**Product / Service:** IT, Telecoms, Audio Visual, Photographic & Imaging Equipment & Consumables (Purchase / Lease / Maintenance)

|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| --- | --- | --- | --- |
| **Environmental** | * Production – high carbon production process, including non-recyclable & non-renewable materials & water (impact on biodiversity / mining impacts)
* Energy use of equipment (carbon impact)
* Vehicle fuel & emissions (carbon impact) – high order frequency of consumables, low value equipment & multiple maintenance visits
* Equipment & consumables may be delivered in excessive packaging
* Disposal of equipment & parts (short-life span / rapid obsolescence – adding to landfill)
* Disposal of hazardous consumables (e.g. mercury waste from bulbs, photographic chemicals)
 | * Shared services (or cloud services) to reduce number of items of equipment (decline in production / energy use / disposal)
* Energy efficient equipment (e.g. EnergyStar)
* Use of IT/telecoms/AV equipment may reduce need for travel (carbon impact)
* Use of IT/AV equipment (e.g. tablets/projectors) may reduce need for printed materials
* Consolidated orders & reduced delivery frequency of consumables & low value equipment
* Low CO2 vehicles for delivery & maintenance visits
* Alternatives to maintenance staff physically attending site e.g. remote access support
* Consolidate maintenance visits across sites / consider on-site engineers
* Reduce levels of packaging / use recycled packaging
* Equipment & consumables recycling / stripping assets for re-use
 |
| **Social** | * International manufacturing supply chains (potential for issues such as child labour / poor pay & working conditions / health and safety breaches)
* Working conditions of maintenance staff (long hours / low pay)
* Frequency & timing of deliveries & maintenance visits – congestion & noise impacting residents
* May reduce face to face interaction
 | * Maintenance staff - local employment / living wage
* Apprenticeship opportunities
* Consolidated orders, deliveries & maintenance visits (including shared contracts)
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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| --- | --- | --- | --- |
| **Economic** | * Multiple purchases of individual items of equipment (potential duplication)
* Under-utilisation (depreciating asset)
* Poor inventory management may result in over-ordering of consumables / leftover stock / high storage costs
* Cost of energy used by equipment
* Multiple maintenance visits across sites – inefficient & costly
* Waste disposal costs
 | * Share equipment (overall cost reduction) & rationalise suppliers
* Consider whole life cost of purchase v hire
* Reduce waste through effective inventory management / redistribute over-orders of consumables internally
* Energy efficient equipment (e.g. EnergyStar) – reduce energy bills
* Consolidate & align maintenance contracts across sites
* Sell old machines for parts/metal scrap
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**RELATED PROC HE:** AA / AB / AE / AJ / AK / AL / AM / AP / AR / AZ / KD / KF / KG / KH / KK / KL / KM / KQ / KR / QG / QJ / QL / QN