**Product / Service:** Removals, Storage & Archiving

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Environmental** | * Energy use of storage facilities (carbon impact) e.g. climate controlled facilities
* Vehicle fuel & emissions (carbon impact) – transport between sites
* Items being transferred may be in excessive packaging
 | * Energy efficient storage facilities / selecting the storage facility with environmental conditions appropriate to the items being stored (e.g. salt mine storage)
* Consolidated pick-ups and deliveries between sites
* Low CO2 vehicles for transportation
* Reduce levels of packaging / use recycled packaging
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| **Social** | * Working conditions of transport / storage staff (unsocial hours / job security / low pay)
* Risks of supplier staff on site (health & safety, exposure to confidential materials)
* Frequency & timing of transportation – congestion & noise impacting residents
 | * Transport / storage staff - local employment / living wage
* Consolidated transportation (including shared contracts)
* Scanning documents prior to archiving, to reduce frequency of recall
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| **Economic** | * Physical storage is expensive, and records may be unmanaged / damaged / lost
 | * Reducing the need for physical storage e.g. scanning documents / cleansing records
* Opportunities for local companies / small & medium enterprises
* Internal office space etc. could become redundant – opportunity to reduce operating costs
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**RELATED PROC HE:** FJ / RV / TO