

ENVIRONMENTAL SUSTAINABILITY 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
	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
		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

Energy management	Conservation of Energy	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
	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	

Procurement and Products		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
	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
		All staff acquainted with recycling good practice.	General Manager	Ongoing
		All customers and audiences are acquainted with recycling good practice	Head of Marketing	Ongoing

Waste Management	Recycle all waste	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