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**ARTS COUNCIL
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**Sustainable
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Partnership**
Community Interest Company

South East Museums Facilities Managers Forum

Environmental Sustainability Toolkit

Introduction

This toolkit can be used by museums to support their action on the environment, climate change and sustainability. It builds upon the Arts Council England / Julie's Bicycle Environmental Framework to provide further practical guidance on sustainability / environmental planning, policy and actions.

A lot of good resources and guides already exist, follow the links in the toolkit for further info.

The toolkit was produced by the Sustainable Business Partnership CIC for South East Museum
Contact info@sustainablebusiness.org.uk.



Step 1 Benchmark where you are starting from

Download & read the **Arts Council England / Julie’s Bicycle Museums Framework** [Link](#). Arrange a meeting with your senior management & involved staff & volunteers and choose a **small** number of areas to focus on, remembering that you don’t need to start from the top. Record the results below and come back to it as part of your annual review to check you progress.

Area	Making initial progress	Well on the way	Best practice	Leading the way
1. Aligning environmental values and stewardship with museum values and mission				
2. Embedding environmental sustainability in governance and management				
3. Commitment to environmental improvement and action				
4. Understanding environmental impacts and measuring what matters				
5. Communicating and engaging internally on environmental impacts and action				
6. Communicating and engaging externally on environmental impacts and action				
7. Engaging visitors and audiences on environmental values, understanding and action				
8. Taking action to make buildings and sites more environmentally sustainable				
9. Developing environmentally sustainable practice for collections care and exhibitions				
10. Embedding environmental sustainability in commercial services				
11. Integrating environmental sustainability in financial and investment decision-making and fundraising				
12. Developing environmental collaboration and partnerships				

Contents

Jump to Section (Hover, Click + Control)

1	Aligning environmental values and stewardship with museum values and mission	3
2	Embedding environmental sustainability in governance and management	4
3	Commitment to environmental improvement and action	4
4	Understanding environmental impacts and measuring what matters	5
5	Communicating and engaging internally on environmental impacts and action	6
6	Communicating and engaging externally on environmental impacts and action	6
7	Engaging visitors and audiences on environmental values, understanding and action	7
8	Taking action to make buildings and sites more environmentally sustainable	8
9	Developing environmentally sustainable practice for collections care and exhibitions	8
10	Embedding environmental sustainability in commercial services	9
11	Integrating into financial and investment decision-making and fundraising	9
12	Developing environmental collaboration and partnerships.....	10

1 Aligning environmental values and stewardship with museum values and mission

1.1	Set aside time and money for sustainability work (vital)	
1.2	What guides your museums values and mission? Incorporate environmental values and stewardship into it	
1.3	Do current or future funders require sustainability action? Check whether you need to update anything or improve on this	

[Arts Council England Requirements of funded organisations](#)

[Heritage Lottery Fund Environmental sustainability guidance](#)

[Arts Council England UK Museum Accreditation Scheme](#)

[Rother District Council declares a climate emergency](#)

2 Embedding environmental sustainability in governance and management

2.1	Check what your Business Plan says about sustainability, develop if needed	
2.2	Put sustainability in contracts and role descriptions, including for volunteers	
2.3	Make a workplace manual and include practical everything staff & volunteers need to know. Get everyone to update this on an ongoing basis, and get leavers to update it rather than doing 'handover notes' which get lost as staff move on	
2.4	Arrange a staff & volunteer training workshop	
2.5	Get more staff, volunteers & trustees involved with delivering sustainability	

[WBDG Operation & Maintenance Manual Guidance](#)

3 Commitment to environmental improvement and action

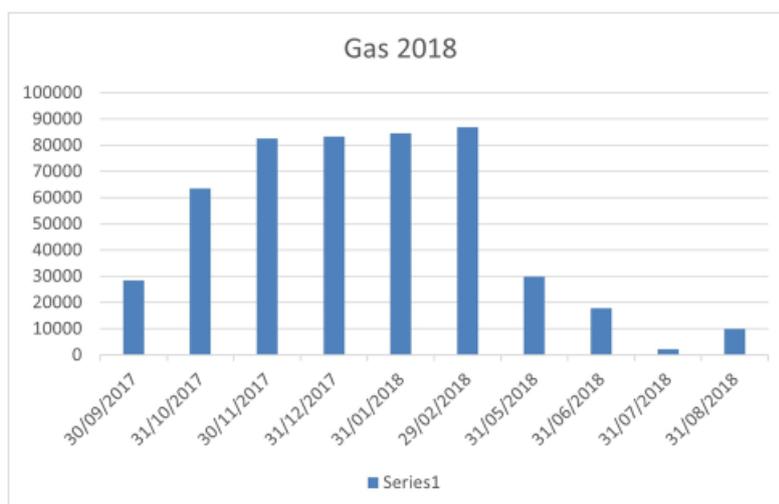
3.1	Make or develop existing Sustainability plan (who, what, when, targets, data) and policy	
3.2	Make a Sustainability Policy	
3.3	Embed Plan and Policy in Business Plan	
3.4	Decide whether to commit to being Carbon Neutral or Net Zero	

[Julie's Bicycle Environmental Action Plan and Policy Guide](#)

4 Understanding environmental impacts and measuring what matters

4.1	Collect and report data e.g. on energy, water, waste, CO ₂ inside, biodiversity, materials, business travel, visitor travel, touring - and resulting carbon footprint	
4.2	Get an environmental or energy audit of your buildings done	
4.3	Risk assessment for future environmental impacts e.g. flooding, heat, storms	

Consumption profiling



Carbon Neutral

Scope 1 & 2 emissions, Scope 3 encouraged

Net Zero

must cover Scope 1, 2 & 3 emissions

SCOPE 1

Fuel used in company facilities
 Fuel used in company vehicles
 Refrigeration and air conditioning gases

SCOPE 2

Purchased electricity, steam, heating & cooling for own use

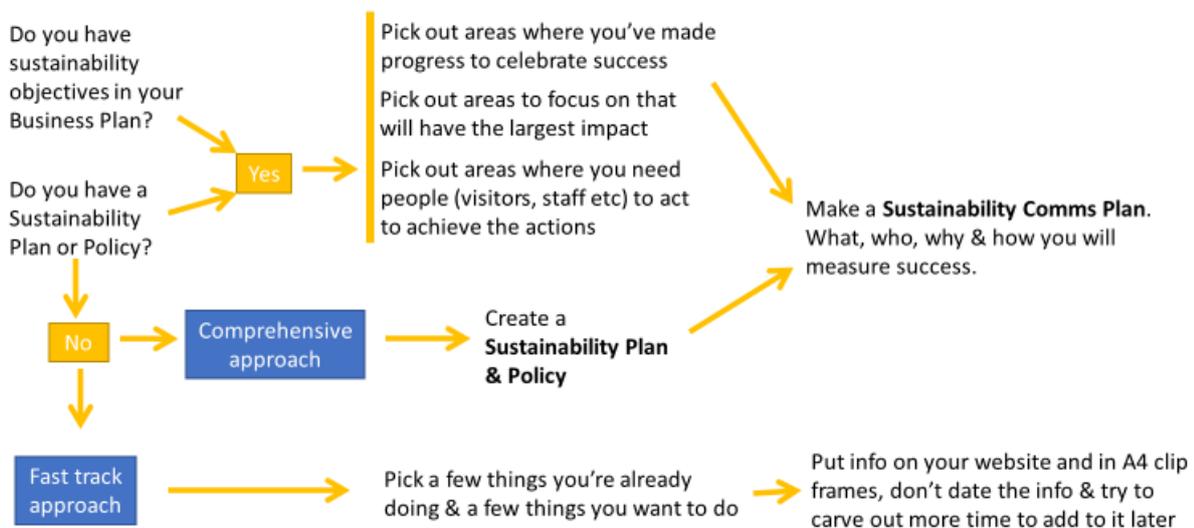
SCOPE 3

Purchased goods and services
 Capital goods
 Fuel and energy-related activities not included in Scope 1 or Scope 2
 Upstream transportation and distribution
 Waste generated in operations
 Business travel
 Employee commuting
 Upstream leased assets
 Downstream transportation & distribution
 Processing of sold products
 Use of sold products
 End-of-life treatment of sold products
 Downstream leased assets
 Franchises
 Investments

5 Communicating and engaging internally on environmental impacts and action

5.1	Make a Sustainability Communications Plan (internal and external)	
5.2	Incorporate news on sustainability work into however you communicate internally	
5.3	Create opportunities for people to get involved in developing and / or supporting museum environmental initiatives	

Quick guide to Sustainability Communications

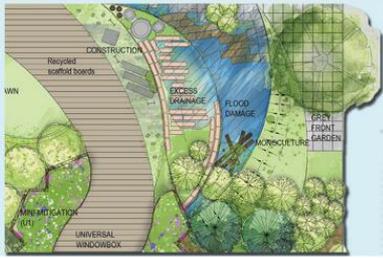


6 Communicating and engaging externally on environmental impacts and action

6.1	Incorporate sustainability into broader museum communications, including in funding bids	
6.2	Celebrate achievements e.g. through news stories or applying for an award	
6.3	Support projects to help visitors, staff and volunteers be more sustainable in their everyday lives, not just at the museum	

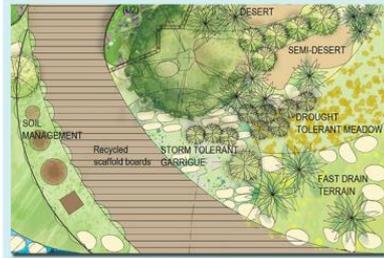
A good example of external communications at the 2021 Chelsea Flower show:

RHS COP26 Garden



Decline

Showing how the environment suffers from intense building and poor planting



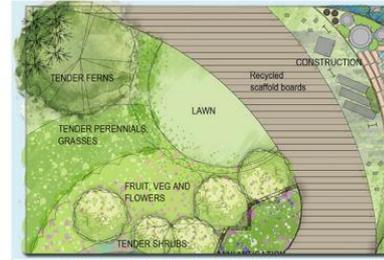
Adaptation

Showing the planting needed to adapt to increased temperature and rainfall



Mitigation

Demonstrating ideas that can improve local habitats and combat the effects of climate change



Balance

Showing a possible garden in 50 years hence using tender planting of edibles and ornamentals

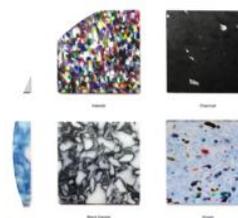
7 Engaging visitors and audiences on environmental values, understanding and action

7.1	Frame your creative and learning policy in an environmental sustainability context	
7.2	Integrate environmental sustainability into exhibitions and learning – both what you are doing in your own buildings and what is going on in the wider world	
7.3	Engage and assess visitor engagement on environmental sustainability issues	



Choose reused or recycled materials for new exhibitions

Source: Etsy, Blackbough, Ecoboath, Smile Plastics



8 Taking action to make buildings and sites more environmentally sustainable

8.1	Include actions you want to take in your Sustainability Plan. Prioritise what you do based on what will have the largest impact	
8.2	Get independent expert advice, especially if thinking about a big capital project	

Consider:

- energy saving: natural and energy efficient lighting, passive cooling, insulation
- waste: reducing, reusing and recycling
- water: leak prevention programme
- nature and biodiversity: green roof, food growing, beekeeping
- transport: using or promoting zero/low carbon transport options for fleet, visitor and business travel
- integrating environmental sustainability in procurement of building services, supplies
- combining a mix of high, low and no-tech environmental solutions, training, systems, materials
- energy source: on-site generation, renewable energy supply
- using healthy, non-toxic materials
- rainwater harvesting, greywater recycling, sustainable urban drainage
- avoiding noise, air and soil pollution
- protecting or enhancing ecosystems, habitats, wildlife etc.
- investing in low or zero carbon vehicles
- proofing buildings and sites against floods

9 Developing environmentally sustainable practice for collections care and exhibitions

9.1	Avoid blanket air and heating conditions to reduce energy use, create microclimates	
9.2	Integrate environmental sustainability into planning and design for exhibitions and loans (materials, waste, energy, transport). Reuse before new.	
9.3	Incorporate stories around climate change / migration / conservation into exhibitions	

10 Embedding environmental sustainability in commercial services

10.1	For new contracts ask suppliers what they are doing about their own operations and the services they provide to you	
10.2	Incorporate sustainable procurement in to all purchasing and include in staff / volunteer induction & training	
10.3	Buy renewable energy	
10.4	Specify recycled or trying to buy second hand before new for buying choices	

Shop by values – what is important to you?

- Vegan Friendly
- Eco Friendly
- Educational
- Fair Trade
- Organic
- Recycled
- Made in the UK
- Animal Welfare
- Carbon Impact
- Super Local
- Vegetarian
- Price

Look at what is bought, the suppliers and annual spend across all business areas.

- Recycling and disposal
- Services and consultancy
- Printed materials and merchandise
- Equipment, digital and materials
- Cleaning, catering and food
- Accommodation and transport
- Banking and pensions

Further information: [Julie's Bicycle Sustainable Procurement Guide](#)

11 Integrating into financial and investment decision-making and fundraising

11.1	Specify (and stick to) high environmental standards in new build or refurb projects	
11.2	Choose ethical suppliers for banking, insurance, pensions, investments	
11.3	Review sources of income for any that are not ethically or environmentally acceptable	

Divestment

- Moving money away from environmentally damaging and ethically unsound investments. Campaigns have focused on tobacco, the arms trade and increasingly fossil fuels.
- Over 500 institutions, representing over \$3 trillion in assets, have already committed to divest (i.e. move their money away) from fossil fuel companies.

Source [Divest East Sussex](#)

Banking

Ethical bank accounts are powerful tools we can use to change the world for the better. According to [New Money](#) the top 5 ethical bank accounts in 2020 were:

1. Triodos
2. Ecology Building Society
3. Nationwide
4. The Co-Op Bank
5. Monzo and Starling

12 Developing environmental collaboration and partnerships

12.1 Participate in peer-to-peer or other learning groups to both learn and share your experiences	
12.2 Engage with local and other policy makers to spread good practice.	
12.3 Create opportunities for community events and discussion on environmental sustainability issues	

A good example of providing space for community discussion at [Lewes Depot Cinema for COP-26](#)

This toolkit was produced by the Sustainable Business Partnership CIC for South East Museum Development based on the Julie's Bicycle Environment Framework.

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