

Music Masters Policy Document

Environmental Policy (adopted October 2021, updated October 2025)

Owner: Operations & Systems Manager

Requires Board sign-off: Yes

Next review: October 2026

1. Mission statement

Music Masters recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of how we operate across our programmes and more generally as an organisation, with regular review points. We will encourage teachers, students, suppliers and other stakeholders to do the same.

2. Scope

Our organisational impact on the environment is one we take seriously. This policy applies equally to all employees and is designed as a guide to ensure that we, as an organisation, minimise environmental damage and wastage. The policy intersects with workplace mental wellbeing and health and safety policies.

This policy applies to all employees, contractors, volunteers and Trustees, and covers our offices, events, school-based delivery, travel, purchasing and digital operations. It is designed as a guide to ensure that we, as an organisation, minimise environmental damage and wastage. It intersects with our policies on workplace mental wellbeing and health and safety policies. Exceptions for accessibility needs are explicitly supported (see section 4.7).

3. Aim of the policy

Through the successful implementation of this policy we aim to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts across the office, travel, purchasing, waste and events.
- Incorporate environmental factors into operational and procurement decisions.
- Increase employee awareness and skills
- To openly communicate our policies and practices to interested parties

4. Objectives and standards

4.1 Paper & packaging

We will minimise the use of paper & packaging in the office by:

- Defaulting to digital first. This means that we aim to receive PDF copies of bank statements, bills & invoices and where possible agendas, board packs, teacher briefings, event running orders and scores are provided digitally.
- Having reliable printers. If printing is necessary, we commit to having a black and white printer and separate colour printer that function properly, so paper is not wasted via printer malfunctions. We have recently (March 2025) purchased a new colour printer for this reason.
- Buying recycled paper and goods where possible
- Reducing our paper packaging as much as possible – for example, by choosing the option where Amazon purchases are shipped in one package
- Reusing and recycling paper where possible. We have a recycling bin in the office for this reason.
- Having a scrap paper tray for the office team to re-use paper (note, this is usually only single-sided).
- Exploring how to dispose of shredded paper in an environmentally friendly way.
- Estimating the quantities required for marketing collateral at events, to avoid over-ordering and having waste.
- Relying on reusable or compostable cups, cutlery and plates for catering at events rather than single use plastic versions.
- Avoiding dates or things that are unique to a specific event on marketing collateral where possible to ensure it can be reused

4.2. Energy & water

We will seek to reduce the amount of energy and water consumed by:

- Continuing to use the LED strip lighting that is now in the office. We have emergency lights, and these are also LED.
- Liaising with the Landlord about using sensor activated lighting in communal spaces
- Using a smart heating controller (such as Nest) with timed schedules, that can switch off hot water or heating when not needed.
- Ensuring lights and electrical equipment are switched off after use and at the end of the day. For example, the printers and screens should be in 'sleep' mode when not in use, and when leaving at the end of the day. The coffee machine should be switched off, and windows closed to avoid drafts and heat leaking.

- Maintaining the blinds we have purchased for the space, as they designed to retain heat, and also keep the sun out – thereby ensuring we limit energy consumption spent on electrical fans in summer.
- Running the dishwasher when it is full to ensure water is not wasted.
- Continuing to use the automatic sensor for water in the bathroom sink, to reduce waste.

Note: a big change in the new office is that our utilities are outside of our control now. Previously, we had the relationship between the office and the utility providers, but now Walcot Estates have the relationships and they invoice us on a quarterly basis for gas, water and electricity.

4.3 Purchases & suppliers

We will approach our purchases and suppliers in an environmentally friendly way by:

- Prioritising the purchase of refurbished IT devices, such as mobile phones and laptops.
- Considering the environmental impact and energy efficiency when purchasing new products (e.g. laptops, amps etc) and favouring more environmentally friendly and efficient products wherever possible.
- Exploring if we can rent or share an item before committing to purchasing equipment or receive it as a donation from a partner who no longer has a use for the item
- Purchasing, where possible and appropriate, second-hand goods, such as instruments.
- Repairing items, rather than purchasing new, where possible and appropriate, such as instruments.
- Re-using and recycling everything we can, including ensuring WEEE compliant waste handling for IT equipment.
- Preferring local suppliers for predictable and repeat needs – such as coffee or tea for the office, rather than ordering them to be delivered from further afield.
- Using Amazon (and others that are similar) for emergency supplies, when urgent or last-minute supplies are needed and unavailable locally.
- Seeking accurate numbers for attendees to events so that the right amount of food and drink can be purchased to avoid wastage.

- Building a habit of checking [In Kind Direct](#) for discounted goods that they may have available before placing orders elsewhere. It is a great resource for finding discounted goods for day-to-day office needs (e.g. loo roll) as well as gifts for trustees or volunteers who help at events. In Kind Direct are a very environmentally friendly way of providing an alternative to landfill.

4.4 Transportation

We will approach transportation in an environmentally conscious way by:

- Reducing trips taken by car – including by Uber or taxi, to those strictly necessary trips only, such as transporting heavy objects to events. Where trips are necessary, we will make an effort to ensure we opt for the ‘greener’ choice (such as an electric vehicle).
- Promoting, where possible and appropriate, the use of online meetings rather than having staff or stakeholders travel to a meeting in person (unless there is a clear benefit to being in person).
- Embracing and encouraging staff cycling, by continuing to provide access to cycle storage at the office and including cycling as a form of transport in the staff handbook.
- Continuing to provide Oyster Cards, or an equivalent reimbursement, to encourage use of public transport when travelling on work-related business during the working day.
- Relying on ‘green’ delivery methods where possible, for example opting for a supplier that uses e-cargo bikes to deliver goods for an event or school rather than a petrol/diesel van.

4.5 Cleaning & waste

We will minimise the environmental impact of our maintenance and cleaning activities by:

- Using as environmentally friendly cleaning materials as possible, which includes replacing cleaning products with eco-friendly products when they run out.
- Having a refills system, rather than replacing bottles
- Only using a licensed contractor for waste disposal, for example we currently engage Lambeth Waste.
- Putting up clear signage on the recycling bin and rubbish bin to show what goes where
- Once the whole building is let, exploring the introduction of a building-wide food waste disposal bin (NB: we have been advised by Lambeth Waste to wait till we can organise collection for the whole building).

4.6. Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually seek to increase our understanding of our impact on the environment
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will test new ideas for environmental protection and continue with what works

4.7 Culture & accessibility

- As part of our culture, we will make reasonable adjustments (e.g. printed materials with large text, taxi use) to support access needs, even where it does not align with our guidance outlined in this policy.
- We will aim to deliver staff training on environmental policies, during a fortnightly team meeting
- Where appropriate, we will involve staff in the updating and implementing this policy, to engender greater commitment and awareness among the team.
- This policy will be updated once a year, and require board sign off – as a reflection of its importance to the organisation.
- We will aim to work with suppliers, contractors and sub-contractors to improve their environmental performance.

5. Responsibility

- Operations & Systems Manager, Cedric Fromageot, is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Requires board sign off? Y/N

Date adopted: October 2021

Updated: October 2025

Date of next review: October 2026