



Last Reviewed October 2019

Environmental Policy

Introduction

Impact Arts has been committed to doing our bit for the environment for many years. Impact Arts seeks to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all of its activities and through its influence on others. We are committed to raising environmental awareness through our project delivery and to minimising environmental impact across a range of areas relating to our operations, projects and buildings. We are members of Creative Carbon Scotland's Green Arts Initiative and our work complies with all applicable environmental legislation and requirements, including Waste (Scotland) Regulations 2014.

This policy represents the aspiration of all our employees to carry out our business in a way which minimises the impact on the environment.

Responsibilities

Everyone involved with Impact Arts has a responsibility to minimise the environmental impact of our work.

Board of Directors

- Impact Arts Board of Directors has responsibility for signing off on key policies
- Are expected to be role models in adoption of this Environmental policy

Management Roles

- Act as role models in demonstrating the importance of adoption of this Environmental Policy
- Raise awareness of the environmental issues of procurement with staff, artists, clients and participants through education and information provision
- Ensure that Impact Arts' Environmental policy is available to all new members of staff and freelance staff, and involve them in achieving our environmental goals
- Support the continuous improvement of the processes and materials used within the organisation and actively encourage all members of staff to suggest ways in which we can improve our practices
- Challenge any behaviours which are contrary to the ethos of this Policy
- Provide environmental training opportunities for staff
- Evaluate Impact Arts' environmental impact

All Employees & Volunteers

- Uphold Impact Arts environmental aims at all times
- Put environmental impact at the heart of project planning and delivery
- Support data collection from project delivery which will help evaluate environmental impact

Procedures

In upholding this Environmental Policy we are committed to the following procedures:

Glasgow & The West

Impact Arts, The Factory,
319 Craigpark Drive, Dennistoun,
Glasgow, G31 2TB
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mail@impactarts.co.uk
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South West Scotland

Impact Arts 60 Bank Street
Irvine,
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T: 01294 273 051

facebook.com/impactartsofficial
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Edinburgh

Impact Arts B103-B104,
St Margaret's House
151 London Road
Edinburgh, EH7 6AE
T: 0131 661 4225



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Awareness

- Actively engage with staff and participants to encourage environmental awareness
- Educating, training and motivating staff to work in an environmentally responsible manner and to play a full part in developing new environmental ideas and initiatives

Materials & Equipment

- Giving priority to minimising our material consumption while acknowledging that the nature of our work requires the use of materials. Where the purchase of materials is required:
 - Locally sourced and recycled/ refurbished materials will be considered in the first instance and a balance must be found between price, quality, ethics and sustainability
 - Where possible, materials are sourced from suppliers who operate in an environmentally friendly manner
 - Orders are grouped into as few deliveries as possible
 - Any left over materials will be reused
 - Artworks created by projects will be given to participants for display or materials recycled where possible
- Ensuring that products derived from natural sources, such as wood, are produced in a sustainable manner and comply with all national and international legislative requirements
- Ensuring that new equipment purchases are as energy efficient as possible
- Minimising our paper usage by our increased use of e-mail
- Printing all of our company stationery on recycled materials
- Adhering to double sided printing and reusing of paper
- Phasing out our use of specific substances such as ozone depleting chemicals
- We will cease to use disposable plastics including cups and invest in reusable ones

Energy Use

- Closely monitoring our consumption of fuel and energy and taking care that it is not wasted through inefficiency or casualness
- Replacing lighting to energy-saving alternatives
- As owners of two large buildings, monitoring energy use to reduce the carbon footprint of Impact Arts' properties
- Reducing the consumption of water and energy throughout the building by installing new boilers
- Promoting the 'Switch it off' campaign throughout Impact Arts' buildings

Recycling

- Reusing or recycling all of our incoming packaging materials (cardboard, polystyrene/cereal based beads, shredded paper, air bags, etc)
- Providing recycling bins or sacks in every premises for paper, card, cans, plastic and glass

Travel & Transport

- Encouraging staff to use public transport, cycle/ walk or lift share to work where appropriate
- Promote our cycle to work scheme to employees, encouraging sign up twice a year
- Closely monitoring fuel consumption of our vehicles and ensuring they are well maintained in order to extend their working lives thus minimising the need for disposal

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- Supporting the increased use of video-conferencing and encouraging staff to minimise travel for meetings where appropriate
- Monitoring and evaluation of all staff and artist journeys while working for Impact Arts

Publicity

- Aiming to reduce, where appropriate, all printed material produced by Impact Arts and investing in digital and online methods for audience communication
- Actively encourage people to opt into email, e-newsletter and social media communication in preference to paper mail outs
- Actively encourage people to visit our website for information rather than relying on printed material
- Where we do produce printed materials:
 - produce them on paper stock that is at least 50% recycled
 - Ensure waste toner is recycled
 - use local printers and printing of all publicity on sustainable paper

Monitoring & Evaluation

To measure Impact Arts' environmental impact, we will record a number of indicators which will be reported on a quarterly basis so that we can track our progress towards minimising our environmental impact.

The following indicators will be measured:

Indicator	Measure
Energy Consumption	Meter readings/ bills
Water Consumption	Meter readings/ bills
Staff travel during work	Travel expense records
Staff travel to work	Staff Questionnaires
Recycling	Record of Refuse Collections
Printing	Record of printouts/ printer paper orders
Refuse/ landfill	Record of Refuse Collections/ Skip hire

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