**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 |
| **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 |
| **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 |

**RELATED PROC HE:** FJ / RV / TO