

v. Annual Review of Key Environmental Impacts

The following areas are where we will review our key environmental impact:

1. Aim to recycle a target of 75% of our office waste and minimise wastage of energy and resources.

Paper, metal, glass, cardboard and non-recyclable materials. Waste removal and electricity / energy usage

2. Fully utilise sustainable transport and aim to achieve 70% of our business travel by public transport

Fuel emissions / energy consumption

3. Minimise material waste in publishing, distributing marketing our publications.

Paper usage / wastage, fuel emissions, energy consumption, pollution

4. Use digital and printing technology to reduce our Environmental Impact and Carbon Footprint

Print, paper, fuel and energy consumption

5. Lead by a Green example as a business and employer. Encourage artists, audience and participants to adopt the best environmental practices.

Use of disposable / reusable food items, energy use, fuel

vi. Measuring and Monitoring Environmental Impact

Nine Arches Press will measure and monitor the environmental impacts where we are able to collate data and control or influence usage:

1. Aim to recycle a target of 75% of our office waste and minimise wastage of energy and resources.

- Quantify and measure waste (recycled / non recycled) per person in the office
- Use renewable energy suppliers where possible, monitor energy usage by kw/h per month, smart meter reports.

2. Fully utilise sustainable transport and aim to achieve 70% of our business travel by public transport

- Log journeys and method of travel

3. Minimise material waste in publishing, distributing marketing our publications.

- Log purchases of packing materials, and volume of reused materials.

4. Use digital and printing technology to reduce our Environmental Impact and Carbon Footprint

- Monitor orders and stock
- Monitor office printing costs and volume.

5. Lead by a Green example as a business and employer. Encourage artists, audience and participants to adopt the best environmental practices.

- Log advice and monitor direct changes

vii. Environmental Action Plan

Objectives	Actions	Responsibilities	Deadline	Budget	How will we monitor our performance?
1. Aim to recycle a target of 75% of our office waste And minimise wastage of energy and resources.	Install a recycling station in our office for glass, plastic, paper, ink cartridges, batteries and other recyclable materials.	All staff	May 2018	£20 p/a	Monthly monitoring of all office waste on environmental performance database. Annual review of all data to track progress
	Shred and recycle all paper documents and recycle paper waste	All staff	Ongoing	n/a	Monthly monitoring of all office waste on environmental performance database. Annual review of all data to track progress
	Use rechargeable batteries where possible	All staff	Ongoing	£10 p/a	Keep record of consumables in environmental performance database. Annual review of all data to track progress
	Install solar chargers and energy banks for USB-charged devices (i.e. phones / iPad) in the office to save energy on battery charging.	Director	Ongoing	£20 p/a	Monitor office energy use and log in environmental performance database. Annual review of all data to track progress
	Turn it off policy – last person out of office to ensure all devices, chargers or items switched off	All staff	Ongoing	n/a	Monitor office energy use and log in environmental performance database. Annual review of all data to track progress
	Aim to choose energy efficient devices when purchasing new equipment	All staff	Ongoing	n/a	Monitor office energy use and log in environmental performance database. Annual review of all data to track progress
2. Fully utilise sustainable transport and aim to achieve 70% of our	Use trains for our business travel wherever possible, and encourage employees and artists to do the same.	All staff	Ongoing	Part of existing travel expenses budget	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress
	Ensure our office is situated in a location accessible on national rail network and / or	All staff	Ongoing	Part of existing	Ensure that we study any location and include these considerations when

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business travel by public transport	bus routes, and does not rely solely on car transport to access.			overheads budget	locating premises. Include in annual review of all environmental data.
	Encourage employees to use public transport as part of their routes to work.	Director	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress
	Promote schemes Bike2Work to employees and register with them in order to offer subsidised transport	Director	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress Report on any uptake of scheme in reports / monitoring.
	Where car transport is unavoidable, we will encourage car-sharing to minimise environmental impact.	All staff	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress.
	Where car transport is unavoidable, we will plan ahead to use routes that minimise congestion.	All staff	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress.
	Where car transport is unavoidable, we will encourage staff to ensure the personal transportation in use is well maintained (i.e. check tyre pressures, vehicles services and adequate fuel levels) to ensure we minimise emissions where possible	All staff	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress. Ensure all employees have our Environmental action plan.
	Where car or van hire is necessary, we will hire low emission, hybrid or electric vehicles where possible.	All staff	Ongoing	Part of existing Travel and expenses budgets	Monitor all company transport use and log in environmental performance database. Annual review of all data to track progress and measure against key targets / performance indicators.
	We will combine journeys where possible to reduce pollution and impact – i.e. plan meetings in one location on same day.	All staff	Ongoing	n/a	Monitor all company transport use and log in environmental performance database. Annual review of all data to

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					track progress and measure against key targets and performance indicators.
3. Minimise material waste in publishing, distributing marketing our publications.	Use recycled material to package customer orders and minimise purchase and use of packaging materials that cannot be purchased.	All staff	Ongoing	Part of existing overheads budgets	Monitor mailing and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Bundle website book orders and avoid sending single review copies etc. to same address.	All staff	Ongoing	Part of existing overheads (postage) budgets	Monitor mailing and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	<i>Do You Need to print this?</i> policy for all office and business documents.	All staff	Ongoing	n/a	Monitor print and paper use in office and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Use printers with strong environmental credentials.	Director / Printers	Ongoing	n/a	Attain data and include in annual reports.
	Minimal flyer Policy – order and print only the flyers that are necessary. Never order more than necessary and aim to order promotional materials that use recycled board or papers where possible.	All staff	Ongoing	Part of existing marketing budgets	Monitor marketing and flyer production and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Use ‘green delivery’ or carbon offsetting options with couriers where possible	All staff	Ongoing	Part of existing overheads budgets	Monitor mailing and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.

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4. Use digital and printing technology to reduce our Environmental Impact and Carbon Footprint	Print on Demand technology: use to produce one-off copies of books rather than large print runs	All staff	Ongoing	Part of existing print budgets	Monitor print production of publications and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Short run printers: continue to produce small batches of our magazines and books, and only reprint when in low stock, to ensure waste of printed stock and storage space is minimised.	All staff	Ongoing	Part of existing print budgets	Monitor print production of publications and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	e-Flyers and online marketing used widely wherever possible and encourage partners, organisations and artists we work with in order to reduce paper use and waste.	Marketing & operations assistant / All staff	September 2018	n/a	Monitor print and paper use in office and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Encourage digital 'hard copy' – employees to use iPad and cloud drive documents wherever possible and / or appropriate to reduce paper use and waste.	Director / All staff	December 2018	n/a	Monitor print and paper use in office and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Use digital online submissions system Submittable rather than paper / mail submissions to reduce paper use and waste.	All staff	Ongoing	c. £130 annual fee	Monitor print and paper use in office and log in environmental performance database. Annual review of data to track progress / measure against key targets and performance indicators.
5. Lead by a Green example as a business and	Include public transport information along with booking information and encourage access by public transport wherever possible.	Marketing & operations assistant / All staff	Ongoing	n/a	Monitor travel use and log in environmental performance database. Annual review of all data to track progress and measure against key

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employer. Encourage artists, audience and participants to adopt the best environmental practices.					targets and performance indicators.
	Use recyclable mailing materials, and ask customers to recycle or reuse responsibly	All staff	Ongoing	Part of existing overheads budget	Monitor mailing material use in office and log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.
	Publish key environmental aims on website and publicise our actions to reduce waste.	Director	September 2018	n/a	Complete action, and monitor website hits on page.
	Share our key environmental aims with our artists and poets, encourage them to consider and adopt these into their practice.	All staff	April 2018	n/a	Ensure everyone has access to Environmental action plan. Annual review of environmental performance in staff review and in data collection.
	All our events, workshops and conferences: aim to use non-disposable or fully recyclable food and drink containers and cutlery wherever possible and appropriate	All staff / partner organisations / artists	December 2018	Part of existing overheads / events budget	Monitor use, log in environmental performance database. Annual review of all data to track progress and measure against key targets and performance indicators.

This Environmental Policy Plan was developed using guidelines from Julie's Bicycle, www.juliesbicycle.com.