

Environmental Sustainability Policy Statement

Kingston Heritage Service

Revised October 2016



THE ROYAL BOROUGH OF
KINGSTON UPON THAMES

Environmental Sustainability Policy Statement

Governing Body: Royal Borough of Kingston upon Thames

The governing body within the Council is the Place Directorate. Policies are approved by the Director of Place and were approved on:

Roy Thompson

Director of Place

Date at which policy due for review: October 2020

Introduction

Kingston Heritage Service is committed to sustainability. The museum preserves our heritage for future generations, and we accept a parallel responsibility to play our part in the protection of the earth's environment for the benefit of generations to come.

See Appendix 1. for the Royal Borough of Kingston upon Thames Statement of Environmental Policy. Kingston Heritage Service meets the aims of this policy by:

- Being inclusive and providing a community resource for all people
- Promoting ideas and aims of sustainability through education, activities, trails, outreach and our exhibition programme
- Being mindful of the depletion of natural resources and reducing wastage in our practice and sourcing of goods and supplies from local sources where available.
- Continuing to share our practice with volunteers and work experience students readying them for work in the museum and arts sector

It is our policy to manage our operations so as to achieve gradual continuous improvement. In all development policies the impact of the project, particularly its long-term impact, will be considered at the planning stage and sustainability will be built into all our projects.

We work in the following areas:

Energy

It is our policy with the support of Kingston Council to monitor consumption and to seek ways to reduce it. We are looking into using the most energy efficient lighting that is practicable, and we take every opportunity to reduce energy use, for example by installing more energy-efficient equipment than previously used when it is necessary to replace it.

Water

We use water-saving taps or appliances to minimise consumption of mains supplied water.

Procurement

We make procurement decisions with a bias in favour of eco-friendly suppliers and products. In particular:

- We buy the most energy-efficient electrical products that we can.
- We buy products made from recycled materials whenever this is practical at reasonable cost.
- We buy products that can be recycled after use whenever practicable.

- We buy from local sources where this reduces the need to transport goods.
- Our annual leaflet is printed on paper from FSC forests
- We require cleaning contractors to use environment-friendly materials and chemicals.

Education

Education is at the heart of our mission as a museum and we seize opportunities within our education service, main displays and touring exhibitions to provide education on topics related to the environment and sustainability.

Fair Trade

We buy Fair Trade tea, coffee, and sugar, whenever possible.

Waste

We recycle as much of our waste as possible in accordance with the council's policies.

Compliance

It is our policy to comply with all legal requirements for environmental protection and to exceed such standards whenever possible.

Appendix 1.

ROYAL BOROUGH OF KINGSTON UPON THAMES

STATEMENT OF ENVIRONMENTAL POLICY

The Royal Borough of Kingston upon Thames is committed to improving its own environmental performance, to minimising its impact on the local, regional and global environment and to encouraging others working in, living in, and visiting the Royal Borough to do likewise.

The Council will aim to:

Raise the environmental awareness of councillors, council officers, the public and the business community to encourage them to make environmentally sound and sustainable decisions.

Encourage the efficient and least environmentally damaging use of energy and in particular, to reduce the emission of carbon dioxide.

Reduce the need to travel and minimise the environmental impact of transport while ensuring reasonable access to the community.

Encourage the environmentally sound and sustainable use of resources.

Reduce the quantity of waste produced in the Royal Borough of Kingston upon Thames and limit the environmental impact of waste.

Limit the level of pollution caused by activities in the Royal Borough and encourage improvement in the quality of air, water and land.

Protect and enhance Natural Habitats, Open Spaces and Landscape for wildlife, access and amenity.

Protect quality in, and enhance the Built Environment and Townscape for the benefit of those who live, work in and visit the Borough.

Protect and promote health and safety and limit the impact of noise.

Environmental Policy - Principles and Action

1. Environmental Policy Formulation

1.1 The Council will establish and update environmental policies that seek to achieve a continual improvement in environmental performance.

1.2 The aim of the Council is to reduce its environmental impact to a level not exceeding that which is achievable by economically viable applications of best available practices, techniques and technology.

1.3 All policies will meet relevant regulatory requirements.

1.4 The Council will adhere to the objectives determined by the projects within the Council's Climate Change Programme, monitor impacts from service deliver and operations and put in place action to mitigate and adapt to climate change.

2. Action to reduce environmental impact

2.1 The Council will take all reasonable measures necessary to reduce its impact on climate change, adapt to climate change and reduce pollutant emissions and waste generation to a minimum and to conserve resources.

2.2 The impact of current activities on the environment will be examined.

2.3 The environmental impact of all new activities, projects and operations will be considered in advance by relevant officer(s), and be reported to the appropriate Committee when they are of significance.

2.4 Monitoring procedures will be established and applied, to check compliance with the Council's environmental policy. Records of results will be established and updated where these procedures require measurement and testing.

2.5 The Council will establish and update procedures and action to be taken in the event of detection on non-compliance with its environmental policy, objectives or targets.

2.6 Trends in the provision of budgets and resources for environmental action and protection will be monitored and reported annually in order to inform the budget process.

2.7 The Council will foster a sense of responsibility for the environment amongst employees at all levels.

General Responsibilities of Directorates and Managers

All directors and managers have a general responsibility for ensuring that activities under their control are managed in a way which ensures high standards of environmental performance and improvement.

All directors are also responsible for taking regard of the Council's Low Carbon Management Plan in the delivery of its services and day-to-day operations.

Responsibilities of Employees

All employees have a responsibility to

- be aware of the Climate Change Programme and
- contribute to carbon reduction as outlined by the Council's Low Carbon Management

Plan through their day-to-day tasks in working for or on behalf of the Council and in

strategic and operational decision making.

3. Accidents

3.1 Measures necessary to prevent accidental emissions of pollutants, materials and energy from Council property shall be taken.

3.2 The Council will co-operate with other public, industrial and commercial bodies to establish and update contingency procedures to minimise the impact and frequency of any emergency situations that may occur that would have an adverse impact on the environment.

4. Public Information

4.1 Information necessary to understand the environmental impact of the local authority's activities will be provided to the public, and an open dialogue with the public will be pursued.

4.2 Advice will be provided to the public on the environmental aspects of the Council's services, and how the public can help improve the Council's environmental performance.

5. Contract Performance

5.1 Provisions will be made to ensure that Contractors working on the Council's behalf apply environmental standards equivalent to the Council's own.

Review of this Policy Statement

This Policy Statement is effective from September 2010 and will be reviewed annually and amended as necessary to reflect changes in legislation, codes of practice or special issues of local concern.