

OVADA Policy/Procedure

PROCEDURE: Environmental Policy and Action Plan

DATE: OCTOBER 2015

LATEST ISSUE: February 2023

TO BE REVIEWED IN: January 2024

(Save policy as PDF in archive folder after each update)

Environmental Policy Statement and Environmental Action Plan 2023



Environmental Policy Statement

OVADA is the visual art development agency for Oxfordshire, providing unique opportunities for both artists and audiences. As an artist-led organisation we run an exciting programme of exhibitions and events, and a wide range of learning opportunities from our city centre venue and other off-site locations. We are core funded by Oxford City Council and up until 2022-24, Oxfordshire County Council. Other funds are raised through individual project grants, donations, studio/space rental, sponsorship and membership fees. We are based in central Oxford, renting a 300m sq. semi-industrial warehouse, built in 1929. The space is divided into distinct areas: the Main Exhibition Space, 5 x Artist's Studios, an Education Spacel, a Kitchenette and 2 Offices. We have around 5 part-time office users, 50 part-time students, 6 studio-holders and a number of artists in residence working in the building. We offer between 10-15 exhibitions and 20 events per year, attracting on average around 5000 visitors/participants to the warehouse annually. We also offer regular drawing classes, educational workshops, work experience placements and artist's professional development.

OVADA is committed to minimising the impact of its activities on the environment. We passionately believe that the Arts play a powerful role in informing audiences and bringing about consumer and environmental change. As a non-profit organisation we are also highly motivated to save costs to ensure business resilience. We are committed to meeting our stakeholder requirements and are proud to be working with [Green Arts Oxfordshire](#) as part of Oxford City Council's Cultural Partners Group.

The main impacts and key aims of OVADA's strategy to achieve this are:

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- Minimise waste and emissions by evaluating operations and ensuring they are as efficient as possible. We will measure our impact on the environment and set targets for ongoing improvement.
- Actively promote recycling both internally and amongst visitors and suppliers.
- Source materials, equipment and services as local as possible, to minimise the environmental impact of both production and distribution.
- Work in partnership and form productive collaborations to increase environmental sustainability.
- Minimise toxic emissions by reducing travel and encouraging greener options for business-related transport, staff commuting and audience travel.
- Comply with all relevant environmental legislation and report to stakeholders as required.

We will achieve these aims by regularly communicating with and training Trustees, Staff and Volunteers on environmental issues, and ensuring that the entire team is proactively working in line with the Environmental Action Plan.

Environmental Action Plan

This Action Plan is informed by our environmental monitoring and measurement, and feedback from engaging with OVADA's stakeholders. It is reviewed and updated on an annual basis, and approved by the Director. OVADA pledges to address a minimum of 3 key objectives per year, in addition to improving upon the objectives from the previous reporting year.

Key objectives for reporting year 2018:

1. ADDRESSING WASTE
2. SUPPLIERS AND SERVICES

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3. CHANGING ATTITUDES

1. OFFICE AND PRODUCTION WASTE

Objective: avoiding waste, reducing total waste volumes to landfill and increasing the amount recycled and reused materials. Targets to aim for by end of 2018:

- Reduce volume of paper used by 15% from previous year.
- Increase recycled/composted waste by 10%.
- Recycle 100% of print toners and cartridges.
- Reduce environmental impacts for each exhibition and increase recycling of installation materials by 25%.
- Reduce volume of batteries disposed of by 50%.
- Minimise print-run of posters and preview cards for exhibitions and switch to local, green printers.

Key Performance Indicators (KPIs):

- Kg of paper consumed per year.
- Total waste volume in tonnes per year.
- % of toners and cartridges recycled.
- % of installation materials recycled or reused per year.
- % of batteries purchased which are single use and rechargeable batteries per year and volume of batteries disposed per year.
- Volume of printed material produced per year
- Volume of composted organic waste.

Action Points	How?	Responsibility
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Minimise waste and encourage extensive recycling of both office and general materials	<p>Set double sided printing as a default setting on printers</p> <p>Use tablets/computers to type notes and share by email or online, rather than printing.</p> <p>Reuse paper as scrap and envelopes, before recycling.</p> <p>Small print runs for printed posters and produce in-house 'print on demand' photocopies for exhibition hand-outs (see Objective 2).</p> <p>Implement new recycle bins in the public spaces.</p> <p>Compost organic waste from the car park.</p>	All staff and Buildings Committee
Introduce recycling of used toner and ink cartridges	Arrange return of used toners and cartridges to suppliers for reuse and recycling.	Director
Reduce use of single use batteries and their disposal	Start using rechargeable batteries for office use and exhibition equipment.	Director and Artists
Reduce the environmental impacts of our exhibitions and 'Recycle, Reuse and Repurpose' materials.	Continue to borrow / hire materials and equipment.	All staff, Artists and Workshop Leaders

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	<p>Store materials for future use. Or if materials are not needed again, resell / donate after use.</p> <p>Reuse installation materials such as screws, dustsheets, paintbrushes and rollers.</p> <p>Site-specific student workshops will have a specific environmental focus by using mostly recycled / reused materials.</p> <p>Build flexible partition walls using sustainable materials that can be reconfigured for each exhibition to prevent constructing new structures each time.</p> <p>Eliminate use of MDF as a construction material.</p>	
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2. SUPPLIERS AND SERVICES

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Objective: Greening procurement of supplies and services by changing purchasing habits.

Targets to aim for by end of 2018:

- Use 100% recycled/reused paper in the office.
- Eliminate 100% of foam board / vinyl signage.
- Use 100% recycled toilet paper in the building.
- Reduce OVADA’s printed material (see objective 1) and source responsibly/locally.
- Distribute 100% of OVADA’s printed material locally on foot or by cycle/public transport.
- Review and make changes to the services that OVADA uses, avoiding all companies with negative sustainability credentials.

KPIs:

- List of Suppliers and their Environmental Policies.
- List of products used in the reporting year and their certifications.
- % of marketing material printed.
- % of marketing material sent electronically.
- Mileage for the distribution of marketing materials.

Action Points	How?	Responsibility
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<p>Change OVADA's purchasing habits.</p>	<p>Switch to appropriate suppliers to change to recycled, lightweight paper in the office and mark printed material as '<i>Printed on 100% Recycled Paper</i>'.</p> <p>Avoid foam board and self-adhesive vinyl for exhibition labels, interpretation panels and signage.</p> <p>Switch to natural/environmentally responsible cleaning supplies and recycled toilet paper.</p> <p>Use glasses, mugs and crockery that are reusable.</p> <p>Buy locally wherever possible and buy certain products such as toilet paper in bulk, to avoid multiple deliveries/excess packaging.</p> <p>Use ethical print company and print in-house where appropriate.</p> <p>Ask to see suppliers' and companies' green policies, and switch suppliers if they do not have any. Encourage existing suppliers to change their attitudes.</p>	<p>Director</p>
<p>Reduced and responsibly sourced marketing material and distribution.</p>	<p>Use printers who use recycled, or FSC paper as a minimum, for posters and preview cards, and environmentally friendly inks.</p> <p>Distribute printed material locally by foot, or using cycle/public transport.</p>	<p>Director</p>

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	The majority of our printed material will be distributed electronically.	
Review and change the services that OVADA uses.	Use databases such as Rank a Brand to check company sustainability credentials and actively make changes. For example, avoid using DropBox where possible due to low ranking for their policies on climate, environment and labour conditions.	Director

3. CHANGING ATTITUDES:

Objective: to be an industry leader by using our position to change attitudes in both visitors and building-users.

Targets to aim for by end of 2018:

- Reduce business related travel / commuting and related emissions by 10%.
- Increase audience awareness of environmental issues and allow them to evaluate their impact as consumers.
- 25% of our annual programme should be engaging and have a strong environmental ethos with the aim of inspiring change.
- Continue to work with partners to join forces and share models of good practice.
- Secure a minimum of 10% of OVADA's annual income from sources with strong environmental/ethical ethos and continue to bank with The Cooperative.
- Create an Environmental Policy that not only changes the attitudes of staff/volunteers whilst in the workplace but also feeds into their wider lifestyle choices.
- Implement new webpage devoted to Environmental Sustainability (www.ovada.org.uk/evnvironment).
- Reduce water waste, energy use and related emissions by 10%.

KPIs:

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- Miles travelled.
- Monitor use of new bike rack.
- OVADA's Programme and online offer.
- New webpage and monitoring web-hits
- Visitor surveys
- List of Partners, Funders and Sponsors
- The % of Action Points from the Environmental Policy being met and staff/volunteer surveys to evaluate how targets are impacting on their own lifestyle choices.
- Creative IG Report

Action Points	How?	Responsibility
Reducing travel and related emissions	<p>Encourage our audiences to travel to our venue more sustainably by using public transport or walking/cycling. We will not offer public parking at OVADA to discourage our audiences from driving to our venue (see: www.ovada.org.uk/contact).</p> <p>Install a new bike rack made from recycled materials to make cycling more convenient for visitors and building-users.</p> <p>Encourage working from home, wherever practical, and provide relevant and actionable energy saving tips.</p> <p>Use telephone, web and video conferencing/meetings to avoid business travel. Where business travel is unavoidable, combine trips and where possible and encourage use of public transport.</p>	Director and Buildings Committee

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	<p>With international projects, only flying when it is the only option.</p> <p>Explore our online offering for audiences by producing e-exhibitions, live streaming and virtual tours of our physical exhibitions.</p>	
<p>Using creative programming to increase awareness of environmental issues</p>	<p>Contributing to Oxford's Low Carbon Oxford Week.</p> <p>Tackling subjects such as Recycling, Environmental issues, Social Change and Protest Movements/Campaigns in our programme through in-house curated projects and encourage related proposals from artists/curators.</p> <p>Reviewing and updating OVADA's Artistic Policy in-line with the Environmental Policy each year.</p>	<p>Director and Programming Team</p>
<p>To work in Partnership with key organisations and funders</p>	<p>Joint-working with local organisations such as Good Food Oxford, Low Carbon Oxford, Food Bank, Waste2Taste and Tandem Festival.</p> <p>Draw upon the resources provided by organisations such as The Energy Saving Trust and Julie's Bicycle. Ensure that all building-users are referring to documents such as the Green Visual Arts Guide.</p> <p>Research and approach ethical project sponsors and funders such as LUSH and The</p>	<p>Director and Fundraising Team</p>

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	Carbon Trust.	
Implementing Policy that encourages engagement beyond the workplace	<p>Using OVADA’s unique position as a small team to encourage and support changes in habits and making lifestyle choices such as: using tap water instead of bottled, choosing an Ethical Pension Plan through NEST, using compost from OVADA, selecting greener travel for leisure activities and encouraging use of reusable lunch containers.</p> <p>Updating OVADA’s website to include an Environmental Sustainability page to show our commitment to the subject and to provide useful links for artists/curators.</p>	Director
Reducing water waste, energy use and related emissions	<p>Remind building users to turn off lights, monitors, printers etc. when not in use and be mindful of water use, by not overfilling the kettle or washing-up single items, for example.</p> <p>Use timer and sensor systems for lighting so lights are not left on.</p> <p>Use meters in each of the studios to monitor use and bill on a ‘pay per use’ basis to discourage leaving lights/heaters and electrical devices on when the studios are not in use.</p>	Director and Studio Manager

Summary:

To ensure that we are able to track progress on achieving these objectives and targets we will add a permanent Environmental Sustainability Item to the Agenda for

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every Board Meeting. This will provide an opportunity for the full team to discuss and address key issues, and ensure the subject is always present. An up-to-date version of this Action Plan will also be available online for all users of the building (staff, volunteers, studio-holders and Trustees), where they can continually monitor targets. The Environmental Action Plan will be renewed by the Director annually in consultation with the wider team. It is anticipated that OVADA will add at least one new objectives to the Plan each year in addition to improving targets from the previous year.

OVADA acknowledges that we are a small, volunteer-led organisation with limited resources, capacity, and to a certain extent, influence. This means that we must be realistic with our objectives and targets. However we will use this as a positive opportunity to celebrate that being a small team allows us to communicate effectively, be more responsive and make changes more easily. As an arts organisation we will keep creativity at the heart of our Actions.

OVADA will continue to use Julie's Bicycle's Creative IG Tools (www.ig-tools.com) to measure our impacts and to produce an annual report.

This Environmental Policy and Action Plan has been signed on behalf of the Company Directors and Employees by:

Name:

Position:

Date:

This document was been prepared by: Lucy Phillips (Director) in consultation OVADA's Trustees, Volunteers and building-users, and is updated annually.