

Environmental Sustainability Policy 2013-14



Oxford ASPIRE Museums

We are a consortium of the Oxford University Museums and the Oxfordshire County Council Museums Service - is one of 16 Renaissance Major Partner Museum Services nationwide that are funded by Arts Council England to support excellence and resilience within regional museums.

The University Museums are each departments of the University of Oxford with active research and teaching staff and specialist museum expertise. They are active in research projects, national and international collaborations, and teaching students from Oxford and beyond. The County Museums Service similarly holds an extensive range of museums and collections expertise, and provides support to museums throughout the region in areas such as conservation and exhibitions.

All the ASPIRE Museums are free public museums with a complete programme of events and exhibitions, and are particularly strong in their school education programmes. Together the museums receive over 2 million visitors each year.

Our commitments

Oxford ASPIRE Museums work to the environmental sustainability policies and priorities of their respective governing bodies, the University of Oxford and Oxfordshire County Council (governing policies are appended to this document) who are committed to:

- Reducing carbon dioxide and greenhouse gas emissions
- Sustainable buildings
- Sustainable travel
- Biodiversity
- Encouraging recycling
- Raising environmental awareness
- Minimizing waste

A holistic approach

We are looking at ways to link other museum policies and action plans with the Environmental Sustainability Policy and Action Plan so we can create a more holistic approach, which embeds environmental sustainability within our organizations.

For example, Oxford University's Museum of Natural History (OUMNH) has found that its Integrated Pest Management System complements the actions in line with the Environmental Sustainability Action Plan. We are committed to reducing waste and the OUMNH operates a 'no bin' policy for individual use. Instead, there are fewer waste bins in key areas of the museum. This policy was introduced to cut down on food and packaging in offices to reduce pests such as mice and moths. A side effect has been a reduction in waste, one of our key areas of activity.

At the Pitt Rivers Museum, the VERVE Project combines conservation, refreshment of selected areas of display and new case lighting, alongside a wide-ranging programme of free public activities illuminating the ways in which human creativity has driven developments in design and technologies. The new case lighting sees the introduction of LED lights which as well as improving the visual impact of the displays will reduce carbon emissions.

This policy was approved by the ASPIRE Board on 22nd July 2013. It will be reviewed annually, and updated as and when necessary.

Environmental Sustainability Policy Action Plan



2013-14

Oxford University Museums, as part of Oxford University, is committed to minimising the environmental impacts of its activities.

Oxford University targets

The University Council approved the University's Environmental Sustainability Policy in 2008 and is currently reviewing it. The policy is driven through several strategies including the Carbon Management Strategy, the Waste Management Strategy, the Water Management Strategy and the Travel Plan. Instead of an overarching Sustainability Strategy, there are individual targets for carbon reduction, water consumption, travel and waste management.

Carbon reduction: In 2011 the University agreed the following carbon reduction targets:

- reduce carbon emissions by 11% below the 2005/6 baseline by 2015/16
- reduce carbon emissions by 33% below the 2005/6 baseline by 2020/21

To achieve this, the University has developed an online Energy Toolkit, holds Toolkit Surgeries, has a carbon management strategy for energy efficiency and CO₂ reduction and has a range of case studies demonstrating how departments have saved money and cut emissions.

Water consumption: The University set a water target to reduce water by 11% (38,210m³) by 2015.

Travel: The University's travel target is to reduce the percentage of staff that usually travel to and from work by car from 23% to 18%. The University will improve its sustainable travel facilities for staff and students, and will:

- set up a more efficient mobile cycle repair scheme
- improve cycle and pedestrian facilities
- run safe cycling workshops for staff and students
- provide staff training for video conferencing and web based online meeting services
- arrange discounted rail fares for staff with regional providers
- monitor air travel

Waste: The University's aim is to send zero waste to landfill. The University provides a range of resources to help staff and students reduce waste and save money:

- Swap shop – virtual 'give and take' scheme for unwanted office/lab equipment and furniture
- Plant swap – virtual 'give and take' scheme for unwanted garden equipment, seeds and plants
- Waste fact sheets – A-Z detailed fact sheets on how to reduce, reuse and recycle in the University
- Recycling – encouraging staff and students to recycle
- Hazardous waste – advice and guidance on ethical disposal

Biodiversity: The University has a strategy for protecting and enhancing local wildlife. It has a sustainability managed farm, woods, parks, gardens and opportunities for staff and students to get involved with wildlife, gardening and local food production.

Preferred suppliers list: The Oxford University Museums use the University's Preferred Suppliers list. The University's approach is to negotiate value-for-money contracts with suppliers which reflect the volume requirements of the University, whilst ensuring that quality, delivery and environmental considerations are maximised whilst risk is minimised.

Oxford University is currently looking at introducing a new Environmental Management System (EMS) to British Standard 8555. Therefore, at some point in the future all Oxford University Museum buildings will be expected to be working towards this standard. In 2013-14 Oxford University Museums may be able participate in the University's EMS pilot scheme which is testing the EMS in approximately six buildings before roll-out across the University.

Individual Museum Action Plan

Museum of Natural History			
Objective	Activity	Responsibility	Timeline
With the University's Estates Services, explore working towards BS 8555	Consider participating in the Estate Services pilot Environmental Management System (EMS) scheme	Director, Administrator, ASPIRE Manager	Ongoing
Waste reduction – minimising paper / card waste	Move to leasing printers – one per floor (as obsolete printers are replaced)	IT	Ongoing
	Set printers to double-sided	IT	Ongoing
	Introduce a 'no bin' policy to limit waste bins for non-recyclable items to designated areas	Conservation	Completed
	Install recycling bins in all rooms for card and paper	Facilities management	Completed
	Use recycled toner cartridges	All	Ongoing
	Recycling of waste paper, card, plastic and milk bottle tops	All	Ongoing
	Use Swap Shop - virtual 'give-and take' scheme for reusing unwanted, good quality items for staff and students which enables items to be reused in the University departments and colleges	Administrator	Ongoing
Carbon emissions reduction	Introduction of LED lights in exhibition areas	Facilities management	By February 2014
	'Switch-off' campaign for all lights and computer monitors	All	Ongoing
	Introduction of timed light switches / absence sensors as old office lighting is replaced	Facilities management	Ongoing
	Encourage staff to use the two Museum bikes when travelling between meetings	All	Ongoing



University of Oxford

Environmental Sustainability Policy 2008

ENERGY – the University of Oxford Energy Policy is to reduce its buildings and process carbon dioxide emissions in line with UK government carbon dioxide emissions reduction targets.

GREENHOUSE GASES – The University of Oxford Greenhouse Gases Policy is to reduce the emission of greenhouse gases (GHGs) deriving from energy consumption and other activities that contribute to global warming. The GHG targets include carbon dioxide, methane and volatile organic compounds (VOCs), which have a significantly higher global warming potential (GWP) than carbon dioxide.

WATER – The University of Oxford Water Policy is to review opportunities and implement measures for reducing the use of mains water, and to reduce pollution entering its watercourses via stormwater (surface water) drains and sewers.

SUSTAINABLE BUILDINGS – The University of Oxford Sustainable Buildings Policy is to build environmentally sustainable buildings, and embed sustainable building best practice into the management of the Estate. The University will ensure that any new building or refurbishment is planned, built and occupied to ensure the greatest energy and water efficiency and lowest carbon emissions that are reasonable in the circumstances. The University is committed to making full use of its existing buildings and, wherever possible when expansion is necessary, to the development of sites within walking or cycling distance of the remainder of the University.

TRAVEL – The University is committed to sustainable travel, to encourage the use of efficient public and communal transport, bicycles and walking, and to reduce carbon dioxide emissions from work-related travel and University-owned vehicles. The University discourages unnecessary travel and use of private motor transport for both travel to the University and travel for other work purposes during the day, with the aim of reducing traffic and parking in the city centre. The University will work with Oxford City Council and Oxfordshire County Council on their transport strategies.

WASTE – The University of Oxford Waste Policy is to review opportunities and implement measures to minimise general and hazardous waste generated by the University that is sent to landfill, and increase the proportion of waste that is recycled.

SUSTAINABLE PURCHASING – The University Sustainable Purchasing Policy is to purchase products and services that reduce the University's environmental impacts locally, and globally, and minimise direct or indirect pollution to land, air and water. The University will work to ensure that the Sustainable Purchasing Policy is applied on a University-wide basis, to increase the use of sustainable products, and products that can be recycled after use.

BIODIVERSITY – The University Biodiversity Policy is to preserve, and where possible, to enhance the wildlife habitats in non-urban and urban environments owned by, or related to, the University, and reduce the University's environmental impacts on biodiversity both locally, and globally. The University will achieve this through a detailed strategy that takes into account the diversity of activities within the University's Departments.

The University's Environmental Sustainability Policy was approved by the University Council in 2008.

Oxfordshire County Council

Environmental Policy



The work of Oxfordshire County Council affects the local and, beyond this, the national and the global environment. The Council has responsibilities for the long-term development of the county in areas such as transport and land use, as well as for the day-to-day provision of important services such as education and waste disposal.

The Council is already working hard to protect and enhance the environment both in the services it provides and in its own offices and buildings. To continue to protect and improve its environmental performance and the quality of life of Oxfordshire's residents, it will:

- 1 **Monitor and report on the state of Oxfordshire's environment.**
- 2 **Ensure that environmental concerns are considered in all plans for the future development of the county and integrated into all aspects of the Council's work through environmental appraisal of existing and future activities, environmental management and staff training, and a regular public statement of its environmental performance.**
- 3 **Follow environmental best practice, where viable, in all its activities and buildings and in the provision of its services and products, and encourage its contractors and suppliers to do the same.**
- 4 **Use energy, and water and other natural resources, efficiently and economically and encourage others to do the same.**
- 5 **Discourage waste, and promote waste reduction, re-use, and recycling, and ensure that waste is disposed of safely and efficiently.**
- 6 **Conserve the countryside and access to it, protect habitats and wildlife from damage and loss, and support the work of countryside and conservation groups.**
- 7 **Work towards reducing the damaging effects of traffic on Oxfordshire and its people and the wider environment, and promote less harmful methods of travel.**
- 8 **Reduce, and where possible prevent, pollution of the built and natural environment from all sources.**
- 9 **Limit, and where possible prevent, environmental accidents and have in place emergency procedures to deal with them.**
- 10 **Fulfil its legal obligations and statutory duties, including the enforcement of regulations affecting the environment.**
- 11 **Raise environmental awareness and encourage environmental education and understanding among young people, business, agriculture, and the community, and provide information and advice on environmental issues and its own activities.**
- 12 **Work with other organisations, local, national and international, to promote sustainable development.**

Environment at Work



Oxfordshire County Council has an Environmental Policy (see over) which staff are asked to follow. Please consider the environment in all aspects of your work. In particular:

- ◆ Reduce paper use.
- ◆ Reuse items and materials where possible.
- ◆ Recycle paper, cans, laser cartridges and other items for which you have a workplace recycling facility.
- ◆ Dispose of other items (such as batteries) safely and responsibly.
- ◆ Turn off lights when they are not needed.
- ◆ Use water carefully (avoid running taps for long periods).
- ◆ Turn heating down when not required.
- ◆ Reduce car use by using public transport or walking, cycling or car sharing whenever possible (your department may have an office bike or bus pass).
- ◆ Observe any special environmental practices or requirements that apply to your particular work or workplace.

To find out more or to become more closely involved in the environment at work, please contact:

The Environmental Coordinator

Susie Ohlenschlager 01865 810148

The Environmental Management (EMAS) Officer

Liz Moore 01865 815286

or your departmental representative.

Your departmental representative is:

Tel: _____

Suggestions or comments on the Council's environmental policy and practices are also very welcome – please let us have your views.