



no.w.here Environmental Policy

Our Organisation

no.w.here is a not for profit artist run organization based in Tower Hamlets that combines film production alongside critical dialogue about contemporary image making. no.w.here is committed to making our workshop facilities, artists studios and staff offices environmentally sustainable by following a policy to monitor energy consumption and waste.

Objectives

no.w.here is committed to reducing the negative impacts of our activities by addressing the following:

- Provide clearly labelled waste disposal receptacles for recyclable materials and educate staff and members on minimising non-recyclable waste.
- Implement the conservation of water consumption by educating and enabling members using the workshop facilities to recycle water, and by carrying out routine maintenance on plumbing.
- Cut energy consumption by installing efficient heating systems and insulating windows and draft areas.
- Lower our carbon footprint created by our use of communication materials by: Reducing and eliminating unnecessary printing; Applying energy saving settings to all computers; Implementing mandatory switching off of all electricity sockets connected to electrical devices when not in use; Choosing goods and services providers for items such as stationary which are based on the use of green resources.

Steps for Plan Delivery

no.w.here is committed to understanding, improving and implementing the following:

- Communicate environmental targets and practices to staff, members and visitors.
- Assess and select goods and services suppliers based on their ability to use and integrate recyclable materials and their ability to apply a reduced carbon footprint.
- Seek new services and businesses for recycling a range of materials including batteries and photographic chemicals.
- Encourage the increased use of zero and low carbon forms of transport among staff, members and visitors.
- Achieve reduce energy consumption by 5-10% on an annual overview with the aim to lower our overall carbon footprint.

This policy will be made available to staff, members and visitors within the building and will be reviewed annually.

no.w.here Environmental Action Plan

Our Organisation

no.w.here aims to be an environmentally responsible organisation and our Environmental Policy states clearly our commitment to improving our environmental performance, complete with targets for energy and water consumption, travel and waste. The aim of this Action Plan aims is to outline the steps necessary to realise our targets and to develop a positive culture to support future green initiatives.

The following areas have been identified as being of key importance:

- Administration & management
- Staff engagement
- Buildings and facilities management
- Transport & Travel
- Suppliers & contractors
- Facilities users and visitors

1. Administration & Management

Objective	Action	Performance Indicator	Timeline	Responsibility
1.1 Instigate Staff Awareness	Continue to discuss & develop action plan in line with ACE/local government guidance	Staff briefed bi-annually	Done	All
	Establish budget & resources for green issues	Spreadsheet for budget & resources in use	Done	All
	Monitor & assess performance	Minute meetings & keep a log of environmental issues, concerns & innovative ideas	Instigated & ongoing	All
1.2 Assess our Current Position	Establish current carbon position	Past & current consumption calculated and continues to be assessed	Done	KM
	Continue to monitor areas for carbon reduction	5-10% reduction to be achieved by 2015	Instigated & ongoing	KM

2. Member & Visitor Engagement

Objective	Action	Performance Indicator	Timeline	Responsibility
2.1 Build awareness & bring 'on board' all members & visitors	Plan & implement green plan	Create opportunities for members to engage with plan	Ongoing	All
	Continue to make visible Environmental Policy within building	Adapting signage & policy in key locations within building where needed	Ongoing	KM

3. Building & Facilities Management

Objective	Action	Performance Indicator	Timeline	Responsibility
3.1 Review building energy usage	Monitor energy use using SMEaure tool	Account in operation	Ongoing	KM
	Investigate efficient lighting systems	Lighting throughout no.w.here based on energy efficient bulbs and striplights	Ongoing	All
	Investigate green energy policies of our suppliers	Awareness of supplier's Green energy commitments	Ongoing	All
	Communicating about sensible use of heating and lighting systems to minimise usage through signage, email and contractual obligations	Artists staff and studio users aware of energy usage policy for heating, lighting and water usage	Ongoing	All
	Monitoring internal energy use via electricity and water meters	Spreadsheet with meter readings data produced and updated annually	Ongoing	All
3.2 Review waste	Monitor levels of non-recycleable and recycleable waste and select packaging accordingly	Continue to reduce the levels of non-recycleable waste	Done	All
	Provide receptacles for different forms of waste	Purchase & label waste bins for each recycling material	Done	JH
	Review other forms of recycling e.g batteries & chemicals	Batteries recycled using local waste outlets & chemicals collected bi-annually by a company with registered wastewater license	Done	JH
3.3 Review	Implement powersaving	Apply appropriate	Done	All

communications materials usage & devices	measures for computers Minimise unnecessary printing	settings to computers Switched to online and cloud-based computing where appropriate - reduced office printing by 70%	Ongoing	All
3.4 Review & select cleaning materials	Use environmentally friendly cleaning materials	All products checked & in-line with policy	Ongoing	All
3.5 Review & monitor water usage	Implement regular plumbing maintenance to avoid leaks & excess usage Communicate to staff and visitors to use water sparingly	Create spreadsheet for logging assessments & repairs Signage in darkroom and toilets and studios	Ongoing Done	All JH

4. Travel & Transport

Objective	Action	Performance Indicator	Timeline	Responsibility
4.1 Review transport & travel activities	Promote cycling and walking	Continue to promote cycling and walking as energy-conscious alternatives to public transport and driving with staff & members	Ongoing	All

5. Suppliers & Contractors

Objective	Action	Performance Indicator	Timeline	Responsibility
5.1 Review service providers, suppliers & contractors	Select & engage with business that have a strong green policy & provide green products & services	Businesses and providers who foreground their commitment to the environment have been engaged as regular suppliers of goods and services to now here	Ongoing	All
		Selection of green products for use in building & office	Ongoing	All