



Environmental and Sustainability Policy

Policy Approved by:	Louise Blackwell
Position	Creative Director
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1. Introduction

Creative Crawley is committed to promoting sustainability throughout our range of activities whether this is staff only, less than 10 people, or a large event catering to thousands. We recognise that our operations have an effect on the local, regional, and global environment. As a consequence, we are committed to continuous improvements in our environmental performance and the promotion of sustainable development.

2. Scope

This policy applies to all our activities, including those of our employees, volunteers, contractors, suppliers, participants and other stakeholders involved in our operations.

3. Policy Statement

Creative Crawley is committed to:

- 1) Complying with all relevant environmental legislation, regulations, and approved codes of practice.
- 2) Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water.
- 3) Seeking to keep waste to a minimum and maximise the efficient use of materials and resources.
- 4) Managing and disposing of all waste in a responsible manner.
- 5) Providing training for our staff so that they can carry out their activities in an environmentally responsible manner.
- 6) Promoting the understanding of sustainability and environmental issues to our stakeholders.
- 7) Regularly communicating our environmental performance to our internal and external stakeholders.
- 8) Developing our management processes to ensure that environmental factors are considered during planning and implementation.
- 9) Monitoring and continuously improving our environmental performance.
- 10) Using local suppliers
- 11) Raise staff and building user awareness through training

4. Sustainability Principles

Creative Crawley will:

- a) Promote the efficient use of resources (energy, water, materials) in all our operations.
- b) Encourage recycling and the use of recycled materials.
- c) Minimise waste production and dispose of waste responsibly.
- d) Encourage sustainable travel for our employees, volunteers, and visitors.
- e) Incorporate environmental and sustainability considerations into our events and projects.
- f) Work with our suppliers to promote sustainable procurement of goods and services.
- g) Have training for staff, Playmakers, partners and other stake holders that will help bring positive environmental change.

The following practices are in place in the work carried out by Creative Crawley

Production:

- Minimise printed marketing collateral or reduce wastage using accurate number of prints or non specific/multipurpose for longevity *NB: the nature of the programme and core mission to reach those least engaged in arts and culture means that printed marketing materials and targeted distribution are an essential way to reach our core audiences/participants.*
- CAD used to present and distribute designs
- Print when necessary and minimise creating signage Use recycling bins, recycle batteries and printer ink cartridges
- Avoid PVC tape - releases toxic chemicals into environment during production and unrecyclable, instead, Creative Crawley use reusable Cable Ties
- Consider use of most sustainable generators and cleaning equipment
- Use green suppliers and services
- Use local suppliers
- Lighting equipment purchased / hired should be LED
- any tungsten equipment to be used only when needed and turned off otherwise
- Consider the future life of all equipment purchased
- Avoid using single purpose virgin materials
- Reduce the number of deliveries by careful planning and scheduling
- Marketing through social media and online advertising as much as possible.

Catering:

- Use local suppliers to reduce travel emissions
- Reduce use of non recyclables
- Don't buy bottled water
- Use reusable cups
- Consider food wastage and rubbish

Travel:

- Car share where available or use public transport for staff
- vehicles hired are no more than 3 years old and a such are more efficient

- Assist audience and artists with reduced emissions options, encouraging the use of public transport to all activity
- Consider green options for touring transport and production freight
- Trains are used rather than planes for visits in the UK
- Cycle parking is available at the college
- Working from home is encouraged

The following measures are in place in the office spaces used by Creative Crawley.

Lighting

- We switch off lights in rooms not in use and use natural light where possible
- We use low energy bulbs wherever possible and replace spent bulbs with energy efficient alternatives
- We use theatre lighting only when necessary and minimise use for rehearsals

Equipment

- We encourage all office users to only use cooling equipment (fans and air conditioning) when necessary and only if natural ventilation is not sufficient
- We ensure that all office users turn off electrical equipment (including computers) when not in use and switch off at the plug where appropriate
- We use reusable crockery (not disposable) wherever possible
- We dispose of computers and electrical equipment by recycling or reusing
- Use whiteboard for idea generating rather than paper

Waste

- We recycle papers, cans, glass, cardboard, plastics, batteries and pens through provision of recycling bins in offices
- We recycle light bulbs, printer and photocopier cartridges, mobile phones and IT hardware through third party providers wherever possible, all electrical goods
- We use rechargeable batteries for battery operated devices
- We reuse and recycle furniture and all goods wherever possible, offering unwanted usable items via Freecycle/set-exchange or other platforms
- We store any items with potential for future use
- When disposing of materials, we use appropriate bins
- We use all recycled paper

Finance / IT

- We use an ethical banking provider CAF Bank
- Banking is done online
- Invoices are sent electronically

5. Implementation

Creative Crawley will implement this policy through the development of an Environmental Management System (EMS), which will include objectives, targets, and action plans.

We ask that staff

- Switch lights off when not needed
- Turn computers off when not in use
- Unplug electrical devices not in use and overnight
- Talk face-to-face or use instant messaging systems with colleagues rather than emailing
- Turn off radiators when not in use
- include sustainability as a rolling agenda point in production meetings
- Analyse sustainability post-production, celebrating achievements and challenging failures
- Ask to see suppliers/contractors environmental policies
- Share policy with all who engage (artists, crew, stakeholders).
- Create a sheet of considerations for the environment when producing.
- Communicate environmental policies, impacts, successes on website.
- Create and update a sheet of commonly used materials that are environmentally friendly.

Useful links:

- **ig-tools.com** - create a carbon budget, in line with financial, to assess carbon footprint and see where improvements can be made
- **set-exchange.co.uk** - list free items to take away or donate to charity shops/reclamation centres
- <https://theatregreenbook.com/>
- juliesbicycle.com
- www.creativecarbonscotland.com
- sipa.global
- ecostage.online
- wearealbert.org
- www.broadwaygreen.com/about-us

6. Review

This policy will be reviewed annually or whenever there are significant changes to our operations or relevant legislation.

7. Responsibility

The overall responsibility for the implementation of this policy lies with the Board of Trustees. However, all employees, volunteers, and contractors have a responsibility in their area to ensure that the aims and objectives of the policy are met.

By adopting this policy, Creative Crawley is committed to reducing its environmental impact and promoting sustainability in all its activities.

