



## **HULL TRUCK THEATRE: ENVIRONMENTAL POLICY & ACTION PLAN**

Hull Truck Theatre are committed to reducing our carbon footprint, aiming to become carbon neutral by 2030 in line with Hull City Council's Carbon Neutral Strategy. We are also committed to developing our practices in line with the Theatre Green Book, continuing to develop our performance across the three areas of Productions, Operations, and Buildings.

Hull Truck Theatre commits to:

- Giving due consideration to environmental impact and sustainability when planning and delivering all activity with the goal of setting a positive example to other arts organisations regionally and nationally
- Recognising that the key to the success of this wider more comprehensive environmental policy and action plan depends on the commitment and dedication of all staff.
- Complying fully with environmental legislation and committing to continued efforts to reuse, repair, rethink, reduce, refuse and recycle.
- Using our engagement and social influence to create awareness towards the ongoing climate crisis, with the goal of educating both individuals and organisations about the importance of understanding their impact upon the environment.

### **Environmental Plan**

#### **Introduction**

Hull Truck Theatre is the main producing theatre company in the region. Resident in a modern, purpose-built building in the centre of Hull, we aim to present a quality program with a uniquely distinctive northern voice for the audiences of the city and wider region.

Hull Truck Theatre moved to its current home on Ferensway in September 2009 after a major capital project enabling the construction of the present building. The building has two auditoria with a capacity of 429 in Stage One and 135 in the Godber Studio. The building also accommodates a stage size rehearsal room, wardrobe department, workshop facilities and other spaces for the organisation's Technical, Administrative, and Engagement and Learning teams.

Hull Truck has a scenery, props, and wardrobe store two miles from the theatre at Reform Street. The Theatre owns one van, which is kept on site.

Hull Truck Theatre has established an in-house cross departmental Green Team. With environmental champions from each department, the Green Team is a forum for constructive and enthusiastic action on sustainability issues. Members include Joint CEO's, senior managers and representatives of departments including Administration, Front of House, Technical and Production, Facilities, Box Office, Communications, Creative Learning and Catering. The Green Team meets quarterly to review progress and set new targets.

Hull Truck Theatre has grown initiatives and taken steps to minimize the organisation's environmental impact in response to the global climate emergency. Hull Truck Theatre's



home, was built with highly efficient building management systems in place. Solar panels were installed in 2015, which provide Hull Truck Theatre with approximately 10,000 kWh electricity a year. This equates to slightly more than 1 month's electricity usage. The building's air is cooled by an aquifer and circulated throughout the building, alongside natural air handling systems, which negates the need for inefficient air conditioning units.

The building has undertaken a roll out of LED replacement units across the public and office areas.

Hull Truck Theatre is responsible for:

- Controlling and managing its activities with continual assessment and discussion internally about good environmental practices.
- Keeping up to date with new developments and ideas and seeking guidance on suitable environmental policies that are relevant to us.
- Identifying and minimising risks relating to health and safety, welfare of our employees, customers, the general public and the environment.
- Minimising waste generation and use of natural resources by re-using, recycling, and recovering materials to the maximum.
- Promoting environmental awareness in and out of the theatre, using our productions and work in the community to raise and address these issues in the public arena.
- Including this policy in all induction packs for new staff and board members and making this policy available on-line.
- Promoting our policies to companies, artists, freelance staff and suppliers we work with and choosing to work with partners who share the same environmental values.
- Environmentally friendly management of the theatre's scenic, props, wardrobe, and storage facilities.

Hull Truck Theatre has partial and limited influence on the following partner activities:

- Shoot the Bull, who are licensed to provide catering services
- Visiting Companies
- Suppliers of scenic building and marketing materials
- Audiences

We acknowledge that the emissions created by our partners above contribute to our scope 3 carbon emissions and consider reducing these emissions as part of our Carbon Reduction Plan with the goal of positively influencing our partners.

### **Monitoring and Evaluation**

The Theatre will ensure that adequate systems are set up to continuously monitor the impact of changes made across all areas of the Environmental Action Plan so that improvements can be made. This will include monitoring energy and water usage and waste management.

Annual evaluations will be implemented with both internal and external stakeholders through post-production/project meetings, staff reviews & stakeholder focus groups. This provides time for reflection and development of new ideas, processes, and strategies for implementing changes to working practices.



## **Responsibilities**

### **The Board of Directors / Trustees**

The Board of Directors has ultimate responsibility for the Theatre's Environmental Policy and Environmental Action Plan. They have responsibility to approve this policy and plan annually and to task the Senior Officers with operational responsibility (Artistic Director/CEO and Executive Director).

### **Management Responsibilities**

The Artistic Director holds overall responsibility for the theatre's Environmental Policy and Action Plan, though the Executive Director is the person with responsibility for the implementation of the Action Plan across all departments.

Catering at Hull Truck Theatre is delivered by an independent company (Shoot the Bull). They are obliged to comply with relevant environmental legislation. A representative from Shoot the Bull attends the Green Team meetings and implements and oversees appropriate sustainability measures within designated areas of operation and amongst its staff. Hull Truck's Front of House Manager oversees the operational relationship with Shoot the Bull.

The Environmental Policy and Action Plan are saved on the shared server and are also in the Staff Handbook. Accompanying files are also saved on the server under policies and procedures and are available to all staff.

The Staff Handbook is sent to each new member of staff and their induction process includes an introduction to the theatre's Environmental Policy.

### **The Green Team**

Sustainability matters are overseen by the Green Team, consisting of representatives from each of the Theatre's departments. This committee is chaired by the Head of Production and Technical and meets regularly across the year. Minutes of the meetings are communicated to all meeting attendees, disseminated to each department by the department representatives, and saved in the shared staff drive.

Regular sources of information:

- Arts Council England
- Hull City Council
- Julie's Bicycle - <http://www.juliesbicycle.com/>
- UK Theatre
- Independent Theatre Council
- ABTT
- Theatre Green Book

Relevant information/articles are to be outlined at monthly Interdepartmental meetings as appropriate.

## **Staff Responsibilities**

- Staff are required to communicate via the Green Team all environmental issues for recording and reporting covering areas of transport, energy consumption and waste management achievements.
- Departments are challenged to embed sustainability within all areas of their departmental action plans with the goal of working as sustainably as possible. The Green Team monitor the organisation's KPIs across each department, both monitoring progress and providing support towards reaching these goals.
- Staff should ensure that they are familiar with best sustainable working practices and legislation relating to their department
- Staff should challenge unsustainable practices and encourage greener thinking amongst colleagues
- Staff are positively encouraged to bring to the attention of line Managers or Green Team representatives questions regarding sustainability activities and ideas for promoting greener working practices

## **Management & Supervisory Responsibilities**

Those with managerial or supervisory responsibilities are expected to promote responsible attitudes towards environmental issues using the following examples:

- Communicating via the Green Team all environmental issues for recording and reporting - covering areas of transport, energy consumption and waste management achievements
- Creating a sustainable working environment within their area of responsibility, reporting any ideas regarding improvements to the Green Team and / or the weekly Operations Meeting e.g. lighting and heating levels are appropriate for the space/workers; re-evaluating use of printed materials, use of recycled items rather than new and recycling used items as appropriate
- Ensuring a more sustainable approach to departmental specific tasks reporting ideas regarding improvements to the Green Team e.g. avoiding/challenging minimum quantity orders with suppliers; producing e- flyers rather than print; moving towards a ticketless box office; considering the sustainability policies of suppliers.
- Looking for new opportunities to improve sustainable working e.g. what other organisations are doing in the same areas of work, advances in technology and industry best practice
- Ensuring good housekeeping standards are maintained.

## **Monitoring and Evaluation**

The theatre will ensure that adequate systems are set up to continuously monitor the impact of changes made across all areas of the Action Plan so that improvements can be made. This will include monitoring energy and water usage and waste management.

This environmental data will be reported via the **Julies Bicycle** industry green tools. A Green Report will be made to the Board once a year showing utility consumption figures and general progress against Action Plan Targets. The Production Coordinator will regularly monitor this policy, keeping the Executive informed of progress, initiative

and actions resulting from Green Meetings.

Targets and KPI's on the Environmental Action Plan are to be reviewed every year by the Green Team, unless circumstances require that relevant sections should be reviewed earlier.

Annual evaluations will be implemented with both internal and external stakeholders through post- production/project meetings, staff reviews & stakeholder focus groups. This provides time for reflection and development of new ideas, processes, and strategies for implementing changes to working practices.

Annual Staff Development Days offer an opportunity for staff to come together and to discuss the progress of organisational green initiatives. Staff Development Days are also a chance to inform Staff of future initiatives and to pool new ideas.

As a partner organisation of the Oh Yes! Net Zero Campaign, we are championing Hull and the Humber region's commitment to reducing carbon emissions and playing our part in the UK becoming net zero for carbon emissions.

### **Green Guidelines**

Reducing the theatre's environmental impact depends on all individuals taking reasonable care to work in a more sustainable way. An important part of this responsibility is the need for staff to keep an eye out for more sustainable ways of doing things, bringing these to the attention of their line managers as soon as possible. If no satisfactory progress has been made, staff can pursue the matter in the following stages:

- To the Green Team directly, via any member, who should seek to resolve the problem under the leadership of the Artistic Director.
- To the Executive Director.
- If the matter is still unresolved, to a member of the Board.
- Hull Truck Theatre encourages all members of staff to report sustainability concerns.

### Rethink

- Promote policy that will give preference, as far as practicable, to sustainable products including utilities.
- Switching off equipment when not in use. Use of standby switches.
- Use recycled paper where possible and/or FSC approved paper from responsible suppliers.
- Minimise print materials.
- Promote car sharing for travelling to offsite meetings and when the company is on tour.
- Free cycle parking is available to our patrons and our staff Shop local and buying in season products where possible.
- Consider dialling into meetings remotely rather than travelling.

### Re-use

- Store and reuse scenery, costumes, and props where possible.
- Consider investing in higher quality, multiple use, products where practicable.

### Repair

- Repair equipment where possible rather than buying new.
- Consider purchasing reconditioned equipment.

### Reduce

- Use mugs and reusable water bottles instead of plastic vending cups and bottles.
- Avoid buying over-packaged or over-wrapped goods.
- Avoid disposable items.
- Choose durable items which are built to last and can be easily repaired.
- Use rechargeable batteries.
- Take your own bags when you go shopping.
- Printer Ink - default printing position to be draft.
- Paper – download papers for meetings, using the pool of company laptops and devices helping to print off fewer documents.
- Consider your online footprint.
- Reduce the use of environmentally hazardous products requiring COSHH certification and storage.

### Refuse

- Extra print from visiting Companies where possible.
- Air travel for trips within the UK; mileage for trips that should be undertaken by train; taxis for London travel.
- Traveling to external meetings if a digital platform is available.

### Recycle

- The Theatre has recycling schemes for the following materials:
  - Paper, Newspapers, Cardboard, Cans and Glass
  - Confidential Waste
  - Toner and printer cartridges
  - IT equipment
  - Electrical equipment
  - Scenery, props, and costumes
- Reuse furniture from existing stock.
- Participate in HCC recycling schemes.
- Dispose of items responsibly

### **Education/Promotion**

- Purchase Fair Trade, meat-free, and local food products for catering and front of house sales.
- Encourage and enable attendance at relevant conferences to increase knowledge of industry best practice in this area.
- Each department develops own policy and systems for working sustainably (Administration, Production).
- Advertise the Environmental Policy and Action Plan on the Hull Truck Theatre website.
- Use reports from Julies Bicycle to identify areas of improvement within the Theatre's performance.
- Disposal of chemicals/toxic waste as per regulations (COSHH).

## **Awareness Raising**

What can you do to reduce energy and water consumption?

### Save Water

- Report dripping taps to Facilities Manager – a dripping tap can waste 10 000 litres (3,000 gallons) of water a year.

### Save Energy

- Have PC and printer power down features set to match your working hours.
- Switch off lights if you are leaving the room for longer than 15 minutes - it is a myth that it is cheaper to leave fluorescent lights on than to switch them off.
- Switch off lights when you go home - lighting an empty office overnight wastes enough energy to heat water for 1000 cups of coffee.
- Use the boiling water tap in the green room for hot water and not the kettle.
- Maximise the use of natural daylight and switch off lights when daylight is adequate - switching off a typical fluorescent light for one hour in each working day equals 30 kg of carbon dioxide emissions saved annually.

## **Recent Achievements**

- Many staff have adopted a hybrid working system where a percentage of their work is done from home. This means that travel to and from Hull Truck Theatre has been cut significantly.
- An increased the use of teleconferencing for external meetings.
- Invested in infrastructure to continue to increase the use of video calls to reduce the requirement of travelling. This has reduced travel required for meetings, interviews, and auditions.
- Reduced the use of paper tickets by moving to e-tickets, whilst encouraging audiences to use mobile devices in place of printing tickets.
- Developed IT usage. For example, using SharePoint to reduce the use of paper throughout the organisation.
- Undertaking carbon literacy training for 40% of staff

Seizing opportunities to join sector wide research projects into environmental and sustainability issues facing the sector. I.e. Act Green (in collaboration with Indigo).

## **Current Aims and Future Initiatives**

- Ensure that sustainability issues are an on-going consideration and are embedded in all HTT's activity.



- Hull Truck Theatre will work towards increasing its procurement from a 30 miles radius.
- Recently completed a Community Sustainability Project that took place during the national Great Big Green Week initiative in June 2024, along with staff activity.
- Continuously monitoring audience travel, to and from the venue, via post-show surveys and encouraging audiences to travel via public transport/greener methods wherever possible
- Hull Truck Theatre have supported the development of the Theatre Green Book, through being involved in focus groups for both production and buildings and is adopting the guidance within the Theatre Green Book, as we implement green initiatives in both the buildings and production departments. HTT's 2023 production of *Pop Music* was produced to Baseline Theatre Green Book standards.
- As we move forward, we will undertake additional tracking of carbon use per production, and buildings with carbon use being a key measure taken in the decision process in the build and creation of productions.
- Within Hull the local population are understanding of the scale of challenge, in June 2019 a Hull Peoples Panel survey found that 68% of residents agree that there is a climate emergency and 77% of residents see climate change is a threat. Following this Hull City Council declared a climate emergency in 2019 and following have implemented a number of initiatives including Green Port and Carbon Neutral Hull. Hull are working towards carbon neutrality by 2030 under the *Hull Net Zero Climate Ready Partnership a Levelling up Vision* for Hull project which is a group of stakeholder organisations who will build and share knowledge, collaborating to build a prosperous, sustainable city in which we all can prosper by testing and trialling projects and work streams across the city. Hull Truck Theatre will build links within these networks and initiatives to become a key cultural partner seeking out expertise from our city and learning from organisations outside the cultural sector, bringing speakers to our workforce and board and creating wider opportunities for sharing our work in this area with our audiences.
- HTT will engage with the national green initiatives, e.g.: The Great Big Green Week, and will aim to engage both staff and customers in these initiatives, both in House and via HTT's social media platforms.

<u>Original Policy prepared by/Revised by:</u>	<u>Davide Calogero/Sarah Barton</u>
<u>Originally approved by board of trustees/SMT</u>	March 2018
<u>Approved changes by Board of trustees/SMT Date</u>	Jan 2025
<u>Summary of substantial changes 2025:</u>	Update of staff responsibility and recent achievements.





<u>Next Review Date</u>	2028
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