

**Tyne & Wear Archives &
Museums
Major Partner Museum**

**Environmental Sustainability
Action Plan**

2015-2018

February 2015

Contents

	Page
Environmental Policy	2
Strategy for Environmental Sustainability	3
Where we are now	4
Action Plan 2015-2018	6

Tyne & Wear Archives & Museums Environmental Policy

Tyne & Wear Archives & Museums (TWAM) commitment is to provide a World-class service that is sustainable and which aims to minimise the environmental impacts of our operations.

To meet our environmental commitment we will:

- Meet and, where possible, exceed all current and future European and national environmental legislative and regulatory requirements.
- Adopt best operational practices to reduce environmental impacts of TWAM activities and policies.
- Measure and take action to reduce the carbon footprint of our activities and ensure our buildings and services are able to adapt to environmental change.
- Monitor, manage and minimise TWAM's use of energy and water.
- Minimise the environmental impact of associated travel with our venues and business
- Minimise the amount of waste produced by TWAM and partners to encourage greater reuse in recycling.
- Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.
- Consider environmental factors in TWAM decisions and activities including giving due consideration to environmental issues and energy performance in the design, refurbishment, and use of our buildings which includes exhibitions and activities
- Encourage and develop our employees, volunteers, partners and stakeholders to conduct their activities in an environmentally responsible manner.

To ensure we meet our commitments, we undertake to periodically monitor and review our environmental performance and take corrective action where necessary.

This policy will be reviewed annually.

Strategy for Environmental Sustainability

Introduction

This Environmental Sustainability Strategy sets out our vision to become a regional leader on Environmental Sustainability and demonstrates our commitment to reducing the environmental impact of our business activities.

Our Activity Plans for 2015-2018 clearly articulate the commitment to improving sustainability and in particular to reduce energy consumption. Venue and team plans are being developed to identify what they will do to help deliver this commitment.

The Director is fully committed to supporting this strategy and champions green issues. The Senior Management Team all support environmental performance, awareness and engagement activities for TWAM.

Managers throughout the organisation are committed to improving the physical infrastructure and environmental management of their individual venues, and to minimising the environmental impact of services they provide.

Scope of Strategy

This document sets out our strategic approach to sustainably reducing the environmental impact of our business from April 2015 - March 2018.

Purpose of Strategy

TWAM's commitment is to provide a world-class service that is sustainable and which aims to minimise the environmental impacts of our operations.

Strategic Objectives

- Improve Environmental Sustainability in our infrastructure and our operations
- Demonstrate TWAM's environmental commitment
- Demonstrate the application of best practice in Collections Care to minimise our environmental impact

Actions

- Development of a three year rolling Action Plan on a venue by venue basis

Monitoring and Reporting

- An annual progress report is taken to Audit Committee and reported to the Joint Committee
- Budget holders review all spend on their monthly budget monitoring data which includes close inspection of utility consumption and business travel
- Website regularly updated with sustainability initiatives and achievements.
- Inclusion of environmental performance, targets & achievements in annual report.

Review

Progress against this strategy will be reviewed quarterly

Where we are now

TWAM have been on an Environmental Sustainability journey for a number of years and has measured itself against the four core industry green criteria:

- Commitment
- Understanding
- Improvement
- Communication

Commitment:

- We are committed to continually improving our green policies and work to reduce our consumption of gas, electricity, water and other materials
- TWAM's Joint Committee is responsible for the approval and adoption of the Environmental Policy, Strategy and Action Plan
- The Director is fully committed to supporting the green campaign and champions green issues including setting a corporate objective in the organisation's operational plan
- The Head of Finance, Governance and Resources chairs the TWAM Energy Sustainability Working group
- An allocation of capital resources is ring fenced for sustainable 'invest to save' initiatives.
- TWAM manages the 'Green Museum Programme' through the Museum Development Fund

Understanding:

- We have been measuring the environmental impact of our utilities usage (gas, electricity, water) for four consecutive years
- Managers have access to monthly energy and water consumption reports
- Publication of Display Energy Certificate showing actual energy use at our larger venues since 2008
- An Environmental Records Information Centre (ERIC) North East is a service hosted by TWAM which collects, collates, manages and disseminates information of known quality relating to the wildlife, wildlife sites and habitats for the North East of England.

Improvement:

- Multi functional devices (Printer/photocopier/scanner) are in use
- An Online Purchase Order System (POP) implemented from 1 April 2013 has seen a significant reduction in paper usage
- Motion sensor lighting is installed within the Archives Store and in some areas of the Discovery Museum
- We have installed 90 new computers for staff which carry the Energy Star certificate
- New boiler system at Laing Art Gallery
- Replacement Air Conditioning system installed at Segedunum Roman Fort
- LED lighting installed within venues for example display cases, public galleries and basement stores
- Reduction in leaflet distribution leading to a reduction in print runs

- Water machines installed running on mains water hence saving on bottled water
- Demeter water monitor installed at Discovery Museum which manages/maintains water usage by identifying leakages on system
- Use of localised relative humidity controls within display cases to avoid reliance on air conditioning

Communication:

Staff are encouraged to participate in green polices and are kept up to date with green initiatives and activities through:

- Staff newsletter
- Quick tip emails to staff on energy saving and recycling
- Minutes of the Energy Reduction Group

Visitors and stakeholders are kept up to date with green initiatives:

- via the TWAM website on the Dashboard and a dedicated environmental sustainability page <http://www.twmuseums.org.uk/about-us/environmental-sustainability.html>
- Green events including:
 - Discovery Museum hosted the Lloyd Newcastle BMW dealership launch for the first fully electric BMW i3 car;
 - In partnership with Sustrans, the Fort to Fort walk.
 - The 'Green Explorer' project, when children under 16 and their families were encouraged to walk, bike and scoot or take public transport to cultural venues across Tyne and Wear during the summer holidays.
 - Bee day projects at GNM Hancock and South Shields Museum & Art Gallery to encourage the siting of bee hives in urban environments
 - Sustrans summer event held at Arbeia to encourage bicycle use

As a result TWAM has achieved the Julie's Bicycle certification programme Industry Green which acknowledges its environmentally responsible business practices, and its commitment to ongoing improvement.

Objective	Actions	Outcomes	Responsibilities
<p>Improve Environmental Sustainability in our infrastructure and our operations</p>	<p>Year 1</p> <ul style="list-style-type: none"> • Undertake an internal energy audit of our buildings • Review baseline energy data to identify areas of significant consumption. • Develop Action Plans on a venue by venue basis • Designate an allocation of ACE capital to Environmental improvements • Identify carbon reduction targets on a venue by venue basis - • Communicate energy usage and carbon reduction to staff and other stakeholders on a quarterly basis 	<ul style="list-style-type: none"> • Environmental Sustainability agenda further embedded in TWAM's operations and future planning • Improve carbon footprint 	<p>Venue managers/CFM's</p>
<p>Demonstrate TWAM's environmental commitment</p>	<p>Year 1</p> <ul style="list-style-type: none"> • Ensure that website is regularly updated with sustainability initiatives and achievements. • Increasing awareness in contractors, staff and visitors regarding the use of environmentally preferable products and waste disposal procedures. • Aim to recruit a Green Champion for every office or team • Develop a sustainability induction programme for all staff • Communicate Environmental Sustainability Action Plan to all staff and other stakeholders 	<ul style="list-style-type: none"> • Incorporate environmental considerations into business planning and decision making • Retain Industry Green Standard • Improve Environmental communications with external partners/groups 	<p>Head of Finance, Governance and Resources</p>

<p>Demonstrate the application of best practice in Collections Care to minimise our environmental impact</p>	<p>Year 1</p> <p><u>More effective use of air conditioning</u></p> <ul style="list-style-type: none"> • Increase use of more energy efficient localised humidity controls within display cases • Continue to work towards switching off air conditioning at set periods of time as appropriate • Review and monitor air conditioning to ensure that it is suitable and running at its most efficient <p><u>More energy efficient lighting</u></p> <ul style="list-style-type: none"> • Increase energy efficient LED lighting - any refurbishment of a gallery includes the replacement of LED lighting • Continue to review and action 'switching off' lighting where possible <p><u>Hazardous Materials</u></p> <ul style="list-style-type: none"> • Continuous review of chemical usage in our conservation processes • Review of potentially hazardous materials in current collections 	<ul style="list-style-type: none"> • Maintain the quality of collections whilst reducing energy usage 	<p>Venue managers/Conservation</p>
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