

## 4. Publicity and communication

- ✓ Use a high specification recycled paper for all printed material.
- ✓ Try not to over-order on print runs.
- ✓ Keep your contacts database updated to avoid unwanted mail - use email whenever possible.

## 5. After the event

Review the effectiveness of the plan and communicate with traders, staff, and volunteers to identify potential improvements for the future. Remember that implementing an environmental plan takes a lot of lead-time.

It is expected that environmental legislation and industry-wide standards will become increasingly important in the world of event organisation. Some examples are waste regulations, EMAS and the forthcoming BS 8901 Sustainable Events Standard. The proposed new standard's aim is to "substantially reduce carbon emissions and waste to improve the resource efficiency of the entire event supply chain".

## 6. Do you want to know more?

The Event Safety Guide (HSG195),  
HSE Publication, ISBN 0 7176 2453 6  
[www.hse.gov.uk](http://www.hse.gov.uk)

[www.oursouthwest.com/SusBus/greener-events.pdf](http://www.oursouthwest.com/SusBus/greener-events.pdf)

[www.defra.gov.uk/environment/waste](http://www.defra.gov.uk/environment/waste)

[www.positiveimpactmcr.com](http://www.positiveimpactmcr.com)

[www.emas.org.uk](http://www.emas.org.uk) (environmental management systems)

Bristol City Council Events Team

t: 0117 922 3824

e: [events.team@bristol.gov.uk](mailto:events.team@bristol.gov.uk)

Environmental Quality & Sustainable City Team

t: 0117 922 4489

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[www.bristol.gov.uk](http://www.bristol.gov.uk)



## Environmental checklist for event organisers

Bristol is leading the way in the development of innovative approaches to protecting the environment. The Community Strategy aims for Bristol to be a green capital in Europe, tackling the causes of climate change and creating a clean, attractive built and natural environment.

The thousands of events which Bristol hosts every year play a big part in the city's carbon and environmental footprint. There is a need to respond to international, national and local environmental demands.

By 2010 Bristol aims to be reducing waste by 50% and recycling 60% of the remainder. In the long term, this could actually lead to reduced waste management costs for event organisers. Also, by 2050, there are targets to reduce CO<sub>2</sub> emissions by 60%.

All events are opportunities to communicate environmental messages to the public. The City Council aims to actively work with organisers to ensure that best practice is introduced at all stages of event management. This checklist will be followed up by more detailed guidance.

**Bristol – Green Capital**

*Making Bristol a low carbon city with a high quality of life*



## 1. Waste management

The city council supports sustainable waste management and the principle of 'reduce, reuse and recycle'. There is a pressing need to reduce the amount of waste that is sent to landfill and to re-use or recycle as much as technically possible.

Waste is probably the most complex environmental issue for an event. There are many considerations to be taken into account in setting up a waste reduction plan, but the extra effort can lead to cost savings, reduced environmental impact, a cleaner site and positive publicity. Note that all wastes produced at an event site are subject to strict regulation.

- ✓ Involve the waste and cleansing contractor in early planning of the event to integrate recycling systems.
- ✓ Ensure that contractors hold a waste carrier's license. This is a legal requirement. In addition insist on receiving copies of the Waste Transfer Notes (WTNs). For help in understanding WTNs and associated legal duties, use the DEFRA website listed on the back page.
- ✓ Give preference to a contractor that operates an accredited environmental management system e.g. such as ISO14001 or EMAS.
- ✓ Request a hand picking service so waste is collected into recycling streams.
- ✓ Spend time planning the locations for the recycling facilities, bearing in mind major routes, the number of expected visitors and the source of potential litter. Container design can also encourage proper sorting of materials.
- ✓ Advertising recycling at events can increase participation. Display the recycling logo (and more information if space allows) in advertising prior to the event. For events where participants pre-register, include recycling information in the registration pack.
- ✓ Use event registration and contracts as opportunities to distribute recycling information. Remind traders again about details shortly before the start of the event, and continue to involve them in recycling throughout the event.
- ✓ Allocate the role of concession-monitor to a responsible person to oversee on-site activities.
- ✓ Allow only concessions that use recyclable, compostable or reusable cups, plates & utensils to trade at your event. Encourage waste reduction by using serving condiments (such as sugar, milk, vinegar, ketchup) in bulk rather than individual packages.

## 2. Pollution and nuisance

Bristol city council has a commitment to creating a clean, healthy and attractive built and natural environment; reducing pollution is part of this. Airborne, noise and light pollution need to be minimised.

The impacts of traffic on the city are substantial - exacerbated by event visitors and contractors. This increases local air and noise pollution and contributes to climate change.

- ✓ Selecting local contractors will reduce delivery and collection mileages.
- ✓ Charge for parking and use revenue to subsidise dedicated public transport to the event. Encourage car-sharing.
- ✓ Promotion – it is essential to emphasise non-car alternatives when promoting the event. Give more prominence to these in printed and website content.
- ✓ Ask contractors for fuel costs and consider a carbon-offset scheme.
- ✓ Noise pollution – work within agreed limits and have a procedure in place.

## 3. Energy use and CO<sub>2</sub>

A significant amount of energy can be used during an event to power stage sound and lighting systems, site lighting and on-site vehicles. The aim is to reduce greenhouse gas emissions and promote sustainable energy solutions.

- ✓ If using site power supplied by the authorities or the venue, check to see if it is on a green tariff.
- ✓ Try to source bio-diesel powered generators or use wind or solar power wherever possible.
- ✓ Minimise vehicle movements on-site and look into electric powered vehicles for staff to use on large sites.
- ✓ If renewable sources are not available then request modern, efficient and well maintained, silent generators. It is usually more efficient to use a single larger generator than several small ones.
- ✓ Investigate opportunities for a carbon offset scheme, after you have minimised energy use.