

Outdoor Event Sustainability Method Statement

Event: Date: Number of Attendees:

To ensure all sustainability issues have been considered the following A Categories must be completed (also B Categories if requested by BHCC).

Type of Event:
Identify and record anyone involved with event here (e.g. client, supply chain, staff, participants, sponsors, community, emergency services)

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PLANNING (WHAT IS REQUIRED)				EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)			
A CATEGORIES	CONSIDERATIONS	YES	N/A	ACTIONS AND PROGRAMMES Please state what you	COMMENTS AND FEEDBACK Were your actions	ANY EMERGENCIES? If so please write	<i>BHCC Management Only:</i> DOES SF02 (ASPECTS), AND/OR SF03 (SUSTAINABILITY PROGRAMMES) REQUIRE UPDATING?

PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

To be completed for every event either by event organiser for approval by BHCC Outdoor Event management			are doing to manage and measure your identified consideration (Note: if you have entered 'yes' under Considerations' this column needs to be filled in together with any targets and Performance Indicator (e.g. % of waste to landfill, Type of transport used, Decibels etc)	effective? How could you improve? If you set a target did you meet this? What were your recorded measurements (using your chosen Performance Indicators)	details here as they will provide essential information for future events in Brighton & Hove.	YES	NO	ACTION

PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

A CATEGORIES	CONSIDERATIONS	YES	N/A	ACTIONS AND PROGRAMMES	COMMENTS AND FEEDBACK	ANY EMERGENCIES?	YES	N/A	ACTION
Energy	Will the activity generate energy demands?								
	If so what power sources will be used and how will you manage and measure its use								
Transport	Will the activity generate an increased need for travel?								
	Does the event require significant Traffic Management?								
Air Quality	Will the technologies employed for the activity's energy supply and transport generate emissions to air?								
Noise	Is noise control and measurement required? Refer to noise management plan as required by BHCC								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

<p>Water Use Additional note required here for guidance</p>	<p>Will the activity require water? If so what is its use? Will it be contaminated in its use? And has provision been made for its controlled disposal in accordance with legislation?</p>								
<p>Purchasing</p>	<p>Have you purchased locally? Have you considered how you can cut costs from rethinking what you buy and therefore how much waste you will generate?</p>								
<p>Waste Management</p>	<p>What type of waste will be generated? How much waste is estimated?</p>								
	<p>What waste will be recycled? How will this be monitored and measured?</p>								
	<p>Have waste collection points been established and has adequate signage been considered</p>								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

<p>Note to be added that you cannot legally transport others waste, bit can transport your own</p>	<p>Has an Environment Agency approved waste management company been appointed to take away waste?</p>								
<p>Litter</p>	<p>How will litter be managed during the event</p>								
	<p>How will post event clean-up be managed</p>								
<p>Sanitary</p>	<p>What facilities will be made available? Are you using existing facilities?</p>								
	<p>Where will they be sited? How will they be managed and monitored?</p>								
	<p>Has an approved Environment Agency waste management company been appointed to empty the sanitary facilities?</p>								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

<p>Emergencies</p>	<p>Have fire safety risks and potential spillage and discharge risks been considered and controls put in place?</p>								
	<p>Have emergency services (fire, environment agency, water authority etc) contact details been notified to event management</p>								
	<p>Will necessary emergency equipment be on site together with trained staff? e.g. spillage kits, life belts, fire extinguishers</p>								
<p>Communication Engagement and Awareness Raising</p>	<p>Will there be regular communication with your identified stakeholders throughout the activity to gain feedback?</p>								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

<p>B CATEGORIES To be completed as and when required by the event organiser at the request of BHCC.</p>									
<p>Biodiversity (the effect of the event on flora and fauna)</p>	<p>Will the activity affect existing biodiversity?</p>								
<p>Archaeology and Cultural Heritage</p>	<p>Will the activity affect sites of archaeological or cultural interest?</p>								
<p>Purchasing and procurement (start with rethink and eliminate to avoid over-use of resources)</p>	<p>Cut costs by using the following steps: Re- think; Eliminate; Reduce; Reuse; Recycle; Dispose</p>	,							
	<p>Will recyclable or reusable waste be generated from the activities purchased products?</p>								
<p>Not sure re this. Covered elsewhere? tbd</p>	<p>Will the activities give rise to ethical or environmental issues from the supply chain?</p>								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

	Will products/services required for the activity be produced/sourced locally?								
Security	Could the activity give rise to security issues?								
Equal Opportunity and Diversity	Will the activity ensure equality for all?								
Community Local Employment & Skills	Will the activity give rise to investment in local skills and employment?								
Amenity	Will the activity provide suitable amenities to enhance the area/site and visitor experience?								
Viability	Will the activity be viable financially?								
Event Management	Will there be an appropriate management framework for the activity in terms of sustainable event delivery?								

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PLANNING (WHAT IS REQUIRED)

EXECUTION & POST REVIEW (WHAT HAS BEEN DONE)

Event Post Review	Is a post event review planned to review performance and identify possible improvements?								
Any other categories relevant to the Event that need to be included									
Planning Sign off by BHCC					Post Review Actions accepted				
Name Signature		Date			Name Signature		Date		

