (COSHH)
3. Avoid phosphorus and limit biocides in the product
4. Follow the recommended dosages
5. Decrease the use of products through reviewing cleaning plans and techniques
6. Improve the training of cleaning staff
7. Decrease the quantity of packaging used
8. Ensure the packaging used is made from recycled materials and can be recycled
9. Use products made in the UK
   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
   Furniture
Procurement considerations
1. Source locally if possible
2. Reuse or Up-cycle good solid furniture that will last
3. Use materials made partly or totally from recycled materials and/or renewable materials
4. Avoid as much as possible hazardous substances in materials production and surface treatment
5. Ensure the materials and furniture packaging can be separated and recycled or the packaging
6. materials are based on renewable raw materials
7. Procure fit for use, repairable and recyclable furniture
   Electricity
Procurement considerations
1. Electricity from renewable energy sources
   Food Procurement considerations
1. Procurement of organic food or purchase of food coming at least partially from organic sources
2. Procurement of sustainably-produced products
3. Procurement of livestock products with high welfare standards
4. Procurement of seasonal products
5. Procurement in bulk or in packaging that has a high recycled content
6. Use of reusable cutlery, crockery, glassware and tablecloths
7. Minimise of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products
8. Procurement of locally produced products or UK made
Gardening Procurement considerations
1. Avoid the use of peat as a soil improver
2. Limit plant pesticides and use alternative pest control techniques
3. Use (whenever possible) locally collected water (water butts) with efficient irrigation

4. Use different measures to reduce water demand such as mulching
5. Procure organically produced and native plants
6. Ensure appropriate materials are composting
7. Procure products in recycled, compostable, reusable, recyclable or biodegradable packaging
8. Act on invasive plants and animals

Textiles (woven materials, rugs, bedlinen, towels, curtains etc) Procurement considerations

1. Purchase good quality products which wash well and will last.
2. Purchase materials and textiles which have previously used or can be reused
3. Do the materials purchased contain recycled fibres
4. Purchase materials that contain organic cotton or other natural fibres
5. Purchase materials showing the EU organic logo or the international gold standard for organic textiles (http://www.global-standard.org/)
6. Purchase Fair Trade textiles