

ARTSADMIN ENVIRONMENTAL POLICY AND ACTION PLAN

2018-2021

ENVIRONMENTAL POLICY

Protecting the environment is vital for the conservation of precious natural resources and the continued health of our planet. Artsadmin recognises its responsibility to protect the environment and is continually working to reduce the environmental impact of the work we do. Toynbee Studios has been awarded a Gold Green Tourism award. This Environmental Policy and Action Plan is a working document and will be reviewed and updated at regular intervals.

KEY AIMS

Administration, Building and Facilities Management

- Comply with all relevant environmental regulations and legislations
- Reduce our carbon footprint
- Reduce the use of non-renewable energy resources
- Monitor and evaluate energy consumption for regular analysis
- Reduce waste produced across the organisation
- Reduce, reuse and recycle goods wherever possible in all aspects of the business
- Use local suppliers and resources
- Raise staff and building user awareness through training, signage and facilities

Staff and Stakeholder Engagement

- Increase accountability by appointing a team of staff to lead on environmental issues
- Advocate for artists to consider the environmental impact of their work
- Reduce the environmental impact of travel by staff and artists
- Advocate for audiences to consider the impact of their travel to our events and provide advice and incentives to support this

Project Management and Programming work

- Ensure the projects and events we produce are as environmentally friendly as possible
- Raise awareness and promote discussion on environmental issues through our work
- Encourage artists to make work highlighting issues around climate change

Fundraising and Campaigns

- Practice ethical fundraising and share knowledge with the sector
- Support environmental campaigns and campaigning organisations
- Continue to participate in existing networks while building new networks across the sector and across borders

Our environmental action plan is divided into three main areas:

- **Our building**
- **Our staff and office**
- **Our work**

ENVIRONMENTAL ACTION PLAN

1. OUR BUILDING

ENERGY CONSUMPTION

Current Measures

Heating

- We monitor and regulate individual room temperatures within our control, switch off heating in rooms which are not in use and use minimum settings in toilets and transient spaces
- We use time switches to switch off the gas boiler when not needed
- We have double glazed E efficient glass throughout the building
- We monitor weekly/monthly usage through meter-readings and bills

Lighting

- All of our Electricity comes from 100% renewable sources, from our solar panels or through our electricity provider Ecotricity
- We use movement sensor lights in common areas, on their lowest setting
- We switch off lights in rooms not in use and use natural light where possible
- We use low energy bulbs wherever possible and replace spent bulbs with energy efficient alternatives
- We have individual LED desk lights and minimise our use of the overhead strip lighting
- We recycle lighting tubes
- We use theatre lighting only when necessary and minimise use for rehearsals
- We monitor weekly/monthly usage through meter-readings and bills
- We monitor the supply created by our solar panels

Equipment

- We encourage all building users to only use cooling equipment (fans and air conditioning) when necessary and only if natural ventilation is not sufficient
- We ensure that all building users turn off electrical equipment (including computers) when not in use and switch off at the plug where appropriate
- We only run dishwashers/washing machines when full
- We use reusable crockery (not disposable) wherever possible
- We use A-C rated equipment
- We dispose of computers and electrical equipment by recycling or reusing

Staff and Tenant Actions

We ask that all staff and tenants:

- Switch lights off when not needed
- Turn computers off when not in use
- Unplug electrical devices not in use and overnight
- Talk face-to-face or use instant messaging systems with colleagues rather than emailing
- Open windows when too hot (ensuring heaters are turned off beforehand)
- Turn off radiators in studios and all rooms when not in use.

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Additional Measures

- Increase draft proofing, lagging and insulation throughout the building
- Install LED lighting where possible
- Plan replacement of boiler within next 7 years
- Fit hand dryers where not currently in use
- Keep up with technological innovation
- Investigate further alternative energy sources

- Improve theatre lighting equipment where necessary
- Fit Zoning controls for heating
- Set 19 degrees as ideal building temperature and fit thermometers
- Buy Eco decorating materials
- Sell excess goods on ebay
- Add an Eco clause in all new tenant contracts
- Work with tenants to maximise eco practices

Head of Operations to overview with Green Team Leader

WATER USAGE

Current Measures

- The building is equipped with flow taps and showers
- We use water meters to measure and reduce usage
- We use water saving devices in all toilet cisterns

Individual Staff and Tenant Actions

We ask that all staff and tenants:

- Are economical in use of water (turning off taps, using low flush etc)
- Notify Head of Operations as soon as possible of any leaks
- Only run the dishwasher/washing machine when full

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Additional Measures

- Monitor our water usage weekly, investigate high usage, leaks and pilot building-wide incentives to reduce usage.

Head of Operations to overview with Green Team Leader

WASTE

Current Measures

- We recycle papers, cans, glass, cardboard, plastics, batteries and pens through provision of recycling bins in offices and common spaces
- We recycle light bulbs, printer and photocopier cartridges, mobile phones and IT hardware through third party providers wherever possible, all electrical goods
- We use rechargeable batteries for battery operated devices
- We reuse and recycle furniture and all goods wherever possible, offering unwanted usable items via Freecycle/set-exchange or other platforms
- We store any items with potential for future use
- When disposing of materials, we use only skips that recycle content
- We use all recycled paper
- Our What's on brochure is printed on FSC accredited paper using waterless presses, vegetable based inks and machinery powered by 100% natural renewable energy sources

Individual Staff and Tenant Actions

We ask that all staff and tenants:

- Use recycling bins for appropriate waste and encourage building users to do the same.
- Only print when necessary and use double-sided print or scrap paper wherever possible for printing or note taking
- To buy second hand goods wherever possible

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Additional Measures

- Audit our DIY materials and check all we use are environmentally friendly

- Develop a directory of environmentally aware suppliers
- Switch to a new waste service provider
- Monitor all waste streams and implement more building-wide incentives to reduce waste
- Make sure all Artsadmin and Artsadmin-partnered marketing print is produced using environmentally friendly methods and materials

Admin & Studios Manager to overview with Green Team Leader

CLEANING

Current Measures

- We use recycled toilet paper and hand towels throughout the building
- All sanitary waste is incinerated not put into landfill
- We use cleaning materials from a small supplier where re-usable containers are used and the cleaning goods are posted in dissolvable plastic tubes
- We use an A-rated dishwasher and washing machine

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Additional Measures

- Fit electric hand dryers where not already in use
- Retender cleaning with eco credentials as a priority
- Ensure use of all eco cleaning materials
- Ensuring cleaning staff are well trained in eco activity

Head of Operations to overview with Green Team Leader

BAR / KITCHEN

Current Measures

- We use reusable materials including cutlery, crockery and linen
- We recycle waste materials wherever possible, including all glass, tin and plastic and paper and card
- We minimise use of water by only running dishwashers, glass washers and ice machines when necessary
- We use second hand furniture wherever possible and FSC approved wood for new purchases
- We use locally sourced, fair-trade organic seasonal produce and drinks where possible
- The majority of our café menu is vegetarian and we take part in Meat Free Mondays
- We offer free tap water and have signage advertising it
- The kitchen operates on a zero waste policy and aims to have minimal food wastage

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Additional Measures

- Increase purchases from local and Fairtrade suppliers
- Work towards all organic products
- Trial incentives to discourage use of take away cups for building tenants and the wider public
- Only offer 100% biodegradable cups
- Implement bulk buy options for café and staff via Suma co-operative
- Produce reusable plastic cups for use at events in the Theatre and Studios to reduce use of single use plastic cups
- Review figures and work towards becoming a vegetarian café or offering more meat free days

Artsadmin Green Team director and Green Team Leader to overview

ENVIRONMENTAL ACTION PLAN

2. OUR STAFF AND OFFICE

STAFF TRAINING AND AWARENESS

Current Measures

- A 'green' agenda item is included in weekly staff meetings to promote awareness by and contributions from all staff to Artsadmin's green agenda, both in the building and in artists projects
- We have a 'Green Team' headed up by our Green Champion who meet regularly and act as 'green monitors' with staff from each operational area (directorates, projects, building management, administration and marketing)
- The Green team review and update this policy in line with the NPO timeline in reference in the action plan and current legislation. Regular annual monitoring may dictate that policy upgrades occur more frequently.
- Our environmental policy and action plan is included in our Staff Handbook
- Ensure that staff are aware of our Gold Tourism Award

Individual Staff and Tenant Actions

We ask that all staff:

- Contribute to actions for our environmental action plan
- Are aware of the work of the Green Team and take part where possible

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Additional Measures

- Appoint team member with specialist environmental expertise
- Develop efficient ways to capture data for better reporting
- Provide training and attend conferences related to green issues
- Include eco actions in staff contract
- Review Eco actions in annual appraisals and in induction of staff

Artsadmin Green Team Leader to lead on this area

TRAVEL & TRANSPORT

Current Measures

- We use trains rather than planes where possible and UK/European travel by train where the journey will be less than twelve hours
- We provide support to staff in finding best practice travel options
- We operate a government cycle to work purchasing scheme for all staff
- Cycle parking is available nearby
- We offer season ticket loans for public transport
- We promote environmentally friendly transport options to visitors
- We minimise group travel to the same event where possible
- Use environmentally friendly taxi services

Individual staff and tenant actions

We ask that all staff and tenants:

- Consider the impact of their journey to work and travel on foot, by bicycle or by public transport where possible

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Additional Measures

- Research best companies for and offset all unavoidable flight emissions with (and build this into all budgets)

- Create a map to cover UK/European staff travel with clear zones designating destinations for 'train only' travel to and all other variations.
- Consider, develop and trial internal offsetting plan
- Request Toynbee Hall include cycle parking in their development of the courtyard
- Monitor/collect building users' means of transport for specific events and day-to-day use
- Create policy for artists' travel and encourage artists to commit to it
- Keep a carbon record of all Artsadmin flights and offset
- Record project mileage

Green Team Leader to overview

PURCHASING / SUB-CONTRACTING

Current Measures

- We research suppliers with good green credentials via Green Tourism
- We request green credentials from new suppliers
- We value suppliers and subcontractors who adhere to and echo our policies and standards (especially around the issues of sustainability, environmental concern and ethics)
- We have a green electric supplier

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Additional Measures

- Develop and circulate a clear set of guidelines for selection process
- Develop and circulate a list of exemplary suppliers for projects

Admin and Studios manager to overview

FINANCE / IT

Current Measures

- We use a local bank branch
- The majority of banking is done online
- The majority of invoices are sent electronically
- We have an ethical fundraising policy endorsed by the board
- We encourage artists to seek responsible funding for their projects

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Additional Measures

- Continue to seek an ethical bank account that provides facility to transfer funds to our Charities Aid Foundation account (currently not possible)
- Offer an ethical pension option

Artsadmin Green Team director to overview

ENVIRONMENTAL ACTION PLAN

3. OUR WORK

ARTISTS' PROJECTS

Current Measures

- We are members of the Imagine 2020 network of European arts organisations, working together to encourage creative engagement with climate change
- We produce Two Degrees – a festival of artists’ work about the environment, activism and the global climate emergency
- Artists are asked to support the Producers to work within our environmental policy and handbook
- We encourage tenants and partner organisations to adopt similar policies
- We offer talks and lectures about environmental issues
- We encourage Artsadmin artists to represent our views in this area through their work

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Additional Measures

- Update and finalise ‘Green Rider’ to be added to contracts with external venues, promoters and festivals
- Keep up our environmental focus and consider more projects around environmental issues
- Encourage re-use and reduction of materials
- Use scenery salvage e.g. set exchange
- Provide eco guidance to artists and advised artists
- Have a delegated eco responsible person on the project

Green Team Lead Producer to overview

MARKETING & COMMUNICAITONS

Current Measures

- We print minimum quantities of marketing materials
- We have data management processes in place to minimise waste during print distribution
- We produce all printed materials on recycled paper and card.
- We ensure that any packaging used is recycled / recyclable / made of biodegradable materials where possible
- We use vegetable-based rather than petroleum-based ink
- We recycle all waste print materials
- We continually investigate alternatives to print (e.g. online products, digital alternatives) and maximise digital alternatives where appropriate
- We ensure maximum information on our environmental policy is provided through our website and on marketing materials

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Additional Measures

- Continue to refine our databases to ensure minimum wastage during postal distribution and reduce our postal mailing list
- Increase proportion of hand to hand distribution to minimise wastage during rack distribution
- Always use recycled paper
- Advertise all eco activity at any opportunity

Artsadmin Head of Marketing and Development to overview

AUDIENCE IMPACT

Current Measures

- Our hire information and website display how to get to our building by public transport
- Building users are asked to use the recycling facilities
- We offer online options in preference to posted print materials

- We promote our environmental work throughout the building, in our annual report and through our website
- Our projects encourage audiences to think about issues around the environment and climate change

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Additional Measures

- Better promote our environmental work as an example of best practice for our audiences
- Develop initiatives to capture travel data from audiences
- Make our environmental policy, action plan and staff handbook and successes available online
- Lobby Arts Council England to increase eco requirements in funding agreements

Artsadmin Head of Marketing and Development to overview