



Environmental Plan

Introduction

Hull Truck Theatre is the main producing theatre company in the region. Resident in a modern purpose built building in the centre of Hull. It aims to present a quality program with a uniquely distinctive northern voice for the audiences of the city and wider region.

Hull Truck Theatre moved to its current home at Ferensway in September 2009 after a major capital project enabling the construction of the present building. It has two auditoria with a capacity of 429 in the Main House and 135 in the Studio Theatre. The building also accommodates a stage size rehearsal room, wardrobe department, workshop facilities and other spaces for the company's technical, administrative, engagement and learning teams.

Hull Truck has a scenery store two miles from the theatre at Reform Street and has an additional property in Beverley Road, approx 10 min walk from the theatre. Beverley Road has spaces that can be used for rehearsals, a costume store, a green room, kitchen space and four en suite guest rooms used by visiting artists. The theatre leases one van, which is kept on site.

In late 2014, the theatre established an in-house cross departmental Green Team, which has already taken steps to reduce general waste through the introduction of recycling points throughout the building. With environmental champions from each department, the Green Team is a forum for constructive and enthusiastic action on green issues. Members include senior managers as well as representatives of departments including: Executive Director, Theatre Administrator, Theatre Manager, Chief Technician, Box Office Sales Manager, Engagement & Learning Facilitator, Housekeeping and Fundraising Fellow. The Green team meets at least quarterly to review progress and set new targets.

Recent improvements include the development of new ICT, which has provided further opportunities for remote working and the reduction of travel to meetings. Other priorities include a reduction in paper by printing double sided; reuse of paper being for internal documents; lights off policy, and the continued use of the Building Management System to manage efficient use of energy even further.

The theatre is responsible for:

- Controlling and managing its activities - *continual assessment and discussion internally about good environmental practices*
- Keeping up to speed with new developments and ideas - *seeking guidance on suitable environmental policies that are relevant*
- Identifying and minimising risks relating to health and safety, welfare of our employees, customers, the general public and the environment - *taking action taken to minimize or eliminate adverse effects*
- Minimising waste generation and use of natural resources - *Re-use, recycle and recover materials to the maximum*
- Promote environmental awareness in and out of the theatre - *use our productions and work in the community to raise and address these issues in the public arena*
- Including this policy in all induction packs - *new staff and board members and available on-line*



- Promote our policies - *to those companies, artists, freelance staff and suppliers we work with, choosing to work with partners who share the same environmental values.*
- Environmentally friendly management - *of the theatres scenic, props, wardrobe and Beverley Road facilities with special attention to green initiatives.*

Hull Truck Theatre has partial and limited influence on the following partner activities:

- HOST Catering are licensed to provide the catering services
- Visiting Companies
- Suppliers of scenic building and marketing materials
- Audiences

Monitoring and Evaluation

The theatre will ensure that adequate systems are set up to continuously monitor the impact of changes made across all areas of the Action Plan so that improvements can be made. This will include monitoring energy and water usage and waste management.

Annual evaluations will be implemented with both internal and external stakeholders through post-production/project meetings, staff reviews & stakeholder focus groups. This provides time for reflection and development of new ideas, processes and strategies for implementing changes to working practices.

Responsibilities

The Board of Directors / Trustees

The Board of Directors has ultimate responsibility for the theatre's Environmental Policy and Environmental Plan. They have responsibility to approve policy annually and to task the Senior Officers with operational responsibility (Artistic Director/CEO and Executive Director).

Management Responsibilities

The Artistic Director holds overall responsibility for the theatre's Environmental Policy and Action Plan, though the Executive Director is the person with responsibility for the implementation of the Action Plan across all departments

Catering at Hull Truck Theatre is delivered by an independent company (HOST). They are obliged to comply with relevant environmental legislation. HOST is encouraged to attend the Green Team meetings and to implement and oversee appropriate greening measures within designated areas of operation and amongst its staff. Hull Trucks Front of House Manager oversees the operational relationship with HOST.

The Environmental Policy and Plan is saved on the shared server and is also in the Staff Handbook. Accompanying files are also saved on the server under policies and procedures and available to all staff

The Staff Handbook is sent to each new member of staff and their induction process includes an introduction to the theatre's Environmental Policy.

The Green Team



Green matters are overseen by the Green Team, consisting of representatives from each of the theatre's departments. This committee is chaired by the Executive Director and meets regularly across the year. Minutes of the meetings are communicated to all staff.

Regular sources of Information;

- Arts Council England
- Hull City Council
- Julie's Bicycle - <http://www.juliesbicycle.com/>
- UK Theatre - formerly the TMA (Theatre Managers Association)
- Independent Theatre Council
- BECTU
- ABTT

Relevant information/articles are to be outlined at monthly Heads of Departments meetings as appropriate.

The Theatre's Environmental Policy and Plan is to be made available in full on the theatres web site with regular updates. Should the company participate in activities such as Green Office Week, National Climate Week and other appropriate initiatives these events will be publicised on the company's website and in local media? The Green Team reviews this activity at its regular meetings.

Members of the public are invited to make comments and suggestions through the website.

Staff Responsibilities

- Staff are required to communicate via the green team all environmental issues for recording and reporting - covering areas of; transport, energy consumption and recycling achievements
- Departments are challenged to come up with their own "greener" way of doing things and to report back at regular Green Team meetings
- Staff should ensure that they are familiar with green policies and current theatre practices for their department
- Staff should challenge non-green practices and encourage greener thinking amongst colleagues
- Staff are positively encouraged to bring to the attention of line Managers or Green Team representatives questions regarding non "green" activities and ideas for promoting greener working

Management & Supervisory Responsibilities

Those with managerial or supervisory responsibilities are expected to promote responsible attitudes towards environmental issues using the following examples:

- Communicating via the green team all environmental issues for recording and reporting - covering areas of; transport, energy consumption and recycling achievements
- Ensuring a "green" working environment within their area of responsibility, reporting any ideas regarding improvements to the Green Team and / or the weekly Operations Meeting e.g. lighting and heating levels are appropriate for the space/workers; re-using paper; emails are not printed off unless required; printing done on "draft"; colour printers used sparingly; use of recycled items rather than new; use the recycling bins; ensuring documents use minimum quantities of paper (Ariel, font size 11 is maximum, subject to specialist large fonts and braille for people with specialist reading needs); share copies of papers at meetings; email reports and minutes (not paper copies); text and email rather than post



- Ensuring a “green” approach to departmental specific tasks reporting ideas regarding improvements to the Green Team e.g. contracts with visiting companies; avoiding/challenging minimum quantity orders with suppliers; exploring new ways of doing things that reduces environmental impact; e-flyers; becoming ticketless; asking suppliers about their own “green” credentials; using recycled paper for letterheads and marketing tools
- Looking for new opportunities to improve green working e.g. what other organisations are doing in the same areas of work, new ideas etc.
- Ensuring good housekeeping standards are maintained

Monitoring and Evaluation

The theatre will ensure that adequate systems are set up to continuously monitor the impact of changes made across all areas of the Action Plan so that improvements can be made. This will include monitoring energy and water usage and waste management

This environmental data will be fed into **Julies Bicycle** industry green tools.

A Green Report will be made to the Board once a year showing utility consumption figures and general “greening” and progress against Action Plan Targets that have been achieved during the year.

The Theatre Administrator will monitor the policy and arrangements on a day to day basis keeping the Executive Director and Artistic Director informed at all times.

Targets and KPI’s on the Environmental Action Plan are to be reviewed every year by the Green Team, unless circumstances require that relevant sections should be reviewed earlier.

Annual evaluations will be implemented with both internal and external stakeholders through post-production/project meetings, staff reviews & stakeholder focus groups. This provides time for reflection and development of new ideas, processes and strategies for implementing changes to working practices.

Green Guidelines

Reducing the theatre’s environmental impact depends on all individuals taking reasonable care to work in a greener way. An important part of this responsibility is the need for staff to keep an eye out for non-green activities and for new green opportunities bringing these to the attention of their line managers as soon as possible. If no satisfactory progress has been made, staff can pursue the matter in the following stages:

- To the Green Team directly, via any member, who should seek to resolve the problem under the leadership of the Executive Director
- To the Executive Director / Artistic Director
- If the matter is still unresolved, to a member of the Board
- Hull Truck Theatre encourages all members of staff to report green concerns

Re-use

- Use both sides of a piece of paper before it is put in the recycling bin
- Reuse old envelopes for internal mail
- Use the staff notice boards to look for or advertise unwanted furniture
- Reuse plastic bags as bin liners



- Reuse sets and bits of set
- Reuse costumes

Repair

- Repair rather than renew
- Consider purchasing reconditioned equipment

Rethink

- Continual development of e-mail lists, including texting to replace and reduce postage
- Use of e-flyers, texting and social media tools for marketing
- Investigate ticketless possibilities
- Promote/demand Green Products (regularly ask Suppliers for Green Products)
- Promote policy that will give preference, as far as practicable, to green products including utilities
- Purchase equipment that can be switched off (not on standby)
- Use stand by switches
- Use recycled paper for stationery
- Use FSC approved paper from mixed responsible suppliers
- Look to minimise amount of paper that is needed when printing documents
- Promote car sharing for travelling to offsite meetings and when the company is on tour
- Where possible use SKYPE to reduce unnecessary travel to meetings
- Free cycle parking is available to our patrons and our staff in the theatres back yard parking compound
- Shop local
- Buy good in season and sources locally

Reduce

- Use mugs instead of plastic vending cups
- Avoid buying over-packaged or over-wrapped goods
- Avoid disposable items
- Choose durable items which are built to last and can be easily repaired
- Use rechargeable batteries
- Take your own bags when you go shopping
- Stop junk mail by writing to the Mailing Preference Services Freepost 22, London W1E 7EZ to remove names from mailing lists
- Printer Ink - default printing position to be draft.
- Paper – download papers for meetings, using the pool of company laptops and devices helping to print off fewer documents.
- Lights – use desk lamp rather than overhead lights when appropriate
- Computers, monitors and printers are set to automatically switch off outside of designated work hours
- E-mails – print off fewer emails
- Reduce the use of environmentally hazardous products requiring COSHH certification and storage

Refuse

- Extra print from visiting Companies where possible
- Air travel for trips within the UK; mileage for trips that should be undertaken by train; taxis for London travel

Recycle



- The Theatre has recycling schemes for the following materials:
 - Paper, Newspapers, Cardboard, Cans and Glass
 - Confidential Waste
 - Toner and printer cartridges
 - IT equipment
 - Electrical equipment
 - Old sets
- Recycle furniture from stock
- Participate in HCC recycling schemes
- Use gum tree, e-bay, donate where possible
- Responsible dumping, when necessary to dump items - sort into recyclable and non-recyclable where possible and disposed of responsibly

Education/Promotion

- Purchase Fair Trade and local food products for catering and front of house sales
- Encourage and enable attendance at relevant conferences (e.g. Sustainable Theatres)
- Each department develops own policy and systems for being green (Administration, Production)
- Use and advertise use of recycled paper for stationery
- Advertise Green Policies on website.
- Use reports from Julies Bicycle to highlight areas of importance within the theatres performance
- Disposal of chemicals/toxic waste as per regulations (COSHH)
- Use fat trap in catering to protect drains

Awareness Raising

What can you do to reduce energy and water consumption?

- Save Water
 - Report dripping taps to Theatre Manager – a dripping tap can waste 10 000 litres (3,000 gallons) of water a year
 - Don't forget to turn the tap off properly after washing your hands. A dripping tap wastes 30 drops of water per minute and 380 litres (84 gallons) per month – this equates to 4,600 litres (1,008 gallons) per year
- Save Energy
 - Have PC and printer power down features set to match your working hours
 - Switch off lights if you are leaving the room for longer than 15 minutes - it is a myth that it is cheaper to leave fluorescent lights on than to switch them off
 - Switch off lights when you go home - lighting an empty office overnight wastes enough energy to heat water for 1000 cups of coffee
 - Use the boiling water tap in the green room for hot water and not the kettle
 - Maximise the use of natural daylight and switch off lights when daylight is adequate - switching off a typical fluorescent light for one hour in each working day equals 30 kg of carbon dioxide emissions saved annually



Green Timetable

Activity	Actioned	To Be Actioned by	Responsibility
New energy-efficient pump installed as part of Capital Development Project on building heating system.	February 2015		
All computers, monitors and servers replaced with energy star rated appliances as part of Capital Development Project.	2014/15		
Administrative staff moved into one main hub office for centralised working.	October 2014		
Partitioning in main hub office retaining heating in office area	December 2014		
Phone system replaced with energy saving cloud-based systems – no longer have a telephone exchange onsite requiring energy and future renewal costs	February 2015		
Streamlined and replaced photocopier / printer fleet. Using a pin number to follow print around the building. Reducing items printed off unnecessarily	February 2015		
House lights in both theatres to be replaced with LED lighting technology – reducing energy and lamp renewal demands		March 2015	
Rationalising the amount of waste paper bins in office spaces	January 2015		



and providing recycling points complying with Hull City Council schemes			
Communications department have started to monitor print use to ensure correct amounts ordered	January 2015	ongoing	
Replacement of hand dryers in public toilets to efficient quite DYSON hand dryers		February 2015	
Changing lights to low energy bulbs throughout the building		Ongoing	
Register for Julies Bicycle on line tools		March 2015	
Apply for industry green certification from Julies Bicycle		July 2015	
Timing of external lights has been altered to coincide with fading light	October 2014		
SKYPE is in the process of being developed to replace some "in person" meetings		February 2015	