



# Skimstone Arts



## **Environmental Policy Revised: February 2024**

**In ANY case of concern contact:**

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***Our Mission Statement: Skimstone Arts supports diverse artists and those at risk of isolation to make work with, for and about the world that matters to them.***

**Skimstone Arts is a registered charity Charity registration number: 1182284**

Charity name: SKIMSTONE ARTS

Skimstone Studios, The Newbridge Project Art Centre, Clarence Walk, Shieldfield Centre 4-8, off Stoddart Street, Newcastle upon Tyne. NE2 1AL.

[www.skimstone.org.uk](http://www.skimstone.org.uk)

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## Introduction

**Skimstone Arts** is committed to ensuring that we respect, nurture and support our local, national and international environments within all areas of our work. Guided by these core values, we recognise that we have an ethical, moral and legal responsibility to safeguard the environment through our practices and activities. We are committed to monitoring and reducing our environmental impact as an integral part of our business strategy and operations.

**Skimstone Arts** also recognises that good environmental management makes good business sense by enabling us to fulfil our legal obligations, control environmental risks, reduce liabilities, save money and enhance our reputation. We believe that in order to be a sustainable organisation we should consider our environmental, social and financial performance and responsibilities.

**Skimstone Arts** aspires to be a learning organisation, and we recognise that through collaboration and knowledge sharing, we can continue to develop and embed this policy in our work and encourage the people we work with to engage with us as we learn about and explore these issues.

## Policy Key Aims

To ensure good environmental performance, Skimstone Arts will:

- comply with all regulatory requirements and go beyond legal compliance.
- encourage active employee involvement.
- reduce our environmental impact by implementing our action plan.
- review our environmental action plan annually and incorporate environmental considerations into business decisions.
- communicate our aims and ambitions to our staff, participants, funders and audiences.
- when amending company policy, assess environmental impact using the UK Governments' guidance tools: <https://www.gov.uk/guidance/assessing-environmental-impact-guidance>

## **Policy Review**

Skimstone Arts' Environmental Policy & Action Plan will be reviewed:

- at least annually
- whenever there are significant changes to the organisation or our work
- when we carry out new activities with different impacts
- if environmental or social factors necessitate a change in business practices
- whenever there are changes to legislation in this area

## **Environmental Action Plan 2021-2023**

Skimstone Arts' Artistic Director will monitor the implementation of the action plan and report on progress annually to the Trustees.

Protecting the environment is vital for the conservation of precious natural resources and the continued health of our planet. Skimstone Arts' recognises its responsibility to protect the environment and is continually working to reduce the environmental impact of the work we do.

## **Action Plan Key Aims**

### **Administration, Building and Facilities Management**

- Comply with all relevant environmental regulations and legislations
- Reduce our carbon footprint
- Reduce the use of non-renewable energy resources
- Monitor and evaluate energy consumption for regular analysis
- Reduce waste produced across the organisation
- Reduce, reuse and recycle goods wherever possible in all aspects of the business
- Use local suppliers and resources
- Raise staff and building user awareness through training, signage and facilities

### **Staff and Stakeholder Engagement**

- Advocate for artists to consider the environmental impact of their work
- Reduce the environmental impact of travel by staff and artists
- Advocate for audiences to consider the impact of their travel to our events and provide advice and incentives to support this

### **Project Management and Programming work**

- Ensure the projects and events we produce are as environmentally friendly as possible
- Raise awareness and promote discussion on environmental issues through our work
- Encourage artists to make work highlighting issues around climate change

## Fundraising and Campaigns

- Practice ethical fundraising and share knowledge with the sector
- Support environmental campaigns and campaigning organisations
- Continue to participate in existing networks while building new networks across the sector and across borders

Our environmental action plan is divided into three main areas and considers working from home in line with Covid-19 restrictions and impact:

1. **Skimstone Studios and Working From Home**
2. **Our Staff/ Artists/ Communities**
3. **Our Work**

Below in the appropriate sections are listed the current measures in place to ensure Skimstone Arts is as environmentally friendly as it can be.

### 1. Skimstone Studios And Working From Home

<b>Energy Consumption</b>	
<b>Heating</b>	We monitor and regulate individual room temperatures within our control, switch off heating in rooms which are not in use and use minimum settings in toilets and transient spaces
<b>Lighting</b>	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 have individual LED desk lights and minimise our use of the overhead strip lighting
	We recycle lighting tubes
	We use venue lighting only when necessary and minimise use for rehearsals
<b>Equipment</b>	We encourage all building users to only use cooling equipment (fans and air conditioning) when necessary and only if natural ventilation is not sufficient
	We ensure that all building 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 use A-C rated equipment
	We dispose of computers and electrical equipment by recycling or reusing

<b>Staff, Artists and Volunteer Actions</b>	We ask that all staff, artists and volunteers working in the studio or at home switch lights off when not needed
	We ask that all staff, artists and volunteers working in the studio or at home turn computers off when not in use
	We ask that all staff, artists and volunteers working in the studio or at home unplug electrical devices not in use and overnight
	We ask that all staff, artists and volunteers working in the studio or at home open windows when too hot (ensuring heaters are turned off beforehand)
	We ask that all staff, artists and volunteers working in the studio or at home turn off radiators in studios and all rooms when not in use.
<b>Water Usage</b>	
<b>Wastage</b>	We ask that all staff and tenants are economical in use of water (turning off taps, using low flush etc)
	We ask that all staff and tenants notify Artistic Director or Lead Musician as soon as possible of any leaks
<b>General Refuse</b>	
<b>Waste</b>	We recycle papers, cans, glass, cardboard, plastics, batteries and pens through provision of recycling bins that we have at home.
	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 only skips that recycle content
	We use all recycled paper

## Staff, Artists and Volunteer Actions

<b>Requested Actions</b>	<p>We ask that all staff, Artists and Volunteers use recycling bins for appropriate waste and encourage building users to do the same</p> <p>We ask that all staff, Artists and Volunteers only print when necessary and use double-sided print or scrap paper wherever possible for printing or note taking</p> <p>We ask that all staff, Artists and Volunteers to buy second hand goods wherever possible</p>
<b>Cleaning</b>	
<b>Materials and Appliances</b>	<p>We use cleaning materials from a small supplier where re-usable containers are used and the cleaning goods are posted in dissolvable plastic tubes. All cleaning fluids are NOT tested on animals and come in recycled packaging</p> <p>We use an A-rated dishwasher and washing machine</p>
<b>Kitchen</b>	
<b>Kitchen Actions</b>	<p>We use reusable materials including cutlery, crockery and linen</p> <p>We recycle waste materials wherever possible, including all glass, tin and plastic and paper and card</p> <p>We minimise use of water by only running dishwashers when necessary</p> <p>We use second hand furniture wherever possible and FSC approved wood for new purchases</p> <p>We use locally sourced, fair-trade organic seasonal produce and drinks where possible</p> <p>We encourage vegetarian and vegan options when providing refreshments</p> <p>Skimstone Arts aims to use the kitchen to operate on a zero waste policy and aims to have minimal food wastage</p>

## 2. Our Staff And Communities

<b>Staff Training And Awareness</b>	
<b>Individual Staff, Artists and Volunteer Actions</b>	We ask that all staff, artists and volunteers contribute to actions for our environmental action plan
<b>Travel &amp; Transport</b>	
<b>Current Measures</b>	We use trains rather than planes where possible and UK/European travel by train where the journey will be less than twelve hours
	We provide support to staff in finding best practice travel options
	We promote environmentally friendly transport options to visitors
	We minimise group travel to the same event where possible
	We ask that everyone considers the impact of their journey to work and travel on foot, by bicycle or by public transport where possible
<b>Finance/IT</b>	
<b>Current Measures</b>	We use a local bank branch The Cooperative Bank which specialises in ethical banking
	The majority of banking is done online
	The majority of invoices are sent electronically
	We aim to have an ethical fundraising policy

## 3. Our Work

<b>Artists' Projects</b>	
<b>Current Measures</b>	Artists are asked to support the delivery of work within our environmental policy and handbook
	Keep up our environmental focus and consider more projects around environmental issues
	Encourage the re-use and reduction of materials
	Use scenery and musical equipment salvage e.g. set exchange
<b>Marketing &amp; Communications</b>	
<b>Current Measures</b>	We print minimum quantities of marketing materials
	We have data management processes in place to minimise waste during print distribution
	We produce all printed materials on recycled paper and card.

	We ensure that any packaging used is recycled / recyclable / made of biodegradable materials where possible
	We use vegetable-based rather than petroleum-based ink where possible
	We recycle all waste print materials
	We continually investigate alternatives to print (e.g. online products, digital alternatives) and maximise digital alternatives where appropriate
	We ensure maximum information on our environmental policy is provided through our website and on marketing materials

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