

Environmental Sustainability Policy

Harwich Festival and Harwich Arts & Heritage Centre

Policy 30 | Version 1.0 | Revised 25 October 2026

Owner: General Manager and Trustees | Scheduled review: 25 October 2027

Purpose and commitment

HF will consider the environmental effects of running HAHC, presenting events and using resources. We will meet applicable environmental requirements and make proportionate improvements that support our charitable purposes, access and financial sustainability. This policy does not claim a certified standard, a measured carbon baseline or a net-zero target that has not been approved and evidenced.

Trustees oversee priorities and resources. The General Manager coordinates an annual action plan, with relevant staff, volunteers, contractors and building users contributing to implementation. Check grant, lease and partner requirements and record any specific obligations.

Energy water and the building

Monitor available energy and water information, investigate unusual consumption and avoid unnecessary use when spaces are not occupied. Maintain safe, suitable heating, lighting and ventilation rather than reducing use in a way that harms comfort, access, health or protection of the building. Encourage simple checks, responsible settings and prompt reporting of leaks or defects.

Consider efficiency, whole-life cost, maintenance and suitability when equipment is replaced or building work is proposed. Obtain landlord consent, specialist advice and statutory permissions where required; no environmental objective authorises unsafe or unapproved alteration. Prioritise practical changes with evidence of benefit.

Materials purchasing and waste

Plan purchases to avoid unnecessary duplication. Consider durable, repairable and reusable materials and the ability to share or hire equipment where safe and economical. Reuse event and exhibition materials where suitable, while respecting ownership, fire safety, hygiene and intellectual property. Avoid unsupported claims that an item or event is environmentally friendly.

Provide clear waste arrangements that match the services actually available. Separate recycling where practicable, dispose of hazardous and electrical waste through appropriate routes and check contractors where required. Reduce avoidable single-use items and food waste without compromising accessibility or food safety. Store materials safely and keep escape routes clear.

Travel events and partnerships

Provide accurate information about available public transport, walking and cycling options where useful, while recognising disability, safety, rural access and late-event constraints. Consider travel and transport needs during programming and procurement, and coordinate deliveries and shared journeys where practical and voluntary.

Discuss environmental expectations with material suppliers, contractors, event partners and hirers. Include relevant actions in planning and briefings. Do not impose requirements that create disproportionate barriers to community participation without considering alternatives and adjustments.

Measurement action and reporting

The annual plan must identify a small number of realistic actions, responsible people, timescales and measures. Use available bills, purchasing or waste records to establish an initial baseline before claiming a quantified reduction. Record data limitations. Consider cost, risk and benefit when selecting further measurement or investment.

Report progress honestly to trustees and funders, distinguish completed actions from intentions and retain evidence for claims. Review this policy and the action plan annually and after significant building, funding or programme changes. Communicate practical instructions to the people who can carry them out.

Prepared for adoption. Record authorised approval in the master register. Review sooner after a significant change or incident.

Reference guidance

[gov.uk - internal financial controls for charities](#)

[gov.uk - charities and risk management cc26](#)