**Please ensure you have read the guidance associated with these documents before continuing**

**Sustainability Impact Analysis**

**Step 1: Describe the product, service or project you are procuring**

(Remember the more specific this is the easier it is to do an impact analysis)

Product/Service Description: **FC Furniture (Office)**

**FE Textiles, Fabrics, Soft and Loose Furnishings**

**Step 2: Undertake the sustainability impact analysis**

During this step we are going to systematically identify as many as we can of the Environmental, Social and Economic impacts associated with the subject matter of the contract, both positive and negative (as described in Step 1).

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|  | **Positive Impacts** | **Negative Impacts** |
| **Environmental** | There are very few environmental impacts that are truly positive, rather than leave an empty box this is a reminder that opportunities are identified in the next step. | * Company/Office resource use * Energy consumption in production * Packaging waste * Water use * Fuel & emissions from transport * Pollution & discharges * Loss of habitat/impact on landscape/soil erosion * Intensive farming * Use of fertilisers/chemicals on land * Synthetic materials made from petro-chemicals * Raw material use (petro-chemicals, timber) |
| **Social** | * Job creation * Investment in training & apprentices * Investment in community | * Pay & conditions of staff * Health & safety risks * International supply chain risk of child labour & modern slavery * Congestion associated with deliveries * Noise pollution from production * Reputational risk associated with raw material production * Health risks associated with production process (e.g. glues, varnishes) |
| **Economic** | * Local employment * Creates supply chain value | * Cost of product * High transport costs * More durable and sustainably sourced products may be more expensive |

**Step 3: Identifying Opportunities/Solutions**

When you have completed the impact analysis the following questions need to be asked:

* How can we reduce any negative impacts?
* How can we maximise any positive impacts?
* Where can we take any opportunities to turn negatives into positives?

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| Impact | Opportunity/Solution |
| Environmental | * Sustainable furniture sources e.g. FSC, One Planet Living, Fairtrade textiles * Recycle packaging from furniture products * Using recycled packaging * Rationalise suppliers & deliveries to reduce vehicle and fuel emissions * Low CO2 delivery vehicles * Consider wood-free alternatives or recycled/reclaimed wood * Avoid purchase of exotic (particularly endangered) woods * Avoid textiles grown or processed using hazardous chemicals and bleach |
| Social | * Apprenticeship opportunities * Educate suppliers on modern slavery issues & workforce management |
| Economic | * Stimulate a furniture re-use mechanism (Warp It, on-site furniture store, re-use database) * Support UK manufacturing * Invest in robust and durable products (whole life cost) |

Once you have identified the opportunities spend a little time thinking where in the procurement process it would be best to integrate the potential opportunity/solution, for example:

* Opportunity 1 (Include in specification)
* Opportunity 2 (Include as a KPI)
* Opportunity 3 (Discuss as part of Contract Management)
* Opportunity 4 (Include as a specific contract term)
* Opportunity 5 (Include as a selection/evaluation criteria)