

ENVIRONMENTAL POLICY

CD7

The Royal College of Music is one of the world's leading conservatoires, educating more than 750 students and employing over 450 members of staff across the Junior and Senior College, at one main campus and one satellite halls of residence. Founded in 1882, the RCM trains gifted musicians from all over the world for international careers as performers, conductors and composers and other significant leadership roles within the arts.

The Royal College of Music is committed fully to its responsibility for minimising the environmental, social and economic impacts of our operations; locally and globally, and will continuously improve its environmental performance through the implementation of its environmental action plan. The College's ultimate target is to reduce its carbon emissions long-term whilst also developing short-term initiatives which engage students and staff with the environmental issues that directly affect their future. In all activities, the RCM will seek innovative ways to meet our environmental objectives and ensure that our values are embedded within our community, our research and our teaching. As a specialist higher education institution, we aim to be a centre of excellence in environmental management within higher education, and to promote environmental best practice.

The College's Environmental Action Plan is overseen by the Director of Finance & Estates and allows all staff and students to be involved in continuous environmental improvement. This is achieved by establishing demanding and measurable environmental performance targets, specifically relating to energy, transport, procurement, waste, catering, and building management. In addition, the Royal College of Music has maintained its 'Very Good' in all three areas of [BREEAM](#) 'In-Use' accreditation. The College aspires to gain at least 'Very Good' accreditation for all new-build construction projects.

The College ensures that all of its activities are carried out in compliance with environmental regulations, and in a sustainable manner. In order to support our publically available Environmental Policy, we have established a number of sub-policies. These are disseminated from Council and Directorate level, and seek to engage all staff and students amongst the wider College community, inspiring and embedding environmental principles for the future of the Royal College of Music. Since 2009, the College has developed [environmental management systems](#), which help control our energy costs and also achieve our environmental objectives.

In 2009 and 2014 the College commissioned environmental audits which were undertaken by post-graduate students from Imperial College London. Recommendations from the 2009 report were implemented and we are now working on the 2014 recommendations.

This policy and the obligations and responsibilities required by the environmental management system have been communicated to all employees and persons working on behalf of the Royal College of Music and is available to all students. The Policy is available to the public via the College's website.



Issued by the Director
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The College's Environmental Policy is supported by sub-policies in the following areas:

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WASTE MANAGEMENT POLICY

CD8

All wastes have the potential to cause environmental damage if not correctly managed. UK waste legislation takes what may be referred to as a 'cradle to grave' approach; it ensures that legal control is exercised over waste from the moment it originates, to the moment of its final disposal. Waste is regulated whilst it is being kept, treated, deposited and disposed of, and whilst it is being transported.

Policy

The College Policy is to establish systems to ensure compliance with the law and ensure that options to minimize both waste production and disposal are fully evaluated. The Waste Management Policy sets out targets for the coming year showing areas for improvement. It is designed to help achieve particular goals with a set of realistic objectives. The College is aware of its responsibilities and obligations and encourages a positive recycling culture amongst its Staff and Students.

Good practice

The following waste control measures are generally considered to be good practice and form the base of the College Waste Management Policy.

Waste control measures:

- reduce, reuse or recycle waste wherever possible;
- provide dedicated waste storage areas;
- do not mix special and non-special wastes;
- do not mix incompatible special wastes;
- label all waste skips and containers with their contents;
- skips and containers must be in good condition, not leaking and stored on hard standing;
- do not allow skips to overflow and remove skips regularly;
- undertake regular inspections of waste storage areas and areas prone to fly-tipping;
- do not dispose of (burn, bury or treat) waste on-site; and
- obtain copies of licensed waste carrier and waste disposal or recycling company certificates.

Our targets for the next year are:

- to measure more accurately the general waste stream and to reduce the overall volume going to landfill;
- to maintain 90%+ of all cardboard recycling and increase the amount of paper recycling;
- consider the possibility of extending the bin less offices scheme to other areas of the College;
- to maintain 100% streaming and processing of all lamps and fluorescent tubes;
- to maintain 90% streaming and processing of construction waste;

- to continue to encourage re-use within the College (and externally if viable) of all office equipment and PCs and to maintain 100% streaming and processing;
- to maintain 100% of streaming and specialist processing of all White Goods;
- to increase the 90% of all glass recycled by encouraging bar staff and bar staff managers to reduce the number of contaminated glass containers coming from College bars;
- to maintain 100% streaming and composting of food waste; and
- to maintain 89% of all furniture waste that is sent for recycling.



Marcus McDonald
Director of Finance & Estates
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ENERGY MANAGEMENT POLICY

CD9

The Royal College of Music is committed to responsible energy management and to practicing energy efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so. The College also recognizes a duty to provide all building users with comfortable working and living conditions, whilst minimizing energy costs and the environmental impact of its operations.

Policy

The College's policy is to control energy consumption in order to:

- avoid unnecessary expenditure;
- improve cost effectiveness, productivity and working conditions; and
- protect the environment and prolong the useful life of fossil fuels.

Much is already being done. Energy is purchased through a consortium that uses the collective buying power of the Colleges. We have replaced the inefficient boilers in our Boiler House and carried out a number of energy saving lighting projects.

Scope and Objectives

The overarching objectives of this policy are cost reduction and environmental protection. It is recognized that these are not always compatible and that the College may be constrained from certain actions by a lack of funds.

Recognizing those constraints, the College will nonetheless adopt the following objectives:

- To purchase energy supplies at the most economic cost;
- To use energy as efficiently as possible;
- To monitor energy consumption;
- To reduce the environmental impact arising from our energy consumption;
- To reduce emissions of pollutants, such as CO₂;
- To reduce dependency on finite fossil fuels;
- To set targets and ensure actions are completed.

In order to achieve these objectives, the College will develop and establish short and medium term actions, and progress will be measured by quantified targets and annual progress reports. These will be reviewed annually and amended as necessary in an Annual Report on Energy Management, which will be submitted to Council.

Energy Control Measures and Targets for the next two years are:

- To continue to raise awareness of energy management issues with all building users – ongoing
- To encourage the use of water boilers in place of heaters and kettles
- To encourage staff not to use supplementary heating, cooling and ventilation – ongoing
- To continue to deploy low energy light bulbs/LED where possible

- Give guidance on the use of blinds on windows to maximize day lighting (Building User Guide)
- Establish an agreed comfortable working temperature setting for College building users – by December 2016
- Turn off phone chargers when not in use
- Do not leave equipment on standby
- Consider the use of voltage reduction of mains electricity
- Feedback on energy measures at Environmental Group meetings



Marcus McDonald
Director of Finance & Estates
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TRANSPORT POLICY

CD10

The Royal College of Music employs 180 staff and educates around 700 full and part-time students. The RCM Environmental Policy was adopted in 2008. It states that

‘The College recognises its responsibility to minimise the environmental impact of its operations where possible and to seek to improve its performance through implementation of its policy.’

The Royal College of Music is committed to implementing a Transport Policy as part of the Environmental Policy to encourage and maintain sustainable commuting and business travel for its students and staff in order to reduce further the environmental impact of transport related to College activities.

This includes:

- Commuter journeys to campus and halls of residence by staff, students and visitors;
- Transport of incoming goods and services;
- Business travel;
- Leisure travel.

The RCM's central London location means that it is in close proximity to public transport. Therefore the main objective of this policy is to eliminate car dependency by promoting and facilitating walking, cycling, and public transport use, and whenever appropriate, working from home.

Implementation, monitoring and review Coordination

The RCM Transport Policy is co-ordinated by the College's Director of Finance and Estates in liaison with the Head of Estates and the Safety, Health and Environment Manager, on behalf of the College's Director and Council. It is fully supported by the College's management.

Steering

The Environmental Management Group meets once a term to review all aspects relating to the RCM Environmental Policy and sub-policies, including Transport Policy. This includes assessing local issues, gathering ideas, suggesting potential measures and initiatives, including awareness raising activities and developing, implementing and monitoring the policy. External group members will be invited from the local police, transport operators, the local authority and other relevant bodies where necessary.

Current Initiatives for sustainable travel

The College is in support of Planning Policy Guidance Note 13 which states

‘...The Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of Green Travel Plans amongst businesses, Colleges, hospitals and other organisations.’

The College actively promotes walking, cycling and the use of public transport for staff, students and visitors travelling to the RCM sites through:

Sustainable travel support for staff and students

- Incorporating public transport information into prospectuses, brochures, events guides and other publicity material;
- Incorporating public transport information and links to public interest travel information sites on the RCM's website;
- Supporting Transport for London to reduce vehicle usage and carbon emissions in London. The RCM has no owned vehicles and uses bicycle and or motorcycle couriers for the collection and delivery of packages within central London;
- Providing appropriate shower facilities within the RCM which are accessible to all staff and students.

Sustainable travel support for staff

- Actively encouraging the use of public transport by staff through the provision of interest free annual season ticket loans to all staff travelling to work by train, tube or bus subject to the staff member. A bicycle interest free loan scheme is also in place as an alternative to the annual season ticket loan;
- The College uses Addison Lee taxis, for unavoidable taxi travel. The company use [auto-allocation](#) technology that has enabled Addison Lee to achieve a 30% reduction in carbon dioxide (CO₂) emissions per journey between 2002 and 2008. A further 3.4% CO₂ reduction per journey was achieved in 2009-10. For 2010-11, Addison Lee estimates that it has cut fleet CO₂ emissions by 10% through a combination of fine-tuning the auto-allocation software and continuing a rolling program of fleet renewal, whereby older vehicles are replaced by newer models with lower exhaust emissions. Further details on Addison Lee's commitment to the environment can be found [here](#).

Sustainable travel support for students

- The Mayor of London actively supports students in the UK to use public transport through the provision of student discount cards, these are planned to be made available from the RCM Student Association.

Sustaining bicycle travel for staff and students

- Providing to those staff wishing to cycle to work with an option of purchasing a bicycle on an interest free loan of up to £750 for the purchase of or payment towards a bicycle subject to the staff member as an alternative to season ticket loans;
- Lockers to store change of clothes/cycling equipment are available across campus.

Reducing the use of private vehicles

- There is no parking available on campus;
- The College does not run any vehicles;
- In the planned development of the halls of residence, the parking facilities will aim to be reduced by 80%. The College will consider establishing a scheme to charge a fee for using the remainder of the parking facilities with the revenue invested in the improving cycle park facilities and encouragement of walking.

Provision for maintenance / deliveries / collections (Service management plan)

- Deliveries and collections will be arranged to avoid peak periods of traffic and pedestrian activity;
- Vehicles blocking refuse collection access will be noted and persistent offenders will be advised of the cost and environmental impact of additional collection attempts.

Future Targets

The College is always looking for new initiatives that will help reduce carbon emissions resulting from travel of staff and students. Planned targets in line with the Environmental Policy include:

- To encourage staff travelling on RCM business to use public transport;
- To promote low carbon emission transport choices when travelling on business to represent the College and investigating the ways in which the impacts of any remaining travel can be minimised and/or off-set;
- Raising awareness amongst staff, students and visitors of the impacts of leisure and business travel decisions including air pollution, climate change and road safety;
- To make staff aware of the negative environmental impact of aviation and provide access to alternative options for personal leisure travel, holidays and for carbon emission mitigation when booking flights;
- Promoting the use of low carbon emission transport for staff, students and visitors beyond the RCM campus, in particular during vacation times for international students (reducing air travel and off-setting carbon emissions);
- To provide secure bicycle storage units with easy, safe access from the entrance to the building. The College will aim to increase the provision of showers, bicycle storage and other relevant facilities at campus and hall of residence locations, in conjunction with the relevant local authorities where appropriate;
- To publicise the main cycling routes between halls of residence and RCM campus;
- To promote to staff and students the benefits of cycling to the RCM, providing them with details of cycle routes and advice on keeping their bike secure including feedback on any issues raised by bike users for improvements to the current provision of cycle facilities provided at the RCM;
- To promote the London Cycle Hire scheme (commenced summer 2010) to staff and students;
- Providing and promoting flexible working for employees and the use of video and telephone conferencing to reduce business mileage. Flexible working hours would allow peak travel times to be avoided. ICT Services already support working from home, by ensuring full and supported access to computer facilities;
- Liaising with and providing information on the main groups representing pedestrians, cyclists, motorcyclists, public transport providers, car share clubs and environmentally friendly car hire clubs including route maps, timetables, discounts and national events such as walk to work week and cycle week. In addition, the College will hope to liaise with the relevant local stakeholders including the local authority, transport operators, businesses and residents;
- Where bicycles are used for College business, current tax regulations allow for an individual to claim up to 12p per mile for business bicycle use in settling their personal tax position. This will be promoted to professorial staff. RCM will aim to produce a certificate to facilitate such claims;
- Suppliers bidding for contracts will be made aware of the RCM's Environmental Policy and Transport Policy and environmental and ethical issues will be taken into consideration when awarding contracts.

Research: challenges, solutions and monitoring

A comprehensive study of the transport choices of staff, students and visitors will enable a calculation of total CO₂ emissions from transport. It will enable targets to be set and progress towards these to be monitored and regularly reviewed and updated.

Student, staff and visitor surveys will be undertaken on a regular basis to monitor travel patterns, this will include a survey on the different methods of transport that students use to travel between the Prince Consort Road campus and the halls of residence.

Communication of achievements

The RCM Transport Policy will be promoted with and progress reported to staff, students and visitors on a regular basis through newsletters, surveys, annual reports, letters, leaflets, competitions, events and talks.

Benefits for staff, students and visitors of RCM Green Travel Plan

- Healthier and more active College community
- Enhanced traveller independence
- Enhanced social and environmental responsibility
- Improved travel awareness and road user/safety skills
- Less congestion and pollution generally
- A focus for College-based activities
- Contribution to government strategies for tackling climate change and air quality improvements

Review

The RCM Transport Policy is reviewed annually by the Environmental Management Group and an annual progress report made to the Group and the College Estates Committee.



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SUSTAINABLE PROCUREMENT POLICY

CD11

The Royal College of Music recognises and is committed to carrying out its procurement function incorporating the principles of sustainable purchasing.

Purchasing decisions have a major socio-economic and environmental implication both locally and globally, now and for generations to come. The College aims to ensure that its activities meet the diverse needs of staff, students, the economy and society both now and in the future.

It will achieve this through:

- Assessment of environmental and corporate risks to the organisation with a commitment to continually improve sustainable performance related to the supply chain;
- Complying with all relevant environmental legislation;
- Educating suppliers about the College sustainable objectives, which include preventing pollution, minimising waste, preserving natural resources and promoting resource efficiency by eliminating, reducing, reusing and recycling;
- Working with key suppliers to bring about changes and thereby spread sustainability improvements through the supply chain.
- Allowing budgets to reflect the need to sustainable purchasing.

This will include:

- Setting targets for the reduction of products containing hazardous substances;
- Favouring products with recycled content or that are biodegradable;
- Reducing CO2 emissions arising from the transport of materials;
- Encouraging suppliers to achieve environmental credentials such as environmental management systems ISO14001 or EMAS;
- Training and awareness of staff on the College policy and promoting best practice for sustainable purchasing.

The College Policy will include the whole life costs of any goods and services to be purchased. This will include, as a minimum:

- Manufacture, delivery, installation, operating costs including energy, water usage and maintenance;
- End of life costs including decommissioning and disposal;
- Addressing barriers to entry so that local suppliers are encouraged to bid for appropriate work;
- Consideration of other corporate social responsibility issues such as race relations, disability, sex and religion;
- Ensuring that suppliers' environmental credentials are, as far as legally practicable, considered in the supplier's appraisal process.

The College will ensure that, where appropriate, environmental criteria are included in the award of contracts. We will also work in partnership with other colleges and universities, university purchasing consortia and university environment groups to improve sustainable purchasing exploring opportunities for reuse and recycling of materials as appropriate. The College will also ensure that appropriate consideration is given to the costs and benefits of environmentally preferable products and services alternatives.

College Policy covers sustainability issues as part of its purchasing procedures which will apply in the following areas:

- Procurement of goods and services;
- Contractors working on RCM sites;
- Design of new buildings and renovation works;
- Maintenance of buildings and estates;
- Landscape management and cleaning.

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Marcus McDonald
Director of Finance & Estates
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WATER MANAGEMENT POLICY

CD12

The Royal College of Music is committed to responsible water management and acknowledges the importance of water as an essential resource for successfully meeting its operational objectives. The College also realizes the need to use this resource responsibly in a manner that is sustainable and complementary to its Environmental Management Policy.

The College will use water efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so. The College also recognizes a duty to provide all building users with comfortable working and living conditions, whilst minimising energy costs and the environmental impact of its operations.

Scope and Objectives

The overarching objectives of this policy are cost reduction and environmental protection. It is recognised that these are not always compatible and that the College may be constrained from certain actions by a lack of funds.

Recognising those constraints, the College will nonetheless adopt the following objectives:

- Incorporate water efficiency measures into all new and refurbished facilities through best practice in water efficient design, the selection and sizing of plant and equipment, systems and other water infrastructure
- Maintain all plant and equipment and control and manage systems and water infrastructure in such a way as to maximize efficiency
- Monitor and report on College water consumption and identify and implement opportunities for improved water efficiency and target setting
- Promote awareness of the responsibility for water conservation to staff, students and visitors by water saving tips, (Building User Manual)

Control Measures

- Install water saving devices on toilet cisterns and low flow shower heads. and consider fitting water pressure reduction devices on pipe work and install hand sensor taps
- Consider the reuse of water for landscaping through rain water collection and the use of grey water where possible

Individual Control Measures

- Collect rain water for use on house plants
- Do not leave water running when brushing your teeth
- Switch of the shower when soaping your hair
- Only wash clothes when you have a full load
- Use hand sanitizer instead of water
- Use water in an efficient manner, including the operation of personal equipment
- Report any water leaks to the Estates Department and comply with any policies and procedures for water management

A handwritten signature in black ink, appearing to read 'M. McDonald', with a long horizontal flourish extending to the right.

Marcus McDonald

Director of Finance & Estates

Revised December 2015 Version 4

SUSTAINABLE CONSTRUCTION AND REFURBISHMENT POLICY

CD13

As the College plans future construction and refurbishment of its sites, it is important that we consider the environmental sustainability of construction and refurbishment activities as well as ensuring that carbon dioxide emissions are minimised.

The College will continue to use the Building Research Establishment Environmental Assessment Method (BREEAM) as an instrument for delivering sustainable buildings. Buildings currently in-use have recently undergone the BREEAM process with the aim of achieving Very Good standard. It is planned that all future developments will be constructed to the BREEAM standard.

For all future refurbishments, a Sustainable Refurbishment Guide will be developed with guidelines for designers on building service requirements with a particular focus on low energy design solutions and appropriate levels for condition comfort.

Our targets for the next two years are:

- BREEAM assessment to be carried out on all new buildings with a target to achieve a rating of 'Excellent' but with a minimum rating of 'Very Good' in cases where there are good and explicit reasons why an excellent rating could not be achieved;
- BREEAM assessment to be carried out on all refurbishment with a target to achieve a rating of 'very good' but with a minimum rating of 'Good' in cases where there are good and explicit reasons why a very good rating could not be achieved;
- Incorporate as a standard agenda item to all design team meetings to discuss minimising building pollutants, increase recycling and recover materials;
- Set benchmark targets for waste to landfill for refurbishments, demolition projects;
- Increase water re-use by establishing targets for all new build and refurbishment projects;
- Include in all contractors contracts a requirement for a travel plan to be submitted with their ITT.



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Director of Finance & Estates
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EMISSIONS AND DISCHARGES POLICY

CD14

The RCM is committed to reducing releases of toxic, chemical and hazardous emissions and discharges to water, air and land by complying with all relevant legal requirements to prevent the release of pollutants into the environment.

Air

The College will monitor release of emissions to air, primarily from boilers located in the central boiler house. All boilers undergo an annual service and maintenance check, where the emissions are tested to make ensure levels of certain substances do not exceed guideline limits.

Water

The RCM is aware of the importance of preventing pollution to surface water drains and that these drains must carry only uncontaminated rainwater. Surface water drains can be contaminated with silt, heavy metals, chemicals, paints and oils. Foul water drains are designed to carry contaminated waste water safely to a system or sewage works for treatment. Wash water from a mobile pressure washer must not be discharged to surface water drains or soakaways, even if bio-degradable detergents are used. Such discharges will be through the foul sewer (subject to approval of the local sewerage company). All waste materials will be stored in designated areas which are isolated from surface drains.

Land

The RCM is committed to preventing spillage, incorrect storage of chemicals or waste materials and unsuitable disposal activities. This can result in pollutants seeping through the soil, causing serious harm to groundwater which is a vital source of drinking water.

Our targets for the next two years are:

- Meet the carbon emissions targets in the RCM Carbon Management Plan: the RCM will reduce its carbon footprint by 34% by the end of the 2019/20, compared with its baseline year of 2005/6
- Continue with installation of energy efficient luminaires, rationalisation of luminaire switch/control circuits and incorporation of automated luminaire controls to give an overall reduction of electrical and energy consumption
- Continue to promote pollution awareness for Facilities, Maintenance and Theatre Staff and more generally for staff and students - Ongoing Continue to update our Emergency Plan to deal with abnormal conditions where spillages occur or emissions are exceeded giving advice on what action to needs to be taken and who to inform - Ongoing
- Continue to maintain a supply of appropriate spill kits and absorbent materials and train staff in what to do in an emergency - Ongoing
- Maintain an up-to-date drainage plan identifying possible hazards - Ongoing



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Director of Finance & Estates

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COMMUNITY INVOLVEMENT POLICY

CD15

The Royal College of Music is committed to communicating effectively with the local community; staff, students, visitors and neighbours. The College recognises its duty to play a central part in behaving responsibly with regard to environmental issues and to act as a catalyst for environmental change.

Policy

To actively engage with the community, involving the following:

- Students;
- Staff;
- Visitors to the College;
- Neighbouring institutions;
 - Imperial College London
 - Royal Albert Hall
 - Royal College of Art
 - Heythrop College
 - V&A Museum
 - Natural History Museum
- People and Planet Green League.

The College already engages effectively with staff and students through the:

- Students' Union;
- Staff/Student Committee;
- Environmental Management Group;
- Fairtrade Steering Group;
- Council;
- [Royal Commission for the Exhibition of 1851](#).

Memberships of committees include students and staff. The College works with the 1851 Commission, who own the freeholds for both the College and other cultural institutions and universities in South Kensington.

Scope and Objectives

- Communicate effectively with the College's internal community on a regular basis;
- Communicate effectively with the College's external community in a professional capacity;
- Raise awareness of environmental issues and actively involve the community;
- Monitor environmental progress in relation to neighbouring institutions and on a wider UK level;
- Set achievable targets that reflects the College's overall priorities
- Publish annual reports available publically on our website;
- Submit annually to the People and Planet Green League.

In order to achieve these objectives, the College will develop and establish short and medium term actions, and progress will be measured by quantified targets and annual progress reports. These will be reviewed annually and amended as necessary at Environmental Management Group meetings.

Community Involvement Targets for the next two years are:

- E-newsletters sent to staff and students regularly - termly
- Staff meetings to engage with the entire staff community - termly
- Continue to induct all staff, including health safety and environmental awareness
- Students' Association events to promote environmental and Fairtrade awareness - monthly
- Contact with students at Committee level, including Council - regularly
- Access to senior management on a regular basis in the form of Director's Surgeries – bi-annual
- Shared services between HEIs – on going
- Environmental events – Fairtrade Fortnight/RAG week – regularly



Marcus McDonald

Director of Finance & Estates

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BIODIVERSITY POLICY

CD16

The College's estate at the Prince Consort Road Site has small outside grounds within a courtyard, which limits opportunities for biodiversity. However, the College plans to recognise opportunities to conserve and enhance biodiversity.

Benefits to the environment of the wider area around the College are considered, as well as the importance of biodiversity for the health and wellbeing of our students and staff through the improvement of amenity and leisure areas. One such amenity is Hyde Park/Kensington Gardens, which is situated in close proximity to the College. As part of The Royal Parks, it is a dedicated site for the Mayor of London's Biodiversity Strategy.

All aspects of the College's operations, including procurement, facilities management, travel plans, grounds maintenance and events management have an impact on biodiversity. The College recognises this and will take the following actions to reduce the impact of such activities on biodiversity of the local area:

Objectives

The management of biodiversity at the College is being undertaken by the Environmental Management Group with the following objectives in mind:

- To comply with any relevant UK legislation regarding biodiversity;
- To create a Biodiversity Action Plan by assessing direct and indirect impacts of all College operations and activities on the environment and biodiversity as part of the Environmental Management Action Plan;
- To work in partnership with environmental groups and local authorities, to share knowledge and resources;
- To promote environmental preservation activities and implement their continual improvement to prevent environmental pollution;
- Recycle green waste whenever possible.

Procurement

- Aim to implement a purchasing policy that favours those products and services that have the least impact on biodiversity;
- Aim to implement a purchasing policy that favours those suppliers that take biodiversity into consideration in the way they conduct their services;
- Seek similar standards and principles towards biodiversity conservation from all third parties involved with our business – suppliers, vendors and contractors.

Estates and Facilities Management

- Incorporate the principles of biodiversity into estate planning and management;
- Update plant and equipment to increase the effectiveness and efficiency of estate operations in order to reduce waste and fuel consumption;
- To work with landscape contractors to develop grounds management practices that conserve and enhance biodiversity;
- To use biodiversity to promote healthy living and wellbeing through improved outdoor amenity areas;
- To conserve and enhance existing habitats ;
- To consider ecological impact and opportunities for ecological enhancement of any building refurbishment and any new building designs or construction activities;
- To provide specifications and briefing documents aimed at improving local ecology for new building developments.

This policy will be reviewed annually by the Environmental Management Group.



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