

SUSTAINABILITY RISK ASSESSMENT FOR PURCHASING GOODS

Title of contract: [insert details] Indicative Contract Value [insert £ value] Date [dd/mm/yy]

This assessment is intended to ensure that environmental, social and economic (sustainability) issues are assessed, understood and managed in all key procurement decisions that relate to the procurement of goods (products). The assessment firstly involves the identification of key impacts on the environment, society and the economy. The results of this assessment then assist in the completion of a series of questions that pick up the main sustainability issues in any procurement activity. The answers to these questions are linked to a series of minimum requirements that should be applied in the procurement process to reduce adverse impact / improve sustainability within the contract and contribute to the sustainability objectives of Welsh Assembly Government.

Note: This is a generic template that will meet most procurement needs for goods but it is not exhaustive. See also the separate template for services.

WHAT IS THE BUSINESS NEED?

- Is there an opportunity not to buy this at all? E.g. re-use something else, or do without
- Can you re-think the need? E.g. change to a service, such as do you want to your IT to be hosted by a specialist external organisation or do you want to buy IT servers?
- Have there been any technological advances / innovations that would offer you a better outcome? E.g. a multifunctional product that can scan, copy and print rather than 3 separate machines?
- Can you improve the efficiency of the purchasing process, e.g. e-solutions?
- Are you buying as little as possible? E.g. double check the quantities required for any contingencies and ensure that you buy the minimum amount possible
- Does your organisation have any policies / commitments to support environmental / socio-economic issues that you need to take into account when planning this purchase?

WHAT ARE THE KEY IMPACTS DURING THE LIFE OF THIS PRODUCT?

The main sustainability impacts of a generic product have been identified below, but this is not an exhaustive list. *Please review and delete/ add additional impacts as necessary.*

What are the KEY raw materials?	What are the KEY issues in manufacture?
Please review and delete/ add additional impacts as necessary. Plastic Steel/ Metal Chemicals & Oils (incl. paints, synthetics etc) Aggregates (incl. sand, gravel, rock, bricks etc) Glass Agricultural Products (incl. cotton, food, timber) Utilities (gas/ water/ electric) People (employment conditions, equality of opportunity) Health and safety	Please review and delete/ add additional impacts as necessary. Plant & Machinery Utilities (gas/ water/ electric) Emissions Noise Packaging Chemicals & Oils People (employment conditions, equality of opportunity) Health & Safety Suppliers (incl. Developing world supply chain) Waste
What are the KEY Issues for you to manage in use?	What are the KEY issues for you at end of life/ disposal?
Please review and delete/ add additional impacts as necessary. Storage Maintenance Utility Use (gas/ water/ electric) Health & Safety (e.g. manual handling, COSHH, personal protective equipment etc) Equality and Diversity Consumables Packaging Records/ Data Sheets/ Information Training Waste	Please review and delete/ add additional impacts as necessary. Storage Re-use options (e.g. schools, charities etc) Recycle options Supplier Take back e.g. WEEE, Packaging Bio-degradability Hazardous substances Health and safety

KEY ISSUES AND ACTIONS YOU NEED TO CONSIDER TO ENSURE THE PURCHASE IS AS SUSTAINABLE AS POSSIBLE

UK SD Framework Indicator No. ¹	Issue (Answer all Issues)	Yes / No or Unsure *	Reason for answer (Justify each answer)	Scope to do More		Owner & Date
				Minimum Requirements (Delete/ Add Actions as appropriate)	Push the Boundaries (Delete/ Add Actions as appropriate)	
1, 13, 18	Is there an eco-label / product / supplier declaration associated with this product? e.g. EU Flower, FSC (timber), Energy Star, organic food	NO	Product is computer software	<ul style="list-style-type: none"> Use eco-label product standard or equivalent as an alternative / variant in the contract and evaluate as an option 	<ul style="list-style-type: none"> Check market availability of product to this standard, if there is a reasonable choice, specify this product standard or equivalent in the contract 	
1, 28, 49, 55	Can you do anything to improve the transportation impacts associated with the delivery of this product?	NO	Product does not require transportation as such. Implementation requires attendance of supplier staff on site, but trips will be kept to a minimum through the use of skype etc. for ongoing meetings	<ul style="list-style-type: none"> Require supplier to produce a logistics plan minimising delivery frequencies Ensure specification includes minimum acceptable delivery times Require evidence of supplier's vehicle maintenance regimes / driver training etc. If you have enough influence, specify best mode of transport e.g. rail, alternate fuels etc 	<ul style="list-style-type: none"> Require supplier to carbon off set all travel 	
13, 18	Will the product require on-going maintenance / use of large amounts of spare parts / consumable items?	Yes	Yes, but this is carried out remotely via a software patch.	<ul style="list-style-type: none"> Integrate maintenance schedule and cost into award decision Evaluate maintenance plan of supplier, optimise frequency Enquire with supplier about repairable/ refillable consumables rather than using new ones Require them to use recycled consumable items where possible, and ensure that all items are recyclable 	<ul style="list-style-type: none"> Enquire about whether the consumables can be re-used/ re-cycled or scrapped for income Enquire about the packaging applied to consumable items and check delivery arrangements (e.g. option of supplier take-back of packaging/ use of re-usable crates etc) 	

¹ These are the UK Sustainable Development Framework Indicators, shared by the UK Government and the devolved administrations of Wales, Scotland and Northern Ireland. See www.sustainable-development.gov.uk/progress/national/framwork.htm for details of the indicators and an explanation of the numbers.

1, 13	Will the product (or the volume of products) use significant amounts of utilities / fuel e.g. petrol / diesel / water / gas / electric etc during its life? e.g. pumps, generators, white goods, IT equipment etc.	No	The software will be hosted on an existing University server	<ul style="list-style-type: none"> • Specify “Quick Win” criteria where relevant – www.mtprog.com/procurement • Require supplier to identify fuel / utility use in operation and cost into award decision • Ask supplier to provide offers to improve fuel / utility efficiency • If fuel is held in a tank, ensure adequate fuel storage arrangements e.g. bunding, drip trays etc are in place 	<ul style="list-style-type: none"> • Examine options for purchase of renewable energy to reduce impacts • Carbon off set fuel / energy used • Examine option to use alternative fuels e.g. bio-mass etc 	
13, 18	Will there be packaging and / or a product to dispose of at the end of its life?	No	Software will be uploaded from company's server over the web	<ul style="list-style-type: none"> • Ask supplier if packaging has recycled content/ is recyclable • Ask about packaging re-use/ take back • Ask supplier whether waste product will be hazardous / non-hazardous at point of disposal and cost into award decision • Ask if the supplier has a take back scheme and evaluate • For WEEE items require suppliers to take back at end of life, free of charge 	<ul style="list-style-type: none"> • Require the supplier to take back all packaging and product at the end of life and cost into award decision 	
13, 18	Does the product contain or use chemicals / oils / hazardous substances? e.g. cleaning agents, paints, coatings, oils, lubricants, pesticides, horticultural applications etc	No	No, product is computer software.	<ul style="list-style-type: none"> • Specify “Quick Win” criteria as appropriate - www.mtprog.com/procurement • Ensure staff/ maintainer are aware of all legislation governing chemical use, storage, management and disposal e.g. COSHH • Use of environmentally preferable chemical products if they exist (e.g. low-VOC paints, biodegradable cleaning products) • Use Environmentally Considerate Lubricants (ECLs) where feasible • Consider organic option, e.g. food, cotton 		

13	Does this product contain non-renewable material? i.e. material that does not regenerate in 50 years e.g. rock, hardwood, chemicals, oil etc	No	Product is software	<ul style="list-style-type: none"> Ask suppliers for any alternate products with less non-renewable use Ask suppliers about product innovation Ask suppliers about products made from recycled material / contain recycled material 	<ul style="list-style-type: none"> Specify recycled content 	
-	Are there Health & Safety issues associated with this contract?	Apply organisational Health & Safety procedures to this purchase				
	Are there specific issues associated with the product surrounding equality and diversity?	<p>Refer to Value Wales' guidance published on the Procurement Route Planner at www.buy4wales.co.uk. Example of where equality of opportunity could be an issue in relation to products include:</p> <p>Provision of uniforms for female staff, i.e. it may be necessary to ensure that the contractor provides versions suitable for women with different cultural dress codes, including hijab to be worn instead of the normal cap.</p> <p>Provision of alternative / specialist personal protective clothing for pregnant women due to their increasing size.</p>				
-	Is it likely that this product or its key components originate in the developing world? e.g. Clothing, electronics, hardwood timber, rubber, oil, metals etc	No	Product is developed within the EU.	<ul style="list-style-type: none"> Decide as an organisation your willingness to push the boundary on this agenda. <p>NB: relevance of production processes is unclear in relation to EU procurement rules</p>	<ul style="list-style-type: none"> Enquire about supplier's sourcing and employment policies in relation to overseas workers Ask supplier how they ensure compliance with local legal requirements Require that supplier is complying with ILO conventions (www.ilo.org) Consider ethical supply chain audit 	

<p>1, 13, 18,28, 30, 40, 59, 60, 68</p>	<p>Are there key sustainability impacts in the manufacture of this product?</p> <p>e.g. Co2 emissions, child labour, forced labour, water pollution, soil contamination etc</p>	<p>No</p>	<p>Product is developed in the EU.</p>	<ul style="list-style-type: none"> • Where relevant, specify production processes where they help to specify the performance characteristics of a product, e.g. organically grown food, 'green' electricity, sustainable timber. • Decide as an organisation your willingness to push the boundary on this agenda, particular in relation to social issues. <p>NB: relevance of social issues linked to production processes is unclear in relation to EU procurement rules</p>	<ul style="list-style-type: none"> • If available specify fairly traded goods • Require EMS for production process and/or ISO14001 or EMAS • Require SA 8000 / ILO conventions 	
<p>32, 40,47, 49, 59, 68</p>	<p>Is there the potential for supplier's employees to be exploited? e.g. low pay, antisocial hours, migrant workers, language issues etc</p>	<p>No</p>	<p>Product is developed in the EU under EU regulations</p>	<ul style="list-style-type: none"> • Decide as an organisation your willingness to push the boundary on this agenda. <p>NB: relevance of social issues linked to production processes is unclear in relation to EU procurement rules</p>	<ul style="list-style-type: none"> • Check recruitment policy and practices • Ask the supplier how they comply with legislative requirements e.g. minimum wage, rest breaks, equality of opportunity etc • Enquire whether overtime is voluntary, and whether it is paid at a higher rate • Ask about length of employees' working week • If migrant workers are employed, ask about language issues and working permit/ visa • Check if employees are employed direct, or through agents. If through agents, check whether employees still receive minimum wage/ rights 	

32, 37, 40	Are there opportunities for this product to be supplied by SMEs / BMEs / supported enterprises or the “third sector”, i.e. voluntary & community organisations, charities, social enterprises, mutuals and cooperatives	No	Product is a high value software package that has already been developed.	<ul style="list-style-type: none"> • Ensure SMEs / third sector etc are aware of organisational objectives and are informed about the tendering process (NB: see Opening Doors – the Charter for SME Friendly Procurement and associated guidance²). • Ensure contract is written in such a way that SMEs etc are encouraged / able to supply, e.g. use VW standard PQQ, contract split into regional lots, opportunities for sub-contractor alliances with prime contractors • Consider the option of reserving contract for organisations providing supported employment opportunities to disabled people (known in the UK as ‘supported factories and businesses’). 		
32, 37, 41	Are there any opportunities to use this contract to support economic regeneration?	No	Product is an off-the-shelf purchase of an existing software package	<ul style="list-style-type: none"> • Ensure suppliers in economic regeneration zones are aware of this opportunity. • Steer suppliers to business support groups e.g. Business Eye 	<ul style="list-style-type: none"> • Contact regeneration partners and consult them about options • Offer mentoring/ assistance to suppliers in bidding 	
40	Could there be the potential for job losses by awarding this contract e.g. loss of business for existing supplier	No	This is a replacement system for an in-house designed system which has reached its end of life. The same staff will be managing the new system.	<ul style="list-style-type: none"> • Examine if other opportunities exist for the affected supplier 		
-	Is there a PR risk/ pressure group interest in this product/ contract? e.g. unhealthy school dinners, timber	No	The computer software package will improve the quality of management data.	<ul style="list-style-type: none"> • Determine risks in this document • Discuss with PR Experts/ Corporate Affairs • Agree communication strategy • Pre-warn management as appropriate 	<ul style="list-style-type: none"> • Identify pressure groups • Agree your organisations position statement on their issue 	

² See Value Wales guidance on Procurement Route Planner at www.buy4wales.co.uk, e.g. Public Sector Procurement and the Third Sector

-	Is there any existing or forthcoming sustainability related legislation that may affect this product? e.g. race/ age discrimination, working time directive, WEEE	No	The computer package will not impact on any legislation.	<ul style="list-style-type: none"> Ask the supplier what sustainability legislation they think applies 	<ul style="list-style-type: none"> Identify legislation internally and check against suppliers claims Ensure supplier is in good position to respond to forthcoming legislation 	
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FOR ALL CONTRACTS, ASK SUPPLIERS IF THEY CAN OFFER A MORE SUSTAINABLE SOLUTION TO THAT WHICH YOU HAVE SPECIFIED. ENSURE THEY EXPLAIN WHY IT IS MORE SUSTAINABLE.

Any other issues identified (Complete as Appropriate):

Issue	Reason	Scope to do More / Actions	Owner and Date

* If unsure whether an issue is relevant, check with any internal advisors