

## Environmental Policy and Action Plan

Date created: February 2016  
Person responsible: Alyson Jones  
Trustee responsible: Beccy Allen  
Date of this review: November 2023  
Date of next review: November 2024

### Environmental Policy

#### Who we are:

Tangled Feet is an artist led physical theatre ensemble, with a 19 year history of making ambitious performances both inside and outside of theatre buildings, running integrated, innovative participation programs with diverse young people and championing ensemble theatre making. We employ five core staff members on a part time basis plus an ensemble for productions of over 30 artists. Our work ranges greatly from small indoor productions to large outdoor pieces with audiences from 100 to 3000.

#### Our mission:

Tangled Feet recognises that the company's operations have an impact on the environment and our mission is to reduce that impact we have through continuous environmental improvement. Through this commitment we hope to set a good example not only to our company members but also our audience members in both indoor and outdoor performances.

#### Our impacts:

We are committed to reducing our negative environmental impact by looking into the areas of our business that it affects the most. The main areas are:

In production: material usage in set and costumes and the waste it creates

Office activities: Printing (scripts, contracts, meeting notes and information) and energy usage

Business and audience travel: fuel use and carbon emissions

#### Our Commitments:

- Comply with all environmental legislation and regularly review our policy and actions
- Discuss environmental issues at the highest level of the company and have sustainability at the heart of the company policy
- Engage artists and audiences with environmental issues through our artistic programme
- Encourage sustainable practices throughout the production process
- Increase company member's awareness of environmental policies and encourage a culture of shared responsibility
- Reduce wastage, preserve resources and recycle across all areas of the company
- Avoid pollution of air, land and water wherever possible, encouraging sustainable travel for artists, staff and audiences
- Consider the environmental impact and policies of our suppliers

- Continue to develop sustainable ways to publicise our shows and communicate with our audience, maximising our use of digital platforms

Tangled Feet’s General Manager, Alyson Jones, will review the policy on an annual basis. As the company grows, we expect to create more impacts and these will be added accordingly. Once the policy has been updated it will be shared with the Board and signed off by one member.

## Action Plan

Using our main impacts as a guide, Tangled Feet have created an action plan to reduce these impacts as much as possible.

| Action                            | How  | Responsibility   |
|-----------------------------------|--|--|
| Minimise paper wastage            | Only print out written material when absolutely necessary, use electronic copies when practical to do so                                   | Co-Artistic Directors<br>Head of Production                    |
| Minimise paper wastage            | Issue and send contracts and invoices electronically, reducing printing and postage  | General Manager<br>Finance Manager                             |
| Minimise paper wastage            | Request electronic versions of contracts, newsletters and mail-outs rather than hard copies  | General Manager  |
| Minimise paper wastage            | Maximise use of digital platforms to promote our shows   | Marketing Producer<br>Co-Artistic Directors                    |
| Encourage recycling               | Re-use set and costumes as many times as possible. Buy recycled or second-hand costumes and/or hire rather than buy set pieces             | Designer<br>Co-Artistic Directors                              |
| Saving energy                     | Where possible enable our designers to use low energy lighting on our stages   | Co-Artistic Directors<br>Designer                              |
| Avoid air pollution               | Encourage and promote car sharing or use of public transport for business and audience travel  | Production Manager<br>General Manager                          |
| Avoid air pollution               | Use trains in preference to car travel for longer trips, where time pressures and cost is not prohibitive                                  | Production Manager<br>General Manager                          |
| Avoid air pollution               | If trains are not possible, encourage car/van sharing for touring.   | Production Manager<br>General Manager                          |
| Avoid air pollution<br>(NEW 2023) | Explore the possibility of using a EV (electric vehicle) rather than a ICE (Internal Combustion Engine) when it is necessary to use a car. | Production Manager<br>Co-Artistic Directors<br>General Manager |
| Saving energy                     | Where possible rehearse during daylight hours  | Co-Artistic Directors  |

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|                          | to reduce energy consumption in the rehearsal room  | Production Manager<br>General Manager                          |
| Saving energy            | Add the following duty to contracts for all Production Staff<br>'Consider the environmental impact of any materials and resources that are used in the Production and try to minimise these as far as practically possible.'  | General Manager  |
| Saving energy            | Where possible minimise/eliminate the use of single use plastic. Always seek to use alternatives.<br><br>We will make a conscious effort to minimise the use of single use plastic bottles and single use coffee cups by encouraging the workforce to bring and use reusable items.<br>The following will be added to all contracts:<br>Please be conscious of the use of single use plastics during rehearsal and production periods. We would encourage you to bring a reusable water bottle for rehearsals and production periods. | General Manager<br>Co-Artistic Directors<br>Production Manager |
| Saving energy            | Where possible measure the energy used per show. This information should be logged and reviewed annually (by GM) to begin to build a picture of total energy used and this information used to review how we can reduce it in the future.   | General Manager<br>Production Manager<br>PPSM                  |
| Saving energy            | Research possibilities of using alternative green energy for all productions.   | Co-Artistic Directors<br>Production Manager<br>PPSM            |
| Saving energy            | Data shows that curbing emails and website impressions has a positive effect on the environment. We are looking for partners to support our work in this area and will begin to trial a 'do I need to reply with an email' way of working.  | Full team  |
| Saving energy (new 2023) | Consider environmental impact of the new Tangled Feet Website during the design stage.  | Marketing & Communications Director<br>Co-Artistic Directors   |
| Sustainable Theatre      | <a href="https://theatregreenbook.com/">https://theatregreenbook.com/</a><br>Spend 2022-23 understanding the principles of Book One from the Theatre Green Book, with a view to making a show sustainably in  | General Manager<br>Co-Artistic Directors<br>PPSM               |

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|             | 2023.  |   |
| Convenience | <p>What can we do so as not to fall back on convenience?</p> <p>Ideas to explore and trial:</p> <p>Cast bring in own food instead of buying.</p> <p>Longer rehearsal times so only natural light can be used.</p> <p>Always have a kitchen stock so small items don't need to be bought every production.</p> <p>Sort and list store items so they can be reused or lent out.</p> <p>Make sure we provide audiences with information about what facilities and refreshments will be available to buy at venues so they can prepare sustainably for their trip.</p> | <p>General Manager</p> <p>Co-Artistic Directors</p> <p>Production Manager</p> |

These will also be reviewed annually by Alyson Jones, General Manager, where a report will be created listing the actions completed and detailing how they were actioned. If new impacts are added at the review, actions to reduce/eliminate these impacts will also be added to our action plan.

This Environmental Policy and/or Action Plan was developed using guidelines from Julie's Bicycle, [www.juliesbicycle.com](http://www.juliesbicycle.com).

### Annual report on action completed – November 2023

| Action                 | How  | Actions completed  |
|------------------------|--|--|
| Minimise paper wastage | Only print out written material when absolutely necessary, use electronic copies when practical to do so | Actioned and on-going  |
| Minimise paper wastage | Issue and send contracts and invoices electronically, reducing printing and postage                      | All contracts are now sent and signed electronically unless a freelancer does not have access to a computer and scanner                            |
| Minimise paper wastage | Request electronic versions of contracts, newsletters and mail-outs rather than hard copies              | The majority of contracts we receive are electronic and we are able to sign online rather than print them.   |
| Minimise paper wastage | Maximise use of digital platforms to promote our shows   | We continue to use social media to promote the company and individual shows and flyers are only made when we think it will truly benefit the show. |

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| Encourage recycling | Re-use set and costumes as many times as possible. Buy recycled or second-hand costumes and/or hire rather than buy set pieces   | Re-use of the set has been actioned, especially for re-touring. We are aware of recycling costumes and always try to do this is possible.<br>Designer of <b>Belongings</b> used costume from TF store and second hand items.<br><b>Pop Up Shop</b> Designer made all design decisions and (minimal) new buys with future adaptation/usability in mind. |
| Saving energy       | Where possible enable our designers to use low energy lighting on our stages   | On-going   |
| Avoid air pollution | Encourage and promote car sharing or use of public transport for business and audience travel  | On-going   |
| Avoid air pollution | Use trains in preference to car travel for longer trips, where time pressures and cost is not prohibitive  | On-going   |
| Avoid air pollution | If trains are not possible, encourage car/van sharing for touring  | On-going   |
| Saving energy       | Where possible rehearse during daylight hours to reduce energy consumption in the rehearsal room   | On-going   |
| Saving energy       | Making Production Staff aware of our aims to reduce the environmental impact of materials and resources.   | Added to all production contracts:<br><i>Consider the environmental impact of any materials and resources that are used in the Production and try to minimise these as far as practically possible.</i>  |
| Saving energy       | Where possible minimise/eliminate the use of single use plastic. Always seek to use alternatives.  | Below point in all contracts:<br><i>Please be conscious of the use of single use plastics during rehearsal and production periods. We would encourage you to bring a reusable water bottle for rehearsals and production periods.</i>  |
| Saving energy       | Where possible measure the energy used per show. This information should be logged and reviewed annually (by GM) to begin to build a picture of total energy used and this information | Need to seek advice on how to do this without a set venue.<br>Is there one item we track each year?  |

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|                            | used to review how we can reduce it in the future.   |  |
| Saving energy              | Research possibilities of using alternative green energy for all productions.  | ongoing  |
| Saving energy              | Data shows that curbing emails and website impressions has a positive effect on the environment. Begin to trial a 'do I need to reply with an email' way of working. | Trial with main team has worked well with a large amount of no need emails e.g 'thanks for that', 'great, thanks', having stopped. As well as not adding to our carbon footprint this helps work flow within the team.   |
| Sustainable Theatre        | <a href="https://theatregreenbook.com/">https://theatregreenbook.com/</a><br>Understanding the principles of Book One from the Theatre Green Book.                   | Co-Artistic Director has read the Theatre Green Book and is exploring ways to adapt and implement to fit the company.<br>Plans to involve full team in a focus event.  |
| Convenience (New for 2022) | What can we do so as not to fall back on convenience?  | When booking accommodation we look for self catering and make sure there is a supermarket close by so team can cook together.<br>Planning and communicating clear timings of rehearsal days and breaks so cast and production team can bring lunch or eat in a restaurant so to save using single use plastics and convenience food. |