

Green Procurement Policy

The Green Room Foundation is committed to reducing our carbon footprint across all provisions. The purpose of this policy is to establish a streamlined and environmentally conscious approach to purchasing.

This policy will apply to all staff involved in the ordering and purchasing of goods for the provision.

Owner: AA/WDJ&LG/CJR&KM/KSS&PH

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
Oct 25	Oct 26	Jan 26	1	Jan 27

Introduction

The Green Room Foundation recognises its vital role in effecting positive changes to the climate through process and by instilling a sense of responsibility to the environment in our students. This commitment is embedded across our operations, from teaching and learning to the management of our provisions and resources.

The process of buying all the goods, services and works needed to run the provisions has a significant but often unseen impact on our carbon emissions.

The Green Procurement Policy formalises our commitment to integrating environmental and social considerations into every purchasing decision. By consolidating our procurement efforts, we aim to:

1. **Look after what we own** (ensuring our possessions are stored where we can find them and in a way that encourages their longevity)
2. **Use what we own** (ensuring we return items to their home when we've finished with them to prevent the need for duplicate buying).
3. **Consider whether there is an alternative** to buying a new item. (Ensure there is a real need for a new item. Could something we have be reused? Could something we have be upcycled?)
4. **Plan ahead** so we can group purchases together (ensuring we deliver a reduced transport/delivery/packaging load on our suppliers and less cost of disposing of packaging and processing of invoices and payments for the Foundation).

5. **Order in reasonable bulk** (ensuring we order enough to last us but not so much that items spoil. This can reduce cost, effort, paperwork and waste.)
6. **Purchase from Approved Sustainable Suppliers** (assuring the quality of products and sustainability of our suppliers.)
7. **Ensure all purchases align with our commitment** to sustainability and financial efficiency.

Implementation

To achieve our aims, the following procedures will be implemented:

Aim 1: Look after what we own

All our possessions should be stored in a known labelled place. Label makers are available from the office. A clearout of the spaces will take place at the end of every half term.

Aim 2: Returning items and regular sweep to put them back

When items are used, staff should return them to their storage place asap so future users can easily find them. Whilst doing so staff should perform a visual check of the item check for damage, cleanliness etc. and correct/report issues. A sweep is done daily to ensure all items are put back in the correct place. This helps to reduce duplicate buying.

Aim 3: Consider an alternative to buying new

Before purchasing anything, staff should consider whether we already have the item across the Foundation. This can be done through the Eco chat. Items can then be transported to other provisions with the use of our electric vehicles or with members of staff travelling between sites. Other alternatives to consider include Facebook Marketplace, eBay, Freecycle or local online trading sites. Please see appendix 2 for options on buying second hand, and what information is required from you when purchasing on these sites.

Aim 4: Plan ahead

If you need to make a purchase please make requests in advance so buyers can consolidate items for fewer deliveries. Stationery orders will be placed with ESPO every half term. Please let your office know if there are specific stationery items that need to be added to the orders for your lessons the following term.

When considering purchasing an item, staff should determine if the item will require insurance and/or maintenance, if it will require PAT testing in the future and, importantly, where it will live on the premises.

Aim 5: Order in reasonable bulk

Wherever possible, please order in reasonable bulk, so as to reduce the number of times the item has to be ordered. Please make sure that items bought in bulk have enough dedicated space in your storage before ordering.

Aim 6: Purchase from Approved Sustainable Suppliers: The provision will prioritize sourcing eco-friendly and durable solutions. This includes selecting products that are:

- Made from recycled or sustainably sourced materials.
- Designed for longevity and reusability.
- Have minimal or recyclable packaging.
- Procured from local suppliers to reduce transport emissions where possible.

Please see Appendix 1 for a list of our approved suppliers. Please note that this is a live list; if you have a favoured, sustainable supplier you want to add, please alert your Eco Lead and office staff in charge of purchasing.

As we follow the implementation above we will likely be left with funds in the provision bank accounts at the end of the year. If this is the case the remaining funds will be moved to a Futures Fund (one each for GRC, GRK, GRW) which can be used for larger projects at a future date. Hence unspent provision budgets can be accrued for larger purchases in the future - there is no time limit to this.

Impact

This policy is designed to have a significant and positive impact on the provision's operations and environmental footprint. The benefits include:

- **Improved Cohesion:** A unified approach to procurement ensures consistency, sustainability and a shared understanding of our goals.
- **Reduced Waste:** By buying in bulk and once a half-term, we will significantly cut down on packaging, shipping, and the number of individual deliveries as well as additional work with placing orders, managing deliveries, processing invoices and arranging payments.
- **Cost Savings:** Limiting purchases to once a half-term and using a centralized system allows us to take advantage of bulk discounts and avoid wasteful, last-minute spending.
- **Reduced Workload:** reducing the number of times we purchase saves money, time for purchasing and finance staff, and reduces the possibility of mistakes/returns.
- **Environmental Responsibility:** This policy directly supports our provision's commitment to being a more sustainable institution by making environmentally conscious choices the standard practice.

This policy will be reviewed annually to ensure its continued effectiveness and to identify opportunities for further simplification and improvement.

This policy is approved by the CEO of The Green Room Foundation Ltd.

Date

CEO

Appendix 1:

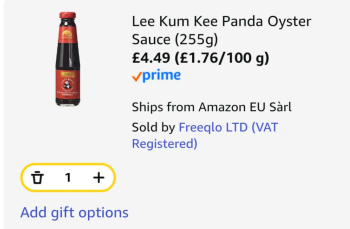
Our Approved Suppliers	
Stationery & classroom resources	Espo <i>Classroom supplies are purchased once a half term</i>
Janitorial supplies	PHS ASDA - for top-ups only
Food	ASDA <i>Food is purchased once a week</i>
Horticulture	Country Supplies Farmer Gracy <i>Wherever possible, please source from local garden centres. Big supermarkets are also often happy to gift plants that are past their display date.</i>
Animals	Luffs Farm Shop Maidenhead Aquatics Pets Corner
Health & Safety	Amazon Fire extinguishers Signs
Maintenance, workshop supplies	Screwfix Coombers
IT/hardware	Pure IT Back Market
Provision furniture	CollectECO School Resources Exchange

A note on Amazon:

At times, Amazon will group items together to save on deliveries. Please choose this option wherever possible to save on carbon emissions from multiple deliveries.

Arriving 10 Oct 2025

- Tomorrow, 9 Oct
FREE Premium Delivery
- Friday 10 Oct
FREE Amazon Day Delivery
Fewer boxes, fewer trips.
[Change delivery day](#)



Lee Kum Kee Panda Oyster Sauce (255g)
£4.49 (£1.76/100 g)
✓prime
Ships from Amazon EU Sàrl
Sold by Freeqlo LTD (VAT Registered)

1 +

[Add gift options](#)

Amazon will also make clear any item that have sustainability features recognised by trusted certification. These will be featured in the list as well as in the item description. Please see example below. Wherever possible, please favour these items over others without a sustainability certification.

Check each product page for other buying options.



Sponsored ⓘ

TOZO A1 Wireless Earbuds, Bluetooth 5.3 Earphones, Support APP EQ Setting, 30H Long...

4.3 ★★★★★ (95.1K)
300+ bought in past month

Prime Big Deal

£16⁹⁹ Was: £19.99
Exclusive Prime price
✓prime One-Day
FREE delivery **Tomorrow, 9 Oct**

[Recycled materials +2 more](#)
[+9 other colours/patterns](#)

[Add to basket](#)

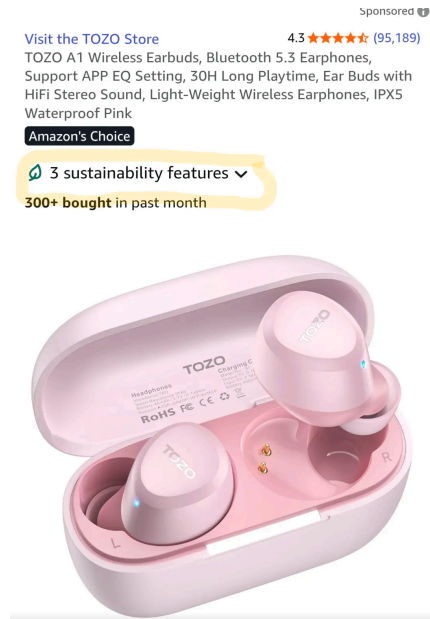
Sponsored ⓘ

[Visit the TOZO Store](#) 4.3 ★★★★★ (95,189)

TOZO A1 Wireless Earbuds, Bluetooth 5.3 Earphones, Support APP EQ Setting, 30H Long Playtime, Ear Buds with HiFi Stereo Sound, Light-Weight Wireless Earphones, IPX5 Waterproof Pink

Amazon's Choice

[3 sustainability features](#) ✓
300+ bought in past month



Appendix 2:

How to purchase on second hand sites (FB Marketplace, eBay, etc)

By Bank Transfer (preferred)

Wherever possible, please make payment for any items via bank transfer. Finance and all Heads have the ability to make bank transfers, even at short notice.

By Card

If you need to purchase via a card, please use The Green Room card and get a receipt. This receipt will then be forwarded onto finance in the usual way.

If it isn't possible to get a receipt, please attempt to get the following information to Finance:

- Seller's full name:
- Seller's address:
- Item purchased:
- Price:
- Date:
- Purchased by card or cash
- If the purchase was made online, a screenshot of the item, its price, the purchase confirmation and any other communication.

By Cash

Cash should be used as a very last resort as this makes things complicated for Finance. If you need to pay by cash, please get a receipt for the amount at the cashpoint.