



## The Spark Arts for Children

### Environmental Sustainability Policy (2017/18 to 2021/22)

#### Policy Statement

The Spark is committed to operating in a safe, ethical and environmentally responsible way, and recognises that artistic activities can have a negative impact on the environment.

This policy applies to administration activities at the Spark Office (at LCB Depot), the work that we produce, and to the bespoke activities we run in other locations, including the annual Festival.

#### Policy Outcomes

We are committed to improve environmental performance and reduce carbon emissions, by reducing, reusing and recycling in the following impact areas:-

- Energy (Gas, Electricity and Fuel)
- Water
- Waste
- Procurement (Goods and Services)
- Travel (Business, Audience and Production)
- Business Services (Organisational systems)

#### Communicating the Policy

The Board of Trustees will communicate the commitment to improving environmental performance and reducing carbon emissions through the organisation and to its stakeholders through publishing the Policy and Action Plan on the website.

#### Environment Action Plan

The Spark has developed an Environmental Sustainability Action Plan which forms part of the current business plan 2018-22. Actions in blue will be monitored and reported annually. All other actions will be reported to the Board of Trustees on an exception basis and reviewed annually.

This Action Plan is reviewed and updated yearly. We will measure our impact where possible and calculate our carbon impact annually, and publicise the outcomes.

It is to be noted that the Spark Office is a managed unit in a Leicester City Council managed property. As such, many aspects have been covered by the landlord (e.g. recycling, energy saving lighting, procurement in shared areas) and some we are unable to influence (e.g. energy supplier).

The Festival takes place over 8 days in February, and is hosted in theatre venues, community spaces (e.g. libraries) and schools, who all have their own Environment Policies. This is also the case for the majority of our other activity. There are certain occasions where we might run an event in an outdoor space, though this is usually in partnership with the Leicester City Council, and therefore supported by their city-wide facilities.

#### Policy review

This Policy will be reviewed on a 2 yearly basis, and the Action Plan is reviewed yearly.

Last reviewed 13/05/19

**Environmental Sustainability Action Plan (2019-20)**

**1. Office Activity**

Key Objectives	Objects / Targets	Actions	Responsibility	Deadline	KPI
Energy	Maintain or reduce electricity used in the office	Minimise use of electricity within the office by switching off lights when not in office and turning off computers and monitors overnight.	Everyone	30/03/20	<b>Overall Maintain or reduce at 2.5 t CO2e (2018-19 Julie's Bicycles)</b> Electricity 2003 kWh (2018-19)
	Maintain or reduce gas used in the office	Minimise the use of gas by monitoring the heating thermostat and timer <i>NB: Reported figures extrapolated from whole building usage</i>	GM	30/03/20	Gas 10006 kWh (2018-19)
Water	Maintain or reduce water used in office	Avoid leaving running taps in kitchen and use short flush. <i>NB: Reported figures extrapolated from whole building usage</i>	Everyone	30/03/20	Water/waste water 39m3 (2018-19)
Waste	Reduce waste generated	Buy only as much consumables as is required. Make full use of recycling facilities at LCB Depot for paper, plastics, glass and toner cartridges.	GM / CA	30/03/20	Monitor number of bags of non-recyclable waste and boxes of recycles waste per year. (baseline unknown)
	Reduce paper use	Consider whether documents need to be printed and always print on recycled paper where possible.  Encourage use of electronic equipment at meetings, and transfer of documents using email or CRM to reduce need to print.	Everyone  DIR/GM	30/03/20	Monitor paper purchases per year 25 reams (2018-19)
Procurement	Office supplies	Choose suppliers that offer end of life reuse, recycling or recovery	GM / CA	Ongoing	N/A
	Contracting artists	Update contracts for artists to include our Environmental Sustainability objectives. Initiate a Green Rider for companies visiting the Festival.	DIR /GM	30/03/20	New contracts and a Green Rider are in use.
Travel	Reduce amount of travel in cars	Car share or use the bus or train where possible for work journeys and look to combine journeys/deliveries	Everyone	Ongoing	N/A
	Reduce the airmiles on goods	Choose products made locally where possible	Everyone	Ongoing	N/A
	Reduce travel for meetings	Increase the use of electronic comms to reduce travel for meetings.	DIR / GM	ongoing	N/A

## 2. Company activity

Areas to monitor on an event-by-event basis

Key Objectives	Objects / Targets	Actions	Responsibility
Energy	Reduce energy used on events	Minimise off site generator usage during outdoor shows or events by switching off when not in use for long periods.	GM / Event manager
Waste	Reduce waste from activities/events	Buy only as much materials/consumables as are required. Where quantities of materials are over estimated, store and reuse for another event	GM / PM
		Choose washable and reusable cutlery and crockery etc for catering at events, or use disposable items which are compostable	GM / PM
Procurement	Marketing print	Consider the need for printed marketing materials, and monitor quantities ordered against distribution to reduce where possible.	MM
		Consider ink use and paper supply when choosing supplier for printed materials	MM
		Consider standard formats and lightest appropriate paper weights to reduce offcuts in printed materials. Avoid glossy and laminating coatings that use plastic	MM
	Set production	Brief designers/makers to avoid or limit non-FSC certified timber or wood based products, the use of tropical hardwood, MDF, plywood and veneered panels in set construction.	DIR/ GM
	Participation activities	Brief artists/workshop leaders to:- <ul style="list-style-type: none"> <li>• Consider borrowing, hiring or sharing resources wherever possible.</li> <li>• Use reclaimed, reused or recycled materials for craft engagement activities</li> <li>• Choose products with minimal and recyclable packaging.</li> </ul>	GM / PM
	Signage	Use corrugated plastic board rather than foam-core for signs	MM
Travel	Productions	Plan touring locations to minimize travel and consider relocation to replace longer journeys.	DIR / PM
	Presentations / events	Programme shared events with regional partners to reduce travel impact of national and international companies	DIR / CP
		Publicise Park and Ride schemes to event audiences.	GM / MM
Advocacy	Advocate for a Green approach to partners	Communicate our Environmental Sustainability plan to partners and advocate for environmental considerations when project planning.	DIR / PM