



## **ENVIRONMENTAL POLICY**

2013

### **Statement**

In line with 20 Stories High Business Plan and vision and values, we are putting in place an Environmental Policy and Action Plan with the aim to lessen our impact on the environment. 20 Stories High is already avidly committed to recycling, fair-trade, environmentally-friendly products and investing in socially-conscious companies.

It is compatible with the main mission statement of the company and all of its policies. The policy is the responsibility of 20 Stories High's General Manager, who will review the Policy annually in line with the review of all 20 Stories High policies and accordingly update and manage the implementation of the Environmental Action Plan.

20 Stories High is committed to running in accordance with the sustainable development principles identified by ISO 20121 of Integrity, Inclusivity, Stewardship, and Transparency.

### **Background**

20 Stories High is based in 3 shared offices at Toxteth TV, 37 - 45 Windsor Street, Liverpool 8. 20 Stories High resides at Toxteth TV as their values, ethos and policies link closely to ours: that of social, environmental and community impact.

## **Our Impact**

With this policy, we have reviewed what we already have in place and will develop and expand this in order to reduce our carbon footprint. As 20 Stories High operate both locally (our shared offices and regular creative workshops for young people) and nationally (touring small-mid scale productions) we will be reviewing the following categories reflected thus:

- Energy usage (gas, electricity, diesel) – Locally
- Water and waste usage - Locally
- Purchasing and resource management (merchandise, printing, finance, website hosting, banking, investments etc) - Locally
- Travel and transport (business, touring, audience, product transport) – Locally and Nationally

20 Stories High would like to note that as we are part of a shared office building, overall energy and water figures can not accurately reflect 20 Stories High's specific consumption.

At our office base, 20 Stories High's environmental impact is fairly low, using few resources for office and workshop spaces and mostly public transport. Water and electricity usage is shared throughout the building. Measures that we currently have in place in our internal offices include:

- Paper, glass, aluminium and plastic recycle bins
- Reusing printed paper, folders, files, plastic wallets etc
- Purchasing recycled toners
- Recycling all toners and drums
- Switching off computers, laptops, lights and other electrical items at the end of each day
- Using only the amount of water needed for in the kettle
- Recycling sets, props, costumes and material resources
- Using local printers that use environmentally friendly ink, and where possible, recycled paper to produce large quantities of programmes etc
- Borrowing props or costumes

- Integrating environmental and ethical consideration when choosing supplies and services for stationery, equipment, furniture etc
- Banking with Co-Operative Bank, a currently socially-conscious bank.

Nationally, 20 Stories High's environmental impact is centralised mostly on transport (train travel and vans etc on tours). For national tours, sets are built using recycled materials where possible, and costumes and props are recycled or borrowed where possible. Measures that we currently have in place include:

- Travelling only when and where appropriate, using public transport when and where possible
- Ensuring any personal transport accommodates as many people as possible, rather than one-person journeys
- Utilising technology for national meetings where appropriate (e.g skype) rather than travelling to meetings
- Recycling previous sets
- Using recycled materials where possible e.g. wood, steel decking etc

## **KEY AMBITIONS, TARGETS AND COMMITMENTS**

Locally, measures that we would like to improve in order to enhance our awareness of our environmental impact and reduce our carbon footprint include:

- Use a double-sided printer
- Monitor amount of wastage in printing of 20 Stories High materials (e.g. board papers, recruitment papers, scripts, agendas etc; use IT when appropriate to read papers off the screen to reduce day to day printing over a period of time.
- Use fewer taxis. 20 Stories High would always advise that if it is possible for a staff member to walk or use public transport, they should do so, assuming that this doesn't impact on access needs.
- Annual reviews of our environmental plan
- Buying from local companies where possible to reduce purchased items' travel miles
- Work with management of Toxteth TV to identify and implement actions to reduce energy and water use
- Use ethical and environmentally-friendly companies for website and email hosting.

- Work with venues and organisations to reduce the impacts of events
- Ensure the environmentally and eco-friendly approach is communicated and adopted by staff and trustees through reviewing and disseminating the action plan
- Consider the message sent by 20SH to participants and audiences:  
Acknowledge use of recycled paper, encourage re-using resources in shows etc
- Ensure 20SH Youth Advisory Group are involved in developing the Action Plan and how it can be implemented in 20SH.

Nationally, and on tour, measures that we would like to improve in order to enhance our awareness of our environmental impact and reduce our carbon footprint include:

- Regulate miles of national train travel, consider e-conferences or Skype calls
- Encourage the company on tour to drive fuel-efficiently and be resourceful with costumes and props (e.g. fix rather than buy new)
- Regulating substances used to create sets e.g. environmentally friendly treatments, paints etc
- Keep a database of 'green companies' for purchasing sets, costumes, props etc
- Aim to use FSC wood for all of our sets, where appropriate
- Share our environmental plan with all freelancers, designers, stage managers and production managers as part of their induction process, contract and brief (to encourage use of eco-friendly materials, reusable materials, efficient driving etc)
- Reference key points on the Action Plan in our Company Handbook. Make the plan available to all freelancers and highlight any aspects of the action plan that relate directly to a freelancers job
- Include an environmental impact heading in all project evaluations
- Introduce the use of a van log book, identifying length of journeys, purchase of fuel
- Research the use of carbon friendly vans for touring (Implement and budget for future strategy)

## **Communication**

20 Stories High is committed to ensuring information is disseminated throughout the company. This will be achieved through various different internal and external channels:

- Signing off the policy with 20SH board
- Discussing and consolidating the action plan with the core team, ensuring everyone is aware and involved with the development and implementation of the action plan
- Discussing the action plan with the Youth Advisory Group, ensuring young people are aware and contributing to implementing and developing the action plan
- Including Environmental Action Plan in Production and Stage Management inductions, so creative, building and touring teams are aware of actions and policies
- Include an Environmental agenda item on an extended team monthly meeting

## **REVIEW AND RENEWAL**

An environmental review of the company informed this policy. This policy will be reviewed and another environmental assessment will be done in 2 years time, May 2017 - which will ensure we have an accurate reflection of any changes that have successfully (or unsuccessfully) been implemented.

20SH has a commitment to continuous improvement and will regularly monitor updates to this plan.