

## **THE ALTERNATIVE THEATRE COMPANY**

The Alternative Theatre Company Limited  
(Trading As The Bush Theatre)

## **ENVIRONMENTAL SUSTAINABILITY POLICY**

### **1) Key details**

- Approved on: May 2019
- Policy became operational on: May 2019
- Next review date: May 2020

## **POLICY STATEMENT**

The Bush Theatre recognises that businesses can negatively impact the environment. We are committed to promoting environmental sustainability in everything we do, to incorporate the highest standards of sustainability into our activities and to minimise our impact on the environment. We endeavour to continually improve our environmental performance, and aim to achieve standards that exceed minimum levels required by legislation and general codes of practice.

We believe that it is our responsibility to reduce dependence on natural resources and minimise waste output and are committed to supporting the Paris Agreement (Dec 2015) which aims to limit the increase in global temperature to 1.5C. We are further committed to the UK Climate Change Act which aims by 2050 for the net UK carbon account to be at least 80% lower than the 1990 baseline, and the Mayor of London's Environment Strategy (2017) aiming for London to be a zero carbon city and 65% of all waste to be recycled by 2050.

We also recognise that we are in a position to educate and inform people about the importance of environmental sustainability, and will actively communicate our values with our staff, users, local authority, suppliers, and local community. We will work to ensure that all our services and contractors share our values.

### **2) Purpose and Scope of Policy**

Approximately 40,000 people visit our venue to see a show each year, we have around 30 permanent staff and we work regularly with freelancers and visiting companies to produce the work that goes on our stages and in our foyers.

We expect all people that engage with us to take our commitment to environmental sustainability seriously and to implement this policy in the workplace. For our audiences we will provide the tools and information to allow them to make positive choices when visiting us.



The Bush recognizes that our activity has the potential to negatively impact the environment through waste production, water consumption and greenhouse gas emissions. This policy, and the associated action plan, seeks to outline how we can responsibly use these resources and reduce our environmental impact across all our different streams of work, with our staff, artists, suppliers, our audiences and in our building. We will implement actions in the following areas:

- Energy Management
- Water Management
- Waste Management
- Transportation
- Production practices
- Working Practices
- Procurement and Products

### 3) Understanding our Impact

After nearly 40 years in residence over a pub on Shepherd's Bush Green, the Bush Theatre moved into the Old Library in Shepherd's Bush in October 2011. Our building is predominantly used for theatre performances, but we also use the café/bar area for private hired events too. In 2017, we concluded a £4.3m redevelopment project to complete the transformation of the old library, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists. The building now comprises of a flexible 190-seat theatre, a second performance space, a rehearsal studio, a Café Bar, a newly developed terrace garden and a playtext library. The restored venue also gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

#### **Our current building**

Between April 2017 and March 2018 our energy use at Bush Theatre resulted in carbon emissions of 97.4t CO<sub>2</sub>e. This is the first whole year that we've been able to quantify our carbon emissions since our capital refurbishment project completed, we will use this data as a benchmark to compare future year's performance to. We quantify our main environmental impacts in terms of Carbon emissions.

### 6) Our Commitments

#### **Our Aims**

1. To be a leaders in environmental sustainability within the UK Theatre industry
2. To embed sustainability in the delivery of strategic goals whilst maintaining our commitment to great art and the needs of the organisation as a charity



3. To influence and inspire our staff, audiences, partners and stakeholders to make positive choices and take appropriate action to achieve the necessary reduction in carbon emissions

## **Our Actions**

- To ensure this policy is embedded in our business plan, working practice and supported by our board and senior management team
- To inform, train and motivate staff to work in an environmentally responsible manner, fostering commitment to the principles contained in this policy and our Environmental Action Plan
- To measure the environmental impact of our activities and actively work to reduce our carbon emissions
- To conserve natural resources such as energy, water, wood, paper, especially where such are non-renewable, such as fossil fuels
- To ensure that products are sourced from sustainable environments
- To use recycled or refurbished materials where possible to reduce waste, especially to landfill
- To reduce our waste to landfill to zero where possible
- To promote the use of public transport, both for employees and audiences
- To be proactively aware of all legislation, and to sharing such knowledge with colleagues and contractors
- To ensure risk assessments are up-to-date, in order to make sure changes in legislation are reflected
- To encourage new ideas and procedures to keep the sustainability issue 'live'

## **7) Achieving our Goals**

The policy is supported by an Environmental Action Plan, to aid in the implementation of our policy across this organisation. The Action Plan includes specific, measurable actions, with assigned

responsibility and resources as required. Implementation is driven by the General Manager with support from the Technical Manager and Bar & Catering Manager; progress is monitored by the Senior Management team. The Environmental Action Plan is incorporated into the Bush Theatre's four year Business Plan.

We will embed environmental sustainability considerations into our business strategy to ensure continued assessment and changes are made throughout the year.

- Our environmental impacts will be a standing item on all internal meetings concerning office operations, staff behaviour, travel, and office supplies
- A mid-year meeting will be held to discuss environmental impacts and progress towards meeting improvement targets for that year
- We will undertake Julie's Bicycle Green Certification yearly and share key findings with our staff, our clients and key stakeholders
- Our environmental efforts will be communicated with our local community

We will work with our staff, artists and audience to ensure we consider and communicate the environmental impacts of our activities in a meaningful way. For each financial year we will assess and report our environmental performance to stakeholders. This information will be used to update our action plan for the coming year.

## **Working with Partners**

We belong to the London Theatre Consortium (LTC), which brings together 14 of London's theatres to work in partnership including Almeida Theatre, Battersea Arts Centre, Bush Theatre, Donmar Warehouse, Gate Theatre, Hampstead Theatre, Kiln Theatre, Lyric Theatre Hammersmith, Royal Court Theatre, Soho Theatre, Theatre Royal Stratford East, Unicorn Theatre, Yard Theatre and Young Vic. This network allows us to share expertise, practice and resource in the area of Environmental Sustainability as well as being a strong collective lobbying voice and we will continue to utilise this network to progress with our environmental targets.

We participated in the London Theatre Consortium/ Julie's Bicycle Sustainability Project. This programme was nominated for a prestigious Observer Ethical Award in 2015. We will continue to use Julie's bicycle as a resource to help us assess our impact and provide information about ways that we can improve or make changes to our strategic approach. Each year we will undertake Julie's Bicycle Green Certification.

## ENVIRONMENTAL ACTION PLAN

Target Area	Aim	Actions	Nominated Staff Member	Date
Understanding and Communication	Better understand the efficacy of our approach and seek to make improvements	Maintain our 3 star Creative Green rating, while investigating ways to improve our approach and achieve an additional star	General Manager	Apr-20
	Ensure all staff are responsible for achieving environmental sustainability at the Bush	To be included in all job descriptions, particular responsibilities given to senior managers and heads of department for driving improvement and action planning.	General Manager	Ongoing
	Highlight our commitment to environmental sustainability to audiences and stakeholders	Audiences made aware via signage or social media of our commitment to environmental sustainability	Head of Marketing	Ongoing
		Companies are given induction packs that highlight our commitments, waste management system, reducing energy and water usage, etc.	Producer	Ongoing
		Industry Green certificate is included on our website	Head of Marketing	Ongoing
	Share tools and information to help our staff and audiences behave in a more sustainable manner	Provide information, workshops, panels talks and activities during the year that provide tools for our team and visitors	General Manager	Annual
Energy management	Purchasing energy efficient equipment	Compare alternative products. Seek guidance where necessary (online, from manufacturers).	General Manager	Ongoing
		Before replacing bulb stock review best quality and energy efficiency for the required lux	Technical Manager	Ongoing

	Avoid use of disposable batteries	Maintain a stock of rechargeable batteries that are well managed. Use devices such as rechargeable torches. LED torches maximise battery life.	Technical Manager	Ongoing
	Conservation of Energy	All staff to switch off unused electrical equipment.	General Manager/All	Ongoing
		Cast are reminded to unplug all chargers when the item has been fully charged	Technical Manager/Cast	Ongoing
		Add timers to battery chargers to minimise charging times, especially with items such as cordless tools. Manually switch off unused chargers such as mobiles/laptops, etc.	General Manager/Technical Manager/All	Ongoing
		Reduce use of air conditioning units by advising audiences to dress appropriately for hot weather, providing free tap water and hand fans.	Head of Marketing	Ongoing
	Monitoring of systems and controls	Heating systems are monitored regularly and adjusted accordingly. Staff encouraged not to use heating unnecessarily	General Manager	Quarterly
		Timer controls on the boilers are adjusted seasonally	Front of House Manager	Quarterly
		Accurate electricity meter readings are taken	Front of House Manager	Weekly
		Accurate gas meter readings are taken	Front of House Manager	Weekly
		Continue to monitor and interpret energy readings (as above), using tools such as Pilio	General Manager	Ongoing

	Use energy suppliers that achieve high environmental standards	Review energy providers tariffs regularly, committing to choose green tariffs wherever the cost is not prohibitive for the charity	General Manager	Annual
	Regularly service equipment to maintain efficiency	Maintenance records to be kept to ensure efficient servicing. Prompt action taken on recommendations.	Front of House Manager	Ongoing
Procurement and Products	Using Fairtrade/ethically/sustainably produced products	Monitor purchasing, especially in catering, and act as a showcase for quality products/produce.	Bar Manager	Ongoing
		Use local suppliers wherever possible to reduce 'food miles'	Bar Manager	Ongoing
		To maintain a fair pressure upon suppliers to develop environmentally friendly goods and services	Bar Manager	Ongoing
		Ensure we use local suppliers and services where possible, e.g. wine from Europe, local Sipsmith gin, local window cleaners, etc.	General Manager/Bar Manager	Ongoing
		Use recycled paper wherever practicable. Regularly check with suppliers for the best recycled paper available	Theatre Administrator	Ongoing
	Reduce the use of CFCs/HCFCs and other pollutants	Reasonable research to be undertaken to compare products, ensuring banned substances are professionally removed, servicing of all equipment regularly, etc.	Technical Manager/General Manager	Case-by-case
	Avoid use of hazardous substances where possible	Investigating alternative products where available/suitable	Technical Manager/General Manager	Ongoing
	Avoid use of volatile organic compounds	Source paint/varnishes/finishes appropriately. Look for appropriate certification.	Technical Manager	Ongoing

	Ensure FSC or similar certification for new timber and wooden furniture	All furniture is either recycled or made of FSC certified materials	General Manager	Ongoing
	Ensure Suppliers use of recycled/recyclable packaging	Standard clause to be inserted into all correspondence/tendering documents	General Manager	Ongoing
Transportation	Minimise staff travel emissions	Promote the travel card loan scheme and a cycle scheme for staff. No domestic flights where possible and long distance meetings travelled to by public transport or conducted via Skype.	General Manager	Ongoing
	Minimise audience travel emissions	Encourage use of public transport on the website.	Head of Marketing	Ongoing
Waste Management	Encourage staff and visitors to 'reduce, re-use, recycle'	Identifying documents that can be shared by email or online wherever possible. Sharing scripts for reading via e readers, and iPads	Literary Administrator/Theatre Administrator/All	Ongoing
		All computers are set to duplex print as a default	Theatre Administrator	Ongoing
		All customers and audiences are encouraged to reduce, re-use and recycle wherever possible.	Head of Marketing	Ongoing
	Recycle all waste	All staff acquainted with recycling good practice.	General Manager	Ongoing
		All customers and audiences are acquainted with recycling good practice	Head of Marketing	Ongoing
		All staff/crew to dispose of electrical waste/electronic equipment according to WEEE guidelines	Technical Manager	Ongoing

		Maintain good contacts with other venues/institutions who may appreciate unwanted set/prop items. Use of companies such as Scenery Salvage and set-exchange.co.uk	Technical Manager	Ongoing
		Implement collection of used batteries regularly	Technical Manager	Ongoing
		Provide adequate recycling bins	Bar Manager	Ongoing
	Dispose of fluorescent tubes responsibly	Ensure tubes are disposed of responsibly, and in accordance with legislation. Engage with lamp suppliers to collect lamp waste.	Technical Manager	Ongoing
	Monitor waste disposal	Monitor wastage levels and reduce amount of waste to landfill to zero	Bar Manager	Monthly
Water Management	Monitor water use	Accurate water meter readings are taken	General Manager	Yearly
	Raise awareness about reducing water consumption	Install signage that encourages people only to use the water needed	FOH Manager	Jun-19
	Reduce water consumption	Ensure only full loads of washing are being done	FOH Manager	Daily
Working Practice	Ensure COSHH legislation is followed	Data sheets are collected and filed for all chemicals used	Theatre Administrator	Ongoing
	Avoid use of volatile organic compounds	Source paint/varnishes/finishes appropriately. Look for appropriate certification.	Technical Manager	Ongoing
Production Practices	To consider the environmental impact of our productions	To create a brief that is shared with designers for our in-house productions outlining our expectations for sustainability	Producer	Aug-19
		Ensure that the use of FSC certified or recycled timber is included in every tender brief issued to set builders	Technical Manager	Ongoing
		To invest in changing lighting stock to environmentally friendly alternatives over the next 3 years where possible	Technical Manager	Ongoing

## Environmental Sustainability Policy Confirmation Form

The Alternative Theatre Company Limited  
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**I confirm that I have read The Bush Theatre's Environmental Sustainability Policy. I agree to abide by this Policy and to implement it, so far as is reasonably practicable.**

Signed: \_\_\_\_\_  
*(employee / freelancer)*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

