

**YORKSHIRE DANCE
ENVIRONMENTAL ACTION PLAN
2018 – 2022**

Policy statement

Yorkshire Dance believes that climate crisis is one of the major issues facing our world and society at the current time. It commits to taking action and making positive changes in all aspects of its operations and programming in order to influence and bring about positive environmental change.

Yorkshire Dance aims to ensure that it carries out all its work with minimal impact on the environment. It is committed to reducing its energy use and its carbon footprint in all aspects of its operations – building and facilities management, organisation management, procurement and purchasing, and artistic activity – adhering to all relevant legislation and promoting good environmental practice at every opportunity.

(Energy and water reduction targets are based on benchmark data from 2017-18.)

‘Responsibility’ Initials: A = Administrator, SS = Site Supervisor, FM = Facilities Manager, FC = Facilities Coordinator, ED = Executive Director, M&CM = Marketing & Communications Manager, AD&CEO = Artistic Director & Chief Executive Officer

<i>Objective</i>	<i>Target</i>	<i>Action(s)</i>	<i>Responsibility</i>	<i>Timescale</i>	<i>Budget / Resource</i>	<i>Update 16 April 2020</i>
<i>Buildings and Facilities Management</i>						
Reduce energy use (gas) and carbon emissions /	Reduce energy (gas) use by 2% each year (2017-18 benchmark: Total 139,361 kWh).	Monthly review of zoned and timed heating systems for effective energy use.	SS / FM	Monthly	Staff time	All actions incorporated into routine operations.

YORKSHIRE DANCE

maximize energy efficiency.	<i>Measurements will be normalized based on national average temperatures and building footfall.</i>	Boilers turned onto 'Holiday Mode' during building closures, e.g. Christmas holidays.	SS / FM	Holiday Season	Staff time	
		Ensure radiators are managed effectively by use of thermostatic valves.	Facilities Team & Front of House Staff	Routine building checks	Staff time	
		Ensure boilers are serviced annually.	SS / FM	Annually	Maintenance budget	
		Renewed contract with SSE for "green gas" tariff from 1 July 2020.	ED	July 2020	Staff time and utilities budget	
Reduce energy use (electric) and carbon emissions / maximize energy efficiency	Reduce energy (electric) use by 2% each year (2017-18 benchmark: Total 79,573 KWh) <i>Measurements will be normalized based on building footfall.</i>	Continue with phased programme to replace outdated and inefficient lighting with LED lights.	SS / FM	Ongoing	Maintenance budget	Ongoing
		Reinforce SWITCH OFF Campaign with staff, tenants and building users.	ED / FM	Ongoing	Staff time	FM & A to design tenant / regular hirer "code of conduct" to reinforce campaign by September 2020
		Switch to leading sustainable energy provider Ecotricity from 1 Aug 2020. They offer 100% green electricity powered by the wind and the sun.	ED	August 2020	Staff time and utilities budget	Completed in Spring 2020
Reduce water consumption	Reduce water use by 3% each year (2017-18 benchmark: Total 1018 m3) <i>Measurements will be</i>	Upgrade Changing Room taps to "push taps".	SS	December 2019	SS	Completed in October 2019
		Prompt fixing of all drips and leaks.	SS	Ongoing	Maintenance budget / Staff time	Ongoing as part of operations

YORKSHIRE DANCE

	<i>normalized based on building footfall.</i>	Reinforce 'culture of reporting' of drips and leaks.	SS / FM	Ongoing	Maintenance budget	
Reduce paper consumption	Reduce paper consumption by 30% in Year 1 (2016-2017 benchmark: 20000 A4 sheets, 1750 A3 sheets, 2000 DL sheets) and a further 2% in Years 2/3/4	Encourage staff to reduce printing by increasing electronic access to documents.	A	December 2018	Training with staff on how to access electronic documents	Completed in February 2019
		Purchase e-signing software and train relevant staff on how to use it.	A	December 2018	1 x training session with relevant staff	Completed in February 2019
		Move from paper tickets to e-ticketing system using confirmation emails.	M&CM	December 2018	Cost of software and training with Marketing / FoH	Completed in June 2019
Reduce waste / increase opportunities to reuse and recycle	Reduce total waste by 2% each year (Benchmark set: 2017-18: Total 4.999 tonnes) <i>Measurements will be normalized against building footfall.</i>	Store spare equipment carefully for re-use. Consider recycled options for office and theatre equipment where possible. Recycle glass bottles at local bottle bank (behind Leeds College of Music).	A / SS / FM	Ongoing	Equipment budgets Staff time	
		Utilise suppliers who monitor their waste consumption and have Environmental Action Plans in place.	A / FM / FC / SS	Ongoing	Staff time and budgets	All actions incorporated into routine operations.
		Encourage staff to dispose of food waste in the Bokashi bin and then take the compost home.	A / FM	Ongoing	Staff time and budget for Bokashi Bran	All actions incorporated into routine operations.

		Review waste management company to ensure best recycling options and best monitoring reports.	FM	September 2019 / Ongoing	Staff time and refuse budget	Waste Management company changed to Forge Recycling. Ongoing review annually.
		Encourage all building users to recycle as much as possible by providing adequate recycling facilities.	FM / SS	Ongoing	Staff time	
Organisation Management and Procurement						
Review travel and transport behaviour to reduce carbon emissions	Reduce total number of car business miles claimed by 5% by March 2020	Promote public transport and car sharing to staff and building users.	A / FM	Ongoing	Staff time	YD signed up to First Bus and TransDev Commuter programmes to offer discounted bus travel to staff.
		Explore 'Cycle to Work' programme by providing access to tax-reducing schemes.	A	December 2018	Staff time	Completed in January 2019
		Train all staff in the use video conferencing to avoid travel to meetings where possible.	A	December 2018	Staff time	March 2020; All staff trained and set up to work with Zoom video conferencing
		Prioritise local suppliers who use environmentally-friendly modes of transport.	ALL STAFF	Ongoing	Budget	
	Reduce total number of car miles used for	Produce a list of couriers who prioritise	A	December 2020	Staff Time	

	deliveries and courier services	use of low-emissions vehicles or ideally, cycle couriers.				
Achieve continual improvement of environmental performance.	Attend two external events annually with environment and sustainability as a focus	Attend external events to further understanding of relevant issues.	“Green Team”: AD&CEO / A / FM / M&CM	Ongoing	Staff time / Development budget	
	Achieve Investors in the Environment Green Award	Complete necessary requirements to achieve Investors in the Environment Green Award	“Green Team”: AD&CEO / A / FM / M&CM	April 2021 (extended due to COVID-19)	Staff time / annual membership fee to IiE	
		Annual review of environmental action plan with staff team. Annual review of environmental action plan at Board.	ED / A / FM ED	Annually Q1 Annually Q2 Board meeting	Staff Time	Review of staff completed April 2020
		Hold at least one environmental event each year to help promote our actions.	A / FM	Ongoing - Annually	Staff Time (Budget funding dependent)	
		When designing new projects, consider their environmental impact at Senior Management meetings & Creative Planning meetings.	AD&CEO / Artistic Team	Ongoing	Staff time & project budgets	
Programming and Activity						

YORKSHIRE DANCE

Achieve continual improvement of environmental performance with regards to programming and activity		When designing new projects, consider their environmental impact at Senior Management meetings & Creative Planning meetings	AD&CEO / Artistic Team	Ongoing	Staff time & project budgets	
To highlight environmental issues through the work we showcase and programme	To ensure that at least one performance or event is programmed per year that focuses on environmental issues	Artistic Team to actively seek out work that addresses environmental issues	Artistic Team	Ongoing	Staff Time and programming budget	
	To run one programme a year that addresses environmental issues and/or encourages artists to consider making work that addresses environmental issues	Artistic Team to stay abreast of what work is already being done in this area	Artistic Team	Ongoing	Staff Time and project budgets	