

Colchester and Ipswich Museum Service Environmental Policy

Review date: March 2019



Colchester and Ipswich Museum Service Environmental Policy 2018

1.0 **Introduction**

- 1.1 Many local authorities, including Colchester Borough Council, were signatories to the 2009 Nottingham Declaration on climate change which set out the agenda for the way in which council services and buildings are now operated. Subsequently a commitment to tackling climate change has been demonstrated by many local authorities, including Colchester and Ipswich, through the production of an environmental sustainability strategy and accompanying action plan.
- 1.2 In September 2015 Colchester Borough Council signed the Local Government Association (LGA) Climate Local Commitment. This was accompanied by the production of an Environmental Sustainability Strategy covering the period 2015-2020.
- 1.3 Ipswich Borough Council is a member of the Suffolk Climate Change Partnership, which has produced carbon reduction targets and action plans. In 2010 the Council issued a comprehensive Environmental Strategy which remains current. In addition Ipswich has an internal carbon reduction target of 25% by 2025 from 2015 levels from its buildings, including its museum sites.
- 1.4 For museums sustainability has been defined as being ‘... about meeting the needs of the present without compromising the ability of future generations to meet their needs’ (Maurice Davies, former Deputy Director of The Museums Association).
- 1.5 In addition, ‘Sustainability goes hand in hand with resilience; it’s environmentally responsible and it makes economic as well as social sense’ (Darren Henley, Chief Executive, Arts Council England).
- 1.6 Sustainability is at the heart of what museums do and is embedded in The Museum Association’s ‘Code of Ethics’, particularly in terms of ‘Individual and Institutional Integrity’. The Code states (in section 3.8) that, ‘All those who work in and with museums should be sensitive to the impact of the museum and its visitors on natural and human environments. Make best use of resources, use energy and materials responsibly and minimise waste’ (‘Code of Ethics for Museums’, Museums Association, 6th Edition 2015).



- 1.7 Research conducted by Julie's Bicycle, a charity which supports the creative sector to act on climate change, reveals that more than four in five organisations (83% or 366) in the UK who participated in a survey in 2017 have benefited from their environmental sustainability practice. Benefits range across financial, reputational and well-being indicators (The Creative Climate Census 2018).
- 1.8 Colchester and Ipswich Museum Service have the following key environmental values: communicating this environmental policy to staff, volunteers and stakeholders thereby raising awareness of responsibility and integrating principles of environmental sustainability within all museum policies and practices.
- 2.0 **Colchester and Ipswich Museums: An Overview**
- 2.1 Six museums, three in Colchester and three in Ipswich, are operated by Colchester and Ipswich Museum Service (CIMS) on behalf of Colchester and Ipswich borough councils and in accordance with the Joint Museums Committee Agreement 2015-2021. The museums are set out below.
- 2.2 **Colchester Castle:** Situated in Castle Park in Colchester, this is a Norman castle keep, converted to a museum in the late Victorian period. The displays are predominantly of archaeology, with a changing temporary exhibition gallery.
- 2.3 **Natural History Museum:** A disused church, converted to museum use in the 1970s. Its diverse displays cover wildlife habitats, biodiversity and climate change.
- 2.4 **Hollytrees Museum:** An early Georgian townhouse, converted to museum use in the 1920s. Its displays show domestic life and childhood, including part of the Bernard Mason clock collection, and in addition there is a changing temporary exhibition space. The building also houses Colchester's visitor information centre.
- 2.5 **Ipswich Museum:** Situated in High Street, this is a purpose-built, late Victorian museum opened in 1881. The displays are predominantly of the archaeology, natural history, ethnography and community history collections.



- 2.6 **Ipswich Art Gallery:** A 1930s building which adjoins the main museum in High Street and is a temporary exhibitions space, drawing on both Ipswich's own collections and external sources.
- 2.7 **Christchurch Mansion:** A Tudor mansion situated in Christchurch Park in Ipswich. All collections here have been added since the mansion was acquired by the Council in 1894. These include fine and decorative art, costume and domestic community history.
- 2.8 **Offices and stores:** In addition the Museum Service has a combined office and storage facility at Heckworth Close in Colchester and three storage buildings in Ipswich.
- 3.0 **Mission, size and scope of activity**
- 3.1 CIMS will inspire creativity and learning through the innovative use of venues and collections that appeal to and connect with audiences locally, regionally and nationally.
- 3.2 We want our Museum Service to enrich the lives of all our residents, increase their knowledge and understanding and feed their aspirations and imaginations. Visitors will have access to all the Museums have to offer and will enjoy and value what they experience during their visits resulting in a significant and positive impact upon their lives.
- 3.3 The joint museum service preserves, interprets and makes accessible the material culture of both Colchester and Ipswich for the benefit of residents and visitors to both towns. It is a museum service with regional and national reach contributing to the cultural regeneration of both towns and the wider region.
- 3.4 Currently CIMS has 51.8 full-time equivalent (fte) posts. Each town benefits from dedicated staff resource and facilities, while drawing on the strength of the merged service to enable a number of shared posts to manage developmental activity for all venues.
- 3.5 In 2017-2018 the total budget for CIMS was £2.1m with funding coming from both borough councils and earned income, the latter primarily from retail activities and grants.
- 3.6 The total visitor figure for the service in 2017-18 is 266,000.



3.7 CIMS provides a high quality temporary exhibitions and events programme throughout the year aimed at providing something extra for regular visitors and something eye-catching and different for new and more diverse audiences. Major exhibitions in 2017-18 have included 'Clangers, Bagpuss and Co' and 'Thomas Wolsey; Ipswich's Greatest Son'. We are committed to holding at least 45 public events in both Colchester and Ipswich.

4.0 **Motivation**

4.1 CIMS recognises the need to be environmentally conscious, both in terms of its approach to minimising waste and reducing its impact on the environment. We understand that a museum service can set a strong example and is uniquely placed to be an instrument of change, and that a better environment means a better life for present and future communities and users (MA 'Code of Ethics': Additional Guidance 3f).

5.0 **Environmental Ambition**

5.1 This policy seeks to embed ideas of environmental sustainability where practicable into every activity of the museum service. Specific actions are included in Appendix A.

6.0 **Impacts: Organisation**

6.1 An 'Environmental Sustainability Champion' acts as a two-way communication point between the governing body and the staff. They help to drive behaviour change in an organisation, and promote environmental and sustainability improvements and best practice.

6.2 For CIMS there are clear benefits in designating a staff member as an environmental sustainability champion, reporting directly to the museum management team and with a mandate to act as the organisation's lead on green issues. As well as encouraging best practice the champion will also be the focal point for ideas, suggestions and questions from museum staff.

7.0 **Impacts: Buildings**

7.1 Proper management of buildings can make a very significant contribution to environmental sustainability. Whilst many initiatives and procedures are instigated at a corporate level there is much that can be done by individuals to contribute to energy reduction targets.

- 7.2 In 2013-4 Colchester Castle was closed for refurbishment of its facilities and exhibition space. A new heating system was based on roof-mounted air to water heat pumps supplemented at times of high demand by gas boilers. This replaced an older gas heating system and, in conjunction with LED lighting, resulted in an annual saving of 18 tonnes of CO₂.
- 7.3 In 2017 CIMS moved its Colchester offices out of a former industrial building dating back to the Victorian period. This building had five floors and was poorly insulated with an inefficient heating system. The new offices are located in a modern, purpose-built office facility attached to an existing storage building. This has solar thermal panels on the roof which contributes to the museum's energy usage, thereby reducing reliance on the national grid.
- 7.4 In 2016 Ipswich Borough Council undertook a major building upgrade to Christchurch Mansion. This work increased the insulation and energy efficiency of the historic building with improved environmental control.
- 7.5 Museum staff will be encouraged to adopt energy-saving measures through individual actions in the workplace. These might be in terms of switching lights off in meeting rooms or more sustainable movement around buildings by using the stairs rather than a lift.

8.0 **Impacts: Equipment**

- 8.1 It is now widely recognised that even small changes made by individuals in the use of equipment will collectively make a significant impact on an organisation's carbon emissions.
- 8.2 Museum staff can make their own contribution to reducing an organisation's carbon emissions by considering their personal energy usage whilst at work. This might include for example, usage of computer equipment, photocopier and lighting.

9.0 **Impacts: Travel**

- 9.1 Transport is a significant source of CO₂ emissions. Every time we travel in any form of vehicle, be it car, train, bus or airplane, we make a contribution to climate change as a result of the CO₂ emitted. By choosing a method of sustainable travel an individual can make a huge difference, significantly reduce their personal carbon footprint and help reduce the impacts of

climate change. It also sets an example for others in the local community to follow.

- 9.2 Museum staff will continue to be encouraged to use the most environmentally sustainable form of transport appropriate to the length of journey. Rail travel is the preferred option for longer journeys, especially when there is a regular service.

10.0 **Impacts: Procurement**

- 10.1 Colchester Borough Council (CBC) uses its procurement strategy to promote long-term sustainability in its own operations, in particular reducing its carbon footprint through its own services and through its supply chain.
- 10.2 The museum is subject to the CBC procurement strategy and staff are required to demonstrate sustainable procurement by careful consideration of purchases and the avoidance of waste and duplication in supply.

11.0 **Impacts: Waste and Recycling**

- 11.1 Waste can be defined as 'Any substance or object the holder discards, intends to discard or is required to discard'. Managing the disposal of waste is a major economic, social and environmental challenge which is being met by a requirement to reduce, reuse and recycle, in this order, as much as possible.
- 11.2 CBC is committed to reducing single use plastic, for example in vending machines. At both Colchester Castle and Ipswich Museum we will seek suppliers who can provide alternatives such as cardboard cups and straws when the current vending contracts expire.
- 11.3 Museum staff are encouraged to take individual responsibility for waste and recycling whilst at work. A variety of actions are possible including reducing the amount of printing undertaken and ensuring as much waste as possible is recycled through the use of appropriate bins.

12.0 **Impacts: Exhibitions and Events**

- 12.1 Some museums have incorporated environmental sustainability into their public-facing mission and have developed learning and visitor programmes as well as exhibition planning that has addressed this topic.



12.2 In the past CIMS has introduced environmental sustainability into the development of exhibitions, including re-using exhibition infrastructure and materials. We will continue to reduce the impact of exhibitions by using sustainably sourced display materials and/or reusable displays as well as reusing or recycling waste materials and packaging from exhibitions.

12.3 CIMS has also worked to promote environmental sustainability through exhibitions and events. There is now an opportunity to revisit this subject in future programming and opportunities will be taken as these arise to increase the public's awareness of green issues.

13.0 **Impacts: Collections**

13.1 All items proposed for acquisition into the museum collections at Colchester and Ipswich are subject to review and agreement by the Collections Working Groups in both towns. Consideration will be given to environmental as well as heritage criteria. Amongst the criteria to be considered will be the condition of the object or specimen and whether it will require significant resources on entry to and maintenance within the museum collection. A particular concern will be the use of chemicals to conserve the objects or specimens.

13.2 The collections in store in both towns will be subject to rationalisation in the future. Environmental criteria include consideration of the condition of the object or specimen and whether it will require significant resources to be maintained within the museum collection. A particular concern will be the use of chemicals to conserve the objects or specimens.

14.0 **Key Environmental Commitments**

14.1 The following are key environmental commitments for CIMS:

- Reducing building energy use and related emissions. This was included in the projects to redevelop Colchester Castle in 2013-14, to upgrade the roof of Christchurch Mansion in 2016 and to relocate the museum offices in 2017. It will also be a significant factor in the planned development of Ipswich Museum.
- Using low or zero carbon energy sources. The new heating systems at Colchester Castle and the museum offices include air to water heat pumps and solar thermal panels.



- Reducing car travel in favour of public transport.
- Using 'Green' materials as much as possible in our exhibitions and events.

14.2 Other environmental commitments are:

- Ensuring compliance with environmental legislation as a minimum.
- Communicating with, engaging and training staff on environmental issues.

15.0 **Dissemination of Information**

15.1 Environmental awareness training will be provided to all members of museum staff on a regular basis by the Heritage Manager and/or project officer. These will include updates to staff on progress against the 2018/19 targets and workshopping through ideas for future targets.

15.2 The Policy will be made available on our website.

16.0 **Review of the Environmental Policy**

16.1 The CIMS Environmental Policy will be reviewed by the Museums and Arts Manager on an annual basis in conjunction with the Heritage Manager and project officer. A revised document will be issued as required.

17.0 **Consultation and Review of the Environmental Plan**

17.1 The CIMS Environmental Action Plan was developed with the staff of Colchester and Ipswich Museum Service. Consultation sessions were held at Colchester Castle Museum on 1 March 2018 and Ipswich Museum on 2 March 2018, and the responses directly fed into the formulation of the plan.

17.2 Environmental data relating to the museum's activities and buildings was sought and received from Colchester Borough Council and Ipswich Borough Council. This data allowed benchmarking at the start of the current action plan.

17.3 The Museum Management Team will be asked to endorse the action plan.

17.4 The action plan will be monitored regularly by the Museums and Arts Manager in conjunction with the Heritage Manager and a project officer. It will be reviewed and updated on a quarterly basis by a senior manager who will be briefed by the project officer.



Appendix A: Action Plan for 2018-19

Objective	Actions	Timeline	Responsibility	Performance Indicator	Budget
Establish environmental performance monitoring across premises in Colchester and Ipswich	Named contacts within Colchester and Ipswich Borough Councils identified to provide data on waste, energy and water usage.	Sep 2018	NPO Project Coordinator	Museum record of named Council staff. Council contacts clear on the data required by the museums and by when.	NA
	Data logged using Industry Green (IG) Tools and baselines for waste, energy.	Mar 2019	NPO Project Coordinator	2018/19 baselines established, informing 2019/20 Environmental Action Plan.	NA
Make CIMS premises more environmentally friendly	Initiate new procedure for shutting down spaces immediately after a hiring e.g. Charles Grey Room lights off at 2.30pm when schools leave instead of 5pm when museum closes.	Apr 2018 Mar 2019	Pippa Pickles and Saskia Stent	Staff habits have been altered. The new procedure has been written into CIMS audited Procedures manual.	
	Arrange for recyclable material to be collected at all Colchester Museums premises.	Mar 2019	Jo Besant	Recycling processes have been set up and communicated to wider staff.	
Make CIMS activity more environmentally friendly	Build into freelance artist briefs the use of recycled and/or environmentally friendly materials where possible	Apr 2018	Glynn Davis and Damian Etherington	The majority of materials used during activities are recycled and/or recyclable.	NA
	Identify IG technology suitable for visitor postcode collection and stop all paper-based methods.	Sept 2018	NPO Project Coordinator	Saving of two A1 flipcharts, two A4 notebooks and one pack of A4 printer paper per year.	
	Reduce the amount of single use plastic.	Mar 2019	Tom Hodgson / James Steward	Change from plastic to cardboard cups in vending machines in museum venues.	

Encourage staff, visitors and partners to be more environmentally aware.	Establish a garden and compost area at Colchester Museums offices. Activity shared via social media.	Jul 2018	Tom Hodgson	A garden and compost area have been created and staff have volunteered to be responsible for their maintenance.	
	Put up notices in Colchester and Ipswich offices reminding staff to turn off lights in empty rooms and equipment/appliances when not in use.	Apr 2018	NPO Project Coordinator	Staff habits have been altered.	
	A set of laminated Ipswich Museum floorplans are created that can be repeatedly reused by visitors.	Apr 2018	Saskia Stent	Laminated floorplans have replaced the paper versions. Saving of two packs of A4 printer paper per year.	
	Create and install a post box at Colchester Castle for visitors to return floorplans before leaving. Good condition plans are then reused.	May 2018	Sarah Broome	Orders for new Caste floorplans reduced from 50,000 every 3 years to every 4 years.	



Appendix 2: Our Green Castle Museum

The Castle redevelopment project saved 18 tonnes of CO₂ annually and the solar panels installed during the project supplement the heating of the domestic hot water, i.e. the hot water that comes out of the taps in the WCs.

The roof was reinsulated with a man-made product produced by a company that lists in its objectives:

Ensuring that its systems and products create minimal impact on the environment whilst meeting the functional requirements of clients, specifiers, contractors and nature.

The LED lighting forms part of the 18 tonnes saving. By replacing the standard and incandescent light bulbs with LED bulbs we are using up to 90% less energy than previously, saving money and helping the environment. An LED bulb can last up to 17 years.

The vast majority of the saving comes from the new underfloor heating system. Our system uses a low pressure warm water, unlike the hypocaust systems from Roman times which used fire, pumped through concealed loops of pipework. This is cost effective, and energy efficient, as the system can run at low temperatures because it is spread out over a vast area, the warmth being spread more effectively than our previous radiators.

We also saved a further 9 tonnes of CO₂ annually when we installed the PowerPerfactor equipment (the green box next to the well) ahead of the redevelopment project. PowerPerfactor works by improving the voltage waveform, and aims to suppress harmonics, improve power factor of electricity supply and eliminate transients. As a result it can reduce energy usage by up to 20%. It also claims to reduce Carbon emission by up to 20%, reduce maximum demand by 15% and reduce reactive power by up to 45%.



Collect - Control - Coordinate - Collaborate - Committed