**MUSEUM *of* RICHMOND**

**Environmental Policy Statement, 2017**

**Date for review: 2019**

The Museum of Richmond will seek to reduce the negative impact on the environment of our operations by:

* Using natural resources, including raw materials, energy and water, as efficiently as possible. For example, when closed to the public but open to staff lighting is kept to a minimum; this also aids preventative conservation of the objects on display.
* As default where possible we will print double sided and keep printing to a minimum wherever possible.
* Keeping waste to a minimum and re-using or recycling materials when possible. Wherever possible if materials cannot be recycled on site, as this is currently limited to paper and card, staff and trustees will take plastics and glass to central recycling facilities, for example glass bottles after events will be taken off site.
* Seeking to purchase, when possible, environmentally preferable goods.
* Keeping up to date with developments in energy efficient materials and seeking funding for relevant improvements where possible. For example seeking changes to more energy efficient office lighting in the long term.
* Raising staff and volunteer awareness of the Museum’s Environmental Policy and, where appropriate, providing staff and volunteers with environmental awareness training.
* Ensuring full compliance with relevant environmental legislation, in consultation with the Library Facilities Manager.
* Co-operating with colleagues in other parts of the Old Town Hall on environmental issues.

Our activities are, however, affected by the building in which the Museum is located as a lessee of the London Borough of Richmond upon Thames. The disposal of waste and facilities for recycling are under the control of the Council.