



Jersey College for Girls

Green Procurement Policy

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The College vision for a student leaving us states that she 'will want to have a positive impact on her community and the world.' And we would therefore expect every student to have awareness of and care for the environment.

JCG will ...

- Ensure that, when all products and services are purchased (within the restrictions of Supply Jersey), we consider environmental aspects, potential impacts and costs, associated with their life cycle
- Endeavour to ensure that products and services purchased are less harmful to the environment (land, air and water) and that they are made with less harmful materials when produced, used or consumed
- Try to, where possible; buy locally, buy Fairtrade products (as per our Fairtrade Policy), buy recycled and recyclable, use fewer chemicals and reduce the College's carbon footprint associated with products and services
- Use Appendix 1 as guidance for considerations that need to be made when ordering products or services
- Use (wherever possible) products and services supplied through Supply Jersey which have already been approved as Eco friendly

Systems and Procedures

Students should be encouraged to take responsibility for:

- Caring for the resources we use and the environment we work in to reduce the need to order excessively

- Contributing to policies regarding Eco matters and highlighting any concerns about products or services being used that might not be Eco friendly
- Promoting the use of environmentally products and services amongst their peers
- Considering the use of environmentally friendly products when they are asked to contribute ideas through JCGV regarding in-house catering (for example)

Eco Prefects and their teams have responsibility for:

- Encouraging the College community to consider Eco matters when ordering goods or services
- Contributing to the policy making regarding green procurement
- Acting upon any concerns raised by students about products or services being used
- Liaising with the teacher leading on Eco and the Site Manager regarding green procurement

All staff have responsibility for:

- Ensuring that products/services ordered meet the needs of the students and staff as well as being as environmentally friendly as possible
- Use the list of considerations in Appendix 1 to guide their decisions when making orders
- Using the products and services offered through Supply Jersey which are already identified as Eco by States of Jersey
- Checking with the Site Manager should they be unsure regarding a product or service's environmental standards
- Communicating with students and colleagues the importance of ordering Eco products and services
- Talking to colleagues and students who are using products or services that are less environmentally friendly and encouraging them to reconsider

The Site Manager has responsibility for:

- Keeping up to date with products or services that would not meet the Eco standards that the College wishes to maintain
- Advising the Eco prefects and teacher leading on Eco regarding products and services that are the most Eco friendly
- Ensuring that products used by contracted firms are environmentally sound
- Liaising with Finance Manager and Supply Jersey to ensure that products and services available are Eco friendly
- Advising all staff on procuring goods and services that are sound from an environmental perspective
- Encouraging students and staff to reduce, re-use and re-cycle before ordering

The teacher leading on Eco has responsibility for:

- Working closely with the Eco prefects to promote the use of environmentally friendly products and services

- Working with the Eco group to formulate the Green Procurement Policy
- Generally overseeing the application of the Green Procurement Policy
- Communicating the contents of the policy to colleagues and governors
- Liaising with the site manager regarding what should and should not be ordered in the College if we are to maintain our efforts to be as Eco friendly as possible

Relationship to other policies

1. Internal Policies:
 - Fairtrade
 - Health and Safety
2. Education Policies:
 - Procurement

Appendix 1

Procurement Considerations for different products and services

<p>Paper</p> <ol style="list-style-type: none">1. Paper to be based on recycled/recyclable paper or paper based on sustainably harvested virgin fibre2. Procurement of paper that is produced through a process of low energy consumption and emissions3. Manufacturer states 'Ecological responsibility'
<p>Cleaning Products</p> <ol style="list-style-type: none">1. Use cleaning products that are effective at lower temperatures2. Avoid certain hazardous substances in the product (COSHH)3. Avoid phosphorus and limit biocides in the product4. Follow the recommended dosages5. Decrease the use of products through reviewing cleaning plans and techniques6. Improve the training of cleaning staff7. Decrease the quantity of packaging used8. Ensure the packaging used is made from recycled materials and can be recycled
<p>Office equipment</p> <ol style="list-style-type: none">1. Purchase energy efficient models2. Purchase products with a restricted amount of hazardous materials and look at take back options3. Purchase products with a restricted noise level4. Use products design for recycling, that have a longer life and have take back options5. Ensure the packaging used can be recycled6. Correct disposal of any waste products, such as re-using or recycling
<p>Lighting</p> <ol style="list-style-type: none">1. Purchase replacement lamps and bulbs that have low energy usage2. Use lighting controls to further reduce energy consumption3. At installation stage, ensure system works as intended in an energy efficient way4. Recycle appropriately all waste products
<p>Transport – mini buses</p> <ol style="list-style-type: none">1. Procurement of low emission vehicles (GHG, other exhaust gases and noise)2. Ensure reduced fuel consumption through Eco-driving or tyre pressure monitoring systems3. Procurement of environmentally friendly tyres and regenerated lubricant oils4. Ensure the correct collection and management of used lubricant oils and tyres5. Encourage vehicles made with recycled/bio-materials
<p>Furniture/Design resources</p> <ol style="list-style-type: none">1. Check manufacturers and source locally where possible or if appropriate2. Procure timber from legal and sustainably managed forests3. Use materials made partly or totally from recycled materials and/or renewable materials4. Avoid as much as possible hazardous substances in materials production and surface treatment5. Ensure the materials and furniture packaging can be separated and recycled or the packaging6. Materials are based on renewable raw materials7. Procure fit for use, repairable and recyclable furniture

Electricity

1. Increase the share of electricity from renewable energy sources if possible
2. Monitor and reduce use where possible

Food and catering services

1. Procurement of organic food or purchase of food coming at least partially from organic sources
2. Procurement of sustainably-produced or caught aquaculture and marine 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. Use of environmentally friendly paper products
8. Full waste collection of food stuffs with staff training
9. Minimise the use of hazardous chemicals and use environmentally friendly cleaning and dishwashing products
10. Procurement of water and energy efficient kitchen appliances
11. Procurement of locally produced products (Genuine Jersey)
12. Procurement of Fairtrade products

Gardening Services

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 (clothing, woven materials, bags, rucksacks, school ties, carpets, curtains etc)

1. Reuse materials that have been purchased (hand on or sell on school uniforms, bags etc)
2. Purchase materials and textiles which have previously used or can be reused
3. The materials purchased contain recycled fibres
4. Purchase clothes or 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
7. Encourage use of second hand uniform shop and charity shops