



**SAFFRON WALDEN MUSEUM  
UTTLESFORD MUSEUM SERVICE  
ENVIRONMENTAL SUSTAINABILITY POLICY 2014**

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Approved by Museum Management Working Group: \_\_\_\_\_ Date \_\_\_\_\_  
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## **1. Statement of Purpose**

### 1.1 Aim and purpose:

**The Museum Service's aim** as the public museum service for Uttlesford district is: To give people inspiration and a sense of place in Uttlesford district / north-west Essex, through exploration of our wide-ranging collections and the histories they represent

### **The key purpose of the 2013 – 2018 Forward Plan is**

To improve public use of and benefit from all the Museum's collections, whether on display, in store or on-line,

in order to contribute to the Museum's long-term sustainability and development through increased use, income and public support.

1.2 This policy sets out how the Museum Service operates a sustainable service within the constraints of the Accreditation scheme for museums, the Museums Association's *Code of Ethics* and *Ethical Guidelines on Acquisition*, and current levels of funding and staffing.

1.3 This Policy should be read in conjunction with the Forward Plan (2013-2018), the Collections Development Policy (2013) and the Access Policy Statement (2013).

## **2. Aims of the Environmental Sustainability Policy**

The aim of this policy is to ensure that the work of the Museum is environmentally sustainable. The Museum service aims to do the following:

2.1 To value and protect natural and human environments. Take action as far as possible to prevent abuse of places of scientific, historical or cultural importance, for instance by exercising due diligence when acquiring or borrowing items; upholding appropriate national and international conventions and treaties on protection of natural and human environments.

2.2 Be sensitive to the impact of the museum service and its visitors on natural and human environments. Make best use of resources, use energy and materials responsibly and minimise waste.

2.3 Contribute to the sustainable social and material vitality of the museum service's surrounding area by attracting users, sustaining economic activity, offering satisfying and rewarding employment and pursuing local purchasing policies.

2.4 Develop purchasing and resale policies that address environmental and human rights' issues, e.g. in sourcing of stock for the Museum's shop.

2.5 Make all growth sustainable. Evaluate the long-term impact of introducing, operating and maintaining new developments.

### **3. Objectives**

The Museum Service will:

- 3.1 Consider the conservation of biodiversity in all areas of the museum service operation. The service will seek to secure the maximum positive impact on biodiversity from its daily functions and from future developments at the Museum and Castle grounds.
- 3.2 Conserve natural resources by using materials efficiently and by using renewable, recycled and recyclable products wherever possible.
- 3.3 Use environmentally friendly products where possible. Avoid using environmentally damaging products such as peat or tropical hardwoods.
- 3.4 Minimise waste wherever possible and recycle or reuse materials. Dispose of waste via the District Council's green, brown and black bin system. Dispose of hazardous waste responsibly and safely in compliance with the relevant environmental legislation and Uttlesford District Council (UDC) Health and Safety and COSHH procedures.
- 3.5 Seek to reduce the amount of energy used by the museum service by conserving energy, improving energy efficiency, and taking advantage of opportunities to utilise renewable energy resources.
- 3.6 Reduce the effects of atmospheric pollution from staff vehicles by planning journeys to minimise mileage and by car-sharing. Museum Service Car Users must service and maintain their vehicles regularly in accordance with UDC policy.
- 3.7 Provide a museum service that is accessible to all members of society.

### **4. Activities to Achieve the Objectives**

4.1 To protect natural and human environments and conserve biodiversity the museum service will:

- a) Adhere to the Collections Development Policy (2013) which prohibits the acquisition of an object or specimen that has been exported from its country of origin illegally, been illicitly traded, been collected / sold / transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty, or if appropriate legal procedures were not followed during the recovery of archaeological antiquities.
- b) Protect and enhance the cultural and environmental heritage of the district e.g. via the Portable Antiquities Scheme, having regard to the presence of legally protected species at museum sites of operation, and coordinating the Uttlesford Special Roadside Verges scheme.

- c) Liaise with UDC Environmental Services to ensure that nature conservation areas in the grounds at the Museum are managed in accordance with best practice. Ensure that no work is carried out on hedgerows and trees during the nesting bird season.
- d) Support the collection of biodiversity data by organisations involved in biological recording in the county of Essex.
- e) Support the Essex Biodiversity Project in work to achieve the Essex Biodiversity Action Plans for Essex.
- f) Use formal and informal education to provide opportunities for all age groups to learn about their environment. Promote public awareness, enjoyment and knowledge of the natural, historical and archaeological heritage of Uttlesford district. Provide opportunities for local people to become involved in the study, protection and monitoring of their local wildlife.

4.2 To conserve natural resources, minimise environmental damage and minimise waste from the museum service we:

- a) Installed water-saving taps in cloakrooms at the Museum and will install them at the new store.
- b) Report leaks immediately to achieve prompt repair.
- c) Use hand dryers to eliminate paper towel waste.
- d) Do not use peat based compost in the Bug Cage display and any planting done by the Museum.
- e) Use fair trade products for refreshments and purchase supplies locally wherever possible.
- f) Use rechargeable batteries in appliances.
- g) Reduce, re-use and recycle paper.
- h) Ensure that products sold in the museum shop are ethically sourced.
- i) Participate in the district recycling scheme.
- j) Encourage school groups and participants in activities to recycle and dispose of waste responsibly and raise awareness of the Museum's environmental sustainability agenda. This includes recycling waste from activities, not using unnecessary resources, as well as taking home the debris from packed lunches to dispose of and recycle where possible.

4.3 To reduce the amount of energy used by the museum service we:

- a) Converted the Museum heating system from oil to gas central heating. Use of renewable energy and some technologies is restricted by the listed status of the museum building and the site being a scheduled ancient monument, but we will work with the Council and Saffron Museum Society Ltd (owners of the building) to incorporate energy efficiencies into improvements and extensions to the Museum as the Forward Plan progresses.
- b) Improved insulation levels in the roof to comply with recommendation of the Energy Efficiency officer at Uttlesford District Council.

- c) Participated in a review of the lighting systems in offices and galleries and will continue to convert to more energy efficient lighting as opportunities allow. Most galleries have already been changed to low-energy, low carbon footprint lighting systems.
- d) Will build a new off-site store that is a well insulated, energy efficient building with a stable internal environment.

4.4 To provide a museum service that is accessible to all members of society we will:

- a) Ensure that the Museum provides an accessible public amenity in a large district town with facilities for people wishing to access the museum collections, take part in life-long learning activities and participate in volunteering and employment opportunities. (see Forward Plan Key Aim 5)
- b) Deliver an exciting programme of activities at Saffron Walden Museum that is accessible to all users, supplemented by outreach activities around the Uttlesford district as resources permit.
- c) Document and photograph museum collections to extend access via the internet. (see Forward Plan Key Aim 2)

4.5 The museum service recognises that:

- a) All members of staff and volunteers need to work together to ensure the effective implementation of the environmental policy.
- b) We need to encourage partner organisations to adopt good practice in order to improve their environmental performance.
- c) The performance of the museum service is measured against Government and District Council targets and local performance indicators. It will report progress to the Saffron Walden Museum Society and the Museum Management Working Group (Saffron Walden Museum Society and Uttlesford District Council joint working party) on a quarterly basis.

4.6 With regard to the purchase of goods and services, and within the legal and financial frameworks governing Saffron Walden Museum Society, Uttlesford District Council and other funding providers (such as the Heritage Lottery Fund), and the specialist nature of some goods and services required by museums, the museum service shall:

- a) Support and encourage contractors, suppliers and other relevant partners to minimise their impact on the environment through the communication of the organisation's environmental policy and strategic purchasing and contract policies.
- b) Actively seek to influence others within its sphere of influence and operation to adopt environmental policies and good environmental management.

- c) Use and specify the use of used, reclaimed or recycled materials wherever appropriate and possible.
- d) Actively seek to purchase materials locally and appoint local contractors whenever such materials and skills exist locally, subject to quotations and the financial policy and regulations of Uttlesford District Council.