**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) |

|  | **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 |

**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