

Environmental Policy

Correct at 1 April 2019

You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the Bristol Music Trust shared drive. Those to whom this policy applies are responsible for familiarising themselves with the latest version and for complying with the Policy requirements at all times

History of most recent Policy changes

Date	Page	Change	Origin of change (e.g., change in legislation)
1 April 2019	3,4,5	Additions especially around the redevelopment	More clarity

Environmental policy

Statement

Bristol Music Trust (BMT) recognises that its activities can have positive and negative impacts upon the environment, and we consider that we have a role to play in assisting Bristol to become a sustainable city.

The Trust is working closely with the Energy Management Unit (EMU) in Bristol City Council who have a verified environmental management system across all of its services to ensure that its significant environmental impacts are monitored and managed. To this end the Trust have agreed to adhere to the principles laid out below:

Our impacts

We are committed to reducing the negative environmental impacts of our own activities, in particular those relating to:

- Our business premises: energy use, water use and waste;
- Our business travel and staff commuting: energy use;
- Our communications materials: use of resources especially for our flyers, and pocket planners, also transport for printed materials and use of energy for storage, downloading, streaming and/or online reading for digital communications;
- Our events: energy use, water use, food, waste, transport and travel;
- The goods and services we choose for our offices: notably stationery, ICT and electronic equipment, furniture and cleaning consumables
- The business services we use: notably website, data and email server hosting and banking.

BMT is also committed to ensuring staff wellbeing, notably by providing a safe, open and co-operative working environment, professional development and training opportunities, and good terms and conditions of employment.

We are committed to working with our Board, senior management, staff, suppliers, funders and our external stakeholders to ensure we understand and communicate the environmental impacts of our activities.

Our Action Plan:

Our Ambition

We are committed to understanding, measuring, improving and communicating our environmental performance and engaging management and staff in this process. Our key areas of focus for reducing our impacts are:

- Working with the Bristol City Council, who own and maintain our building, to identify and implement actions to reduce energy and water use, reduce waste and increase recycling
- During this time of redevelopment to re-evaluate the ways in which we use energy, process waste and the ways in which people travel to the Hall
- Changing all our GLS lighting to LED lighting including the House lighting, public areas, backstage areas massively improving the control of lighting across the entire building, increasing the efficiency of our boilers from 35% to 98%. We will also be installing PV panels on the roof of the hall to further improve our efficiency.
- Embracing new technology to allow us to reduce energy usage in our stage lighting
- Instigating a no non re-usable plastics policy across the bars this to include (but not limited to glasses and drinking straws.
- Encouraging the use of Bristol's new 'Metrobus' system for customers through incentive schemes and the use of Real time display boards in the foyer showing bus movements.
- Communicate environmental targets and practices to staff and audiences
- Providing for identification and compliance with all environmental legislation, policies and codes of practice relevant to our activities.
- Integrating environmental and ethical considerations when choosing supplies and services for our business operations, especially stationery, equipment, furniture, cleaning, banking, website and email hosting
- Working with suppliers and contractors to reduce the impacts of our publications and events we have already reduced our What's on documents hugely and are using more and more electronic media to transmit publicity for our events
- Continually improving our overall environmental performance through the implementation and review of objectives and targets
- Identifying and managing significant environmental aspects relevant to Trust's activities and services
- Ensuring that the environmental consequences of all new policies and practices are assessed

- Reducing the consumption of fossil fuels by conserving energy and promoting the use of renewable sources
- Continuing to insist that our waste is either recycled, re-used or recovered as energy
- Evaluating and monitoring air, noise, water and land pollution
- Raising the awareness of the promoters of their impact on the environment and encouraging them to reduce their environmental footprint.
- Encouraging suppliers and contractors to improve their environmental performance in order to reduce any detrimental environmental impact of the goods and services used by the Trust through the Trust's procurement strategy and by controlling the on-site activities of contractors
- Encouraging our customers and staff to travel by public transport, cycle or walking where possible when visiting the hall also encouraging the use of Webinars, Skype and other technologies to reduce our Carbon footprint and, where possible, avoid travelling internationally and within the United Kingdom.
- Actively involving our staff through training and awareness programmes to ensure that they improve their environmental performance
- By continuing to promote 'Cyclescheme' and by evaluating our Transport policy at least annually
- Communicating with interested parties, and making this policy publicly available
- Actively engaging with outside agencies to ensure we are getting the best environmental values out of everything we do.
- Ensure that due consideration is taken regarding Environmental Matters when any alterations or redevelopments are carried out

To achieve this we will ensure that, in year one, we will aim to

- Work with the BCC Energy Management Unit to identify and manage significant environmental aspects relevant to Trust's activities and services
- Include details of our environmental performance and progress in our annual report, and make this available both internally and externally.
- Make the Environmental Policy available on our web site
- Provide for identification and compliance with all environmental legislation, policies and codes of practice relevant to our activities
- Work with our contractors to ensure that our waste is never sent to landfill and that the energy used to take it to the digesters and incinerators is kept to a minimum
- Replace any incandescent lighting with LED wherever possible and where systems allow
- Set SMART targets for reduction in our energy and water use year on year
- Work with our IT server suppliers to ensure that we are making the best possible use of their facility

- Set up an environmental group to meet regularly and to discuss other environmental measures that can be taken
- Ensure promoters and visiting organisations are aware of our commitments to the environment by inserting the need to be environmentally aware into contracts and via posters and notices

In year two we will

- Revisit our procurement policies to ensure that the product we purchase are, wherever possible, at least environmentally neutral in their impact.
- Ensure that, wherever possible, we will buy locally to reduce fuel usage.
- Review all our other policies to ensure that environmental concerns underpin everything that we do
- Launch a campaign among our staff, patrons and clients to reduce their carbon footprint when attending the hall by using public transport, and other non or low carbon methods of transport

The action plan is informed by our environmental monitoring and measurement, and feedback from engaging with our internal and external stakeholders.

The policy and Action Plan are reviewed and updated as necessary on an annual basis by our Management team and ratified by our board.

We believe that this Policy and Action Plan demonstrate our commitment to improving our environmental performance and they have been adopted by the Trust.