



Arts & Health South West ENVIRONMENTAL POLICY

Introduction

Arts & Health South West (AHSW) is an information, support and advocacy organisation for people who believe in the value of creativity in enhancing people's health and wellbeing. AHSW wishes to ensure that the environmental impact of its activities will be considered when planning our activities and that they are minimised wherever possible.

Context

AHSW is a National Portfolio Organisation which receives part of its funding from Arts Council England. As part of our NPO agreement 2018-22 it is a funding requirement for all National Portfolio organisations (NPOs) to measure their environmental impacts and put in place environmental action plans, in line with ACE's commitments to Resilience and Sustainability.

Policy

AHSW recognises that climate change and environmental protection are the most urgent themes of our time and this Environmental Policy is a statement of our commitment to help reduce the impact of our activities on the environment.

Policy Aims

AHSW aims to reduce the impact of its activities on the environment and to encourage everyone associated with the organisation (staff, Board of Trustees, members) to do the same.

Monitoring, review and responsibility

The Board of Trustees will be responsible for ensuring the implementation of the Environmental Action Plan and that the Environmental Policy is reviewed annually.

Background

Office arrangements

AHSW's office-based activities are currently divided between the Director's home office, the General Manager's office and the Finance Assistant and Project/Fundraising Manager's offices. All AHSW workers work from rooms inside their own homes.

The General Manager and Finance Assistant's offices are within 5 miles of each other in Exeter. The Project/Fundraising Manager's office is approximately 15 miles north, and the Director's office is about 160 miles away in Oxford. The Director rarely needs to visit the General Manager and other two staff members as most of the business of the organisation can be conducted by phone, skype, or email. Any meetings where all are required to attend are either held in Bristol or Exeter depending on length of meeting and travel times. All staff members travel to these meetings by train, if travel is required.

When the General Manager meets the Finance Assistant and/or Project/Fundraising Manager in Exeter she travels by bike whenever possible.

Power

The General Manager's office has central heating and double glazing.

The 'office' or workspace used by the General Manager for AHSW is approximately 30% of the total space of her home.

The General Manager only heats and lights the area which she uses for work, during the work day, and she is the only one working in the house. The General Manager's workspace is lit using energy-saving bulbs. The Coordinator uses a smart-meter to monitor electricity usage and keep usage as low as possible. The Coordinator uses an iMac computer which is very energy efficient (Power Consumption: Idle 40W, CPU Max 119W; Thermal Output: Idle 136 BTU/h, CPU Max – 406 BTU/h.)

Water

As above, water use for AHSW would make up a percentage of what the General Manager uses in her home. Water usage for AHSW is minimal – refreshments and bathrooms only.

Office equipment

There is the usual complement of office equipment including:

- Desktop Computer (iMac)
- iPad
- iPhone
- Laser printer
- Telephone Handsets (using VOIP network)
- Wifi Booster

Consumables

- Paper – recycled only
- Toner cartridges
- General stationery, making green choices where possible, e.g. a staple-free stapler and refillable ink cartridges.

Travel

The General Manager and Director both work from home.

Commutes to meetings are made by train, bike and bus, driving only when absolutely necessary, e.g. when taking lots of equipment to set up for events.

Trustees meetings

These take place quarterly in Bristol which has good rail links across the region.

In 2018 AHSW made the move to make all board meetings paperless, providing documents in the cloud. The only documents printed are those that need signatures, namely meeting minutes, which are printed double-sided.

Meeting Subsistence

AHSW staff and trustees all use re-usable coffee flasks/cups as much as possible, and will often choose to support local food providers where more sustainable options (including vegetarian and vegan options) are available.

Members' meetings

Generally, AHSW organises 3 to 4 meetings a year, one of which is the annual conference and AGM in November. The meetings are held in various locations across the region, which are usually accessible by train.

Members and others are invited to share transport (taxis and lifts), a process which AHSW helps to facilitate.

Energy and water usage is not under our control at any of the events venues but as they tend to be larger organisations, it is assumed that they will have their own environmental and energy reduction policies.

Consumables

In this context this means conference/meeting papers. We encourage delegates to print only what they need to bring with them. Only a few additional copies are supplied by AHSW, and these are printed on recycled paper.

Catering

The catering in most venues is generous and usually there is some wastage which can be compounded if delegates are unable to attend and fail to let us know in time.

We often ask our caterers to provide options for cutlery, containers and crockery that has the least environmental impact. For example this may mean crockery that can be washed rather than offering recyclable coffee cups.

The type of food produced is not generally under our control but where it is, we choose smaller, artisan caterers over the corporate caterers, and primarily choose all-vegetarian menus to reduce meat consumption and environmental impact.

Signed on behalf of AHSW:



Chair



General Manager (Policy lead)

Date of review: 23/11/2018

Due for review: 23/11/2020

ACTION PLAN

Office:

Action	Responsible Person	Intended outcome	Currently Being Achieved?	Action Needed
Switch off lights when not needed	Director/ General Manager	Reduce energy consumption	Yes	
Turn off printers and computers at the end of the working day	Director/ General Manager	Reduce energy consumption	Not always	GM to set reminders to do this
Switch off unused computers rather than leave on standby	Director/ General Manager	Reduce energy consumption	Not always	GM to set reminders to do this
Keep doors and windows closed when heating is on	Director/ General Manager	Increase energy efficiency	Yes	
Turn radiators off at source when not needed	Director/ General Manager	Reduce energy consumption	Yes	
Reuse materials where possible then recycle where possible	Director/ General Manager	Reduce waste	Yes	
Use recycled grade paper	Director/ General Manager	Reduce impact on environment	Yes	
Print double-sided	Director/ General Manager	Reduce waste	Yes	

Meetings:

Action	Person Responsible	Intended outcome	Currently Being Achieved?	Action Needed
Minimise face-to-face meetings and make use of skype/video conferencing where possible	Director/ General Manager/Trust ees/Staff	Reduce travel/fuel consumption	Yes	
Consider meeting venue location and transport links (trustees)	Director/ General Manager/Trust ees	Reduce travel/fuel consumption	Yes	
Consider meeting venue location and transport links (members)	Director/General Manager	Reduce travel/fuel consumption	Yes	
Encourage delegates to share transport/use public transport	General Manager	Reduce travel/fuel consumption	To revisit for upcoming event	GM will put practical information on the eventbrite page
Encourage delegates to print off only the papers they need	General Manager	Reduce waste	To revisit for upcoming event	GM will prepare digital versions of the agenda etc and encourage people to use digital tickets (by email)
Assess accurately numbers of pages to be printed	General Manager	Reduce waste and cost	Ongoing	
Assess accurately catering required	Director/ General Manager	Reduce waste and cost	Yes	

Check that venues have their own Environmental Policy	General Manager	Encourage awareness in other organisations.	To revisit for upcoming event	GM will contact event venue
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Other:

Action	Person Responsible	Intended outcome	Currently Being Achieved?	Action Needed
Consider changing to green energy supplier e.g. Ecotricity	General Manager	Reduce impact on environment	No	General Manager currently unable to change power provider, but house move to Bristol anticipated within 5 years so will review as appropriate.
Consider energy rating when purchasing new electrical equipment	Director/General Manager	Increase energy efficiency and reduce energy consumption	Yes	
Recycle paper and waste where appropriate	Director/General Manager	Reduce waste that goes to landfill	Yes	
Recycle print cartridges	Director/General Manager	Reduce waste that goes to landfill	Yes	
Brochure/leaflet print produced with certification from FSC and using eco inks where possible	Director/General Manager/Designers	Reduce impact on the environment	Ongoing	GM to ask designers of upcoming leaflets to provide information on this
Encourage members and others to adopt energy saving and waste reduction	All	Reduce impact on the environment	Ongoing	
Update and review policy annually	Director/General Manager/Trustees	Increase energy efficiency	Yes	
Investigate carbon offset schemes where appropriate	Director/General Manager	Reduce impact on the environment	Ongoing	