Sustainability Policy

Introduction

The Long Shop Museum (LSM) recognises that in order to be truly sustainable it must follow a Triple Bottom Line (TBL) business model. This model ensures that the museum monitors and manages the three P's – Profit (or, as a charity, in our case - surplus), People, Planet. This means that we attempt to measure and monitor our financial performance, our social responsibility, and our environmental impact.

The Long Shop Museum has adopted a three tier approach to this model. In this way we hope to keep our goals aligned with global, sector and local aspirations and plans, and to ensure that our efforts to improve are continuous and adaptive. At a global level the Museum espouses the 17 Sustainable Development Goals set out in the UN's 2030 Agenda. We consider the impact of all of our plans, products and services against these goals. At a sector level LSM follows the *Museum Environmental Framework* created by Julie's Bicycle, and endorsed by Arts Council England (ACE), and applies its principles when considering the sustainability of its programmes of work and in guiding museum users on best practice. This *Framework* also constitutes the Museum's Environmental Action Plan. At a local level the museum is committed to playing its part in achieving the Leiston Net Zero initiative.

Strategic Aims

This policy has been developed as a statement of our aims to make the Museum more environmentally sustainable, which are :-

- Continuously improve our energy efficiency, minimising or reducing our energy consumption and thereby:
    - Minimising our consumption of fossil fuels
    - Minimising emissions of CO^2 (e)
    - Reducing Museum operating costs

The Museum recognises that it is difficult to achieve high standards of energy efficiency within its Victorian former factory buildings, but will aim to make all the improvements it can while maintaining the character and integrity of its historic and listed buildings.

The Museum will:

- Incorporate energy efficiency measures into all renovation and 'new build' projects

- Replace inefficient gas and electric heater systems; ensuring any new heating systems meet the needs of museum users, the conservation of the Museum's buildings and collections, while minimising energy consumption.
- Adopt insulation, and other measures, to reduce heat loss – additional roof insulation and double glazing, where and when viable; installation of automatically opening/closing doors.
- Use low energy LED lighting, dimmable to suit conservation needs of collections, and automatically controlled where practicable.
- Encourage all staff, volunteers, and other museum users to turn heating and lighting off when not needed, and keep heating in work and public areas down to minimum level required for comfort.
- Heating in museum storage/collections areas to be kept at minimum level compatible with maintaining acceptable and stable conservational environments.

- As far as is practicable, reduce the environmental impact of Museum activities (for instance by reducing consumption of materials and utilities, and reducing waste). The Museum will:
  - Reduce Consumption
    - LSM strives to make its events as sustainable as possible with resources made available online, catering to be sourced locally and sustainably and using recyclable material wherever possible.
    - Strive to abide by the sustainable procurement guidelines for all expenditure, as set out in the Julie's Bicycle Procurement Guide
    - While providing essential goods, supplies and products to enable the Museum to carry out its full range of its activities, the Museum will adopt a 'frugal' approach to purchasing, generally favouring goods and materials which are or can be re-used, or which are or can be recycled, or which are more energy-efficient/environmentally friendly: this approach will apply to all goods, materials and services.
    - We will maintain existing tools and equipment in good order, and only replace or purchase new items when essential.
  - Reduce Waste

  The Museum aims to reduce waste overall, and in particular reduce non-recyclable waste by:-
    - Communicating with museums and partners electronically wherever practicable. Our primary means of broadcast communications is via our website, social media channels, and e-newsletters.

- Purchasing re-usable goods and supplies (as above)
- Printing documents only when essential, and then double-sided wherever possible. LSM aspires to be a paperless office. This means that wherever practicable we do not print out emails or documents. Sharing, editing and storing communications, presentations and documents using digital tools.
- When viable (e.g. when printing in-house) printing our own publicity materials, and accepting others, in small batches as needed, to reduce unused surplus.
- As far as possible, separating recyclable and non-recyclable waste by providing separate bins, and encouraging all staff and volunteers to use them.
- Partnering with other organisations to share services and reduce costs and waste
- Making it easy for visitors to participate in reducing non-recyclable waste by providing recycling bins at events, when hiring spaces, etc.

- Although the Museum is in an area with limited public transport links, it will:-
  - Encourage visitors on foot, by bike and by public transport, by providing details of local public transport services on its website and, where possible, on its main leaflet.
  - Provide spaces for leaving/locking up bikes.
  - Encourage staff and volunteers to travel by public transport or to share cars wherever possible (for instance for travel to training events, other museums etc.).
  - Encourage local staff and volunteers to travel to the Museum on foot, by bike, or to share cars.
  - Practice a blended model of digital and physical delivery. Digital outreach will be the priority response, with in-person visits only when deemed necessary or beneficial.
- Where appropriate to the Museum's aims and purpose, encouraging our visitors to be aware of environmental issues. The history and development of energy production and delivery is a key theme which can be told through the Museum's displays and collection. We will therefore seek to:
  - Make visitors aware of historic and current energy issues, especially where these relate to this part of Suffolk

- Let visitors know about the steps the Museum is taking/ has taken to make efficient use of energy, especially where this may impact on the visitor experience.
- Be transparent about the methods we undertake to reduce our environmental impact across all services.
- Champion ethical sourcing, ensuring our suppliers meet their own environmental standards.
- Support networks that promote and encourage sustainable practices and advocate for environmental sustainability through our wider practice.

- Supporting the local economy by using local suppliers.
- Supporting the community by offering employment and volunteering opportunities to localresidents.
- Encouraging all staff, trustees and volunteers to contribute to these aims.
- Put measures in place to record our environmental impact.
    - Energy consumption (in kWh) will be recorded and a year-on-year comparison of annual and quarterly totals will be reported at least annually to the trustees.

Review

This policy will be reviewed at least every 12 months.

Date of next scheduled review: March 2022