



NEWHAM PRIMARY SCHOOL

Green Purchasing Policy

INTRODUCTION

The purpose of this Green Purchasing Policy is to provide a purchasing structure that will reduce Newham Primary School's negative impact on the environment and promote the sustainable use of resources. Newham Primary School aims to do this by supporting all staff in selecting products that minimise waste, pollution, habitat loss, toxicity and soil degradation and maximum water efficiency. This policy aims to establish a green purchasing culture in our school's work environment.

RESPONSIBILITIES

Currently both teaching and administration staff are responsible for purchasing. Purchasing decisions are to be made on the basis of environmental considerations and value for money, rather than just the cheapest up-front purchase price. Our purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability.

GUIDELINES

Newham Primary School prefers to purchase environmentally preferred products whenever they perform satisfactorily and are available at a reasonable price. Purchasing decisions shall be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle.

AVOID – Identifying ways of carrying out a function or task without using materials that generate waste. An example is sending information electronically instead of on paper.

REDUCE – Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided copies.

REUSE – Using the same item more than once, and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.

RECYCLE – Purchasing products that contain recycled materials or those that have or can be re-manufactured or recycled.

Newham Primary School will minimise greenhouse gas emissions, habitat destruction, toxicity, soil degradation and maximize water efficiency by purchasing:

- Energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the cost over the lifetime of the product;
- Goods that are produced locally in preference to those that have high kilometers associated with them.
- A preference for paper and wood products obtained from post-consumer recycled, plantation, salvaged or renewable sources as well as being FSC (Forestry Stewardship Council) approved.

- Green cleaning products that don't result in discharges of toxic chemicals to waterways.
- Materials and products that are free of toxic or polluting materials;
- Products that conserve water or use water in an efficient way.

OBJECTIVES

The objectives of this Green Purchasing Policy are to:

- Eliminate unnecessary purchasing;
- Reduce our impact on the environment;
- Reduce our impact on human health;
- Create a better market for environmentally preferred products;
- Develop a green purchasing culture throughout our school.

IMPLEMENTATION

To achieve the above objectives, Newham Primary School will:

- Establish a staff education program to raise awareness about this policy;
- Ensure that all staff, where appropriate have access to information on environmentally preferred products;
- Require that all contractors and consultants are aware of the current purchasing policy and green purchasing options and work with our school community to meet the objectives of the Green Purchasing Policy within their contracts;
- Establish a system to track and report on the outcomes of this policy;
- Actively promote environmental purchasing to the community.
- Encourage staff to find and share information about recycled and environmentally preferable products and specifications;
- Encourage innovativeness among staff for environmental purchasing.

REVISION HISTORY

Name Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	22/6/2015	22/6/2015		Sam Harrison	June 2018
2	8/6/2018	18/6/2018		Sam Harrison	June 2021
3	11/8/2022			Libby Fullard	August 2025