

	<b>SF04</b> <b>Sustainable Events Statement -  Outdoor Events</b>	
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## Introduction

Creating a sustainable future for Brighton and Hove means protecting and enhancing the environment, meeting social needs and promoting economic success. The council is committed to managing the risks and environmental impacts of its activities, encouraging and supporting others to do the same and continuously improving the environment for the benefit of residents, businesses and visitors. This statement is part of our ISO 14001 / BS 8901 Sustainability Management System. We review completed statements to help us continuously improve our understanding of the environmental impacts of events.

## How to complete this statement

- Before the event:** Go through the statement and think about how you can reduce the impact of your event. Put your answers in the **grey boxes**. Keep a copy of the statement yourself and return a copy to the Events Office **electronically** if possible with your application form. Make sure that anyone else involved in organising your event is aware of your plans and their role in delivering them. We may contact you to follow up your answers. If further information is recorded in other documents or locations e.g. site plans, emails, Health & Safety Policy etc., please refer to them in your answers and say where they can be found.
- Within 1 month of the event:** Go through your copy of the statement and explain whether your plans were successful. Send the completed statement to the Events Team.
- This statement covers the sustainability issues and ALL event organisers from very small to very large have to fill it in. For this reason, not all of them will apply to your event but please think carefully before answering 'no' to a question. Please note that the 'think about' boxes are for guidance only and Brighton & Hove City Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of the guidance provided.

## Event details

Name of event	
Date of event	


# 1. Risk management


<b>1.1 Are there health &amp; safety or environmental hazards or risks associated with your event? If yes, please complete the risk assessment table below.</b>		Yes or No <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
Think about 	<ul style="list-style-type: none"> <li>Brighton &amp; Hove City Council has a duty to ensure the safety of people using their land under the Health &amp; Safety at Work Act (1974). Please provide a list of all activities taking place at your event that might pose a hazard or risk. Some examples:</li> <li>Fireworks</li> <li>Bouncy castles</li> <li>Machinery</li> <li>Fuel / generators</li> <li>Electrical equipment</li> <li>Accidents</li> <li>Vehicles</li> <li>Structures</li> <li>People (including crowd control)</li> <li>Activities requiring participation.</li> </ul>	


Hazard / Risk	What could go wrong?	Who is likely to be injured or what is likely to be affected?	How are you going to reduce the possibility of someone being injured or a pollution incident occurring?	Do you think anything else could or should be done?
EXAMPLE Generator diesel	Fire, Explosion, Spill, Skin reaction to chemicals	Any person at event, Soil, Water	Fuel to be stored safely in bunded container. Only trained personnel with protective clothing to use equipment. Spill kits to be available. Careful placement of generator in site i.e. not near water/sea	Dedicate a member of staff trained in use of spill kit to supervise generator. Ensure that diesel soaked materials are treated as hazardous waste.
EXAMPLE Crowds	Crushing	Any person at event	Design layout of event to reduce concentration of people in anyone place	Stewarding – volunteers or professional company.


<b>After the event:</b> <ul style="list-style-type: none"> <li><i>Include details here of hazards / risks that arose and whether your plans to deal with them were successful</i></li> </ul>
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## 2. Community engagement and raising awareness

<b>2.1 Will there be regular communication with people involved with or affected by the event before, during and after it takes place?</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>List the interested parties involved with your event (organisers, residents, suppliers, visitors, spectators, exhibitors or emergency services).</li> <li>Explain how and when you will communicate with them – electronically, by letter etc. and how you will respond.</li> </ul>	Plans and targets	
<b>After the event:</b> <ul style="list-style-type: none"> <li>Include details here of how successful your plans were and examples</li> <li>Include your performance against any targets you set yourself</li> </ul>		


<b>2.2 Will you be promoting the event? If yes, describe how you will do this in a sustainable way.</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Many people now have access to email and the internet. Try to promote the event electronically and using social media instead of hard copy materials</li> <li>Use social media.</li> <li>Choose recycled paper for printing.</li> <li>Print double sided.</li> <li>Make banners reusable by excluding event specific information e.g. dates.</li> </ul>	Plans and targets	
<b>After the event:</b> <ul style="list-style-type: none"> <li>See above</li> </ul>		


<b>2.3 Will you let participants know that the event is sustainable? If yes, explain how.</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Brighton and Hove City Council is certified under the Sustainable Events Standard BS 8901. We want to make sure that people know that sustainability is important to us and so would like to encourage you to do the same by telling people involved with your event about what you are doing and why.</li> <li>Give people information in advance on public transport options and anything else they will need to know.</li> </ul>	Plans and targets	
<b>After the event:</b>		


<b>2.4 Will the event contribute to the local economy?</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Use local suppliers.</li> <li>Increase local employment.</li> <li>Create opportunities for volunteers to help people build new skills.</li> </ul>	Plans and targets	
<b>After the event:</b>		

<b>2.5 Will the event be event is inclusive and accessible to all? If yes, please describe your plans.</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Under the Equality Act (2010), you must not discriminate deliberately or non-deliberately on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</li> </ul>	Plans and targets	
After the event:		


### 3. Location / venue and transport


<b>3.1 Will visitors / exhibitors be travelling to the event? If yes, describe how you will encourage them to choose the most sustainable transport option.</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Chose a location / venue that minimises the need for travel.</li> <li>Video conferencing can eliminate the need for travel, if not for the event itself, then for its planning.</li> <li>Encourage visitors to walk to the event, take public transport or car share by providing information in advance.</li> <li>Find out where bicycles can be stored and safe cycle routes.</li> <li>If you need to park at the event, contact the Parking Shop on 01273 293225 for a vehicle waiver.</li> </ul>	Plans and targets	
After the event:		


<b>3.2 Will the event affect traffic flow and require traffic management?</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Note here if you are applying for road closures.</li> <li>Traffic congestion, stationary traffic and long diversions waste fuel and reduce air quality.</li> </ul>	Plans and targets	
After the event:		


<b>3.3 Will any plants or animals be affected by your event? If yes, give details of how you will minimise damage.</b>		Yes or No
Think about  <ul style="list-style-type: none"> <li>Grass can be protected with temporary protection mesh.</li> <li>Flowerbeds and plants at risk can be screened off to protect them.</li> </ul>	Plans and targets	
After the event:		


## 4. Energy and water use


<b>4.1 Is power required for the event? If yes, how will you supply it (include gas / electricity / oil) and can you calculate how much is used.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>• If your electricity source is metered you can take a reading before and after.</li> <li>• Use renewable energy e.g. portable solar panels.</li> <li>• Diesel generators cause air pollution. Consider using mains electricity instead.</li> <li>• Use bio-fuel for generators and vehicles.</li> </ul>	Plans and targets	
<b>After the event:</b>			

<b>4.2 Can you reduce the amount of energy used at the event?</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>• Low energy lighting e.g. LED spotlights can significantly reduce electricity use.</li> <li>• Switch off floodlights during the day. Make someone specifically responsible for switching off unnecessary lights or use daylight sensors to ensure lights only come on when they are needed.</li> <li>• Specify energy efficient equipment.</li> <li>• Patio / outdoor heaters use lots of energy, try to avoid using them.</li> </ul>	Plans and targets	
<b>After the event:</b>			


<b>4.3 Will toilets be available at the event? Please give details.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>• Make sure there are enough toilets for the number of people you are expecting. There are calculators on the internet to calculate how many toilets you will need.</li> <li>• Consider existing facilities and any portable toilets you will provide.</li> <li>• Monitoring for cleanliness and faults.</li> </ul>	Plans and targets	
<b>After the event:</b>			


<b>4.4 Will water be used at the event? If yes, please explain how it will be supplied and what it will be used for.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>• Consider toilets, urinals, taps, hoses, bottled water etc.</li> <li>• If the water is coming from a metered supply, a reading could be taken before and after the event to see how much water was used.</li> </ul>	Plans and targets	
<b>After the event:</b>			


<b>4.5 Can you reduce the amount of water used at the event?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Provide water efficient toilets.</li> <li>• Ensure that enough water is available in hot weather but that water taps can't be left running.</li> </ul>	Plans and targets		
<b>After the event:</b>			


<b>4.6 Will waste water be generated? Is yes, please explain how you will dispose of it.</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Waste water from washing the site, vehicles or equipment may be contaminated with oil or detergents.</li> <li>• Only non-contaminated water should be discharged into storm water drains.</li> <li>• Contaminated water must be disposed of to foul sewer. You may need a trade effluent consent: <a href="http://www.netregs.gov.uk/netregs/63350.aspx">www.netregs.gov.uk/netregs/63350.aspx</a></li> <li>• Check with Southern Water whether you need a trade effluent consent and keep a written copy of their response. <a href="http://www.southernwater.co.uk">www.southernwater.co.uk</a></li> </ul>	Plans and targets		
<b>After the event:</b>			


## 5. Waste management

<b>5.1 Will waste be generated? If yes, what types, volume and how will be disposed of.</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• List each waste stream and how it will be disposed of. For example – <i>plastic bottles – 200kg. Collected and recycled by Acme Wastage Services Ltd.</i></li> <li>• Consider plastics, food, paper, giveaways, hand-towels, cardboard, food containers, photographic waste and any items participants bring with them.</li> <li>• <b>REDUCE &gt; REUSE &gt; RECYCLE &gt; DISPOSE.</b> This is the 'waste hierarchy': Reducing the amount of waste produced is better than <b>Re</b>-using it and both of these are better than <b>Recycling</b>. Disposal to general waste (landfill) is the least sustainable option.</li> <li>• You can ask your waste contractor to weigh the waste they collect and the amount recycled. Feed back using this form after the event.</li> </ul>	Plans and targets		
<b>After the event:</b>			


<b>5.2 Will waste collection points be needed? If yes, give details of how many, where will they be located and how often they will be emptied.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>Discuss options with your waste contractor and describe your plans here.</li> <li>Consider how accessible collections points will be if you expect crowds.</li> </ul>	Plans and targets	
After the event:			


<b>5.3 Have you made plans for managing litter during and after the event? If yes, please describe.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>Talk to exhibitors and food outlets about minimising food waste.</li> <li>If people are going to be bringing food, ask them to use re-usable containers.</li> </ul>	Plans and targets	
After the event:			


<b>5.4 Are waste contractors registered as a Waste Carrier with the Environment Agency?</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>Check the waste carriers public register: <a href="http://www2.environment-agency.gov.uk/epr/">http://www2.environment-agency.gov.uk/epr/</a></li> <li>Consider <b>all</b> types of waste, not just what ends up in bins e.g. toilet effluent, banners, displays, broken equipment etc.</li> </ul>	Plans and targets	
After the event:			

<b>5.5 Will giveaways or freebies be provided? If so, how will you ensure that they don't end up as litter or waste after the event.</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>Canvas bags are popular giveaways but the market is saturated. If you are very keen to have giveaways, think about item that people don't already have, that they will keep and actually use.</li> </ul>	Plans and targets	
After the event:			


## 6. Air quality and noise

<b>6.1 Will fireworks / pyrotechnics be used?</b>		Yes or No	
Think about 	<ul style="list-style-type: none"> <li>Fireworks cause noise and air pollution and you should think carefully about whether they are necessary.</li> <li>Gunpowder is a main component of fireworks and when combusted sulphur compounds, small amounts of particulates, metal oxides and other polluting compounds are emitted.</li> <li>For more info, see <a href="http://www.environmental-protection.org.uk/neighbourhood-nuisance/fireworks">www.environmental-protection.org.uk/neighbourhood-nuisance/fireworks</a></li> </ul>	Plans and targets	
After the event:			


<b>6.2 Will helium balloons or sky lanterns be released?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>Once these objects fall back to earth or into the sea they can be hazardous to animals, wildlife and they do not biodegrade, causing pollution.</li> <li>Sky lanterns are a fire risk.</li> </ul>	Plans and targets		
After the event:			

<b>6.3 Will noise be a significant issue? If yes, what monitoring and noise control measures will be in place.</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>Under the Environmental Protection Act (1990), the council has a duty to prevent noise nuisance.</li> <li>If you are planning on having PA systems, amplified music or any other form of 'noisy' activity, you must ensure that the level of noise is monitored and controlled. State here if you are going to be having a PA system.</li> <li>Consider different types of noise: traffic, talking, generators, crowd noise, equipment</li> <li>The council's Environmental Health Team provides advice on noise issues.</li> <li><a href="http://www.hse.gov.uk/noise/">http://www.hse.gov.uk/noise/</a></li> </ul>	Plans and targets		
After the event:			


## 7. Catering and procurement


<b>7.1 Will catering at the event be as sustainable as possible?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>Ask your catering company if it has an environmental policy.</li> <li>Don't over-cater.</li> <li>Consider food that keeps for longer and could be taken away if there is too much. Have containers available for people to take excess food with them or find out in advance about charities that take left-overs.</li> <li>Provide food that is local, in season, fair-trade, meat-free or organic (or all of these).</li> <li>Use local suppliers</li> <li>Plates, cups and cutlery should be reusable (or recyclable or compostable).</li> <li>Make tap water available.</li> <li>Compost waste food.</li> </ul>	Plans and targets		
After the event:			




<b>7.2 Will you be using local, recycled or reused products or equipment that uses less energy or that can be reused?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Sustainable procurement is about encouraging your suppliers to be more environmentally friendly through your buying decisions. There is little point in recycling if you don't try to buy the products made from recycled materials.</li> <li>• Pass on unwanted items afterwards rather than disposing of them.</li> <li>• Buy items that can be reused rather than single use items.</li> <li>• Electrical equipment will have an energy rating. Check what it is and buy the most efficient equipment that you can afford, this will also save you money on running costs.</li> </ul>	Plans and targets		
After the event:			

## 8. Emergencies and abnormal situations

<b>8.1 Do you have a plan for dealing with environmental emergencies?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Consider fire, chemical spills, oil spills, burst water pipes, water pollution incidents etc.</li> <li>• Fires and vandalism can have a large environmental impact, what measures are in place to prevent them.</li> <li>• Include details here of the emergency service contact details and who will hold them at the event.</li> <li>• Training in emergency situations.</li> </ul>	Plans and targets		
After the event:			

<b>8.2 Will emergency equipment be available and people trained on using it?</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Spill kits</li> <li>• Life belts</li> <li>• Fire extinguishers</li> <li>• First aid equipment</li> </ul>	Plans and targets		
After the event:			

<b>8.3 Are there likely to be any other issues specific to this event? If yes, please describe.</b>		Yes or No	
Think about  <ul style="list-style-type: none"> <li>• Describe any issues not covered here or in other documents.</li> </ul>	Plans and targets		
After the event:			

## 9. Declaration

### Before the event

Please email the completed form to the details above. If returning this form via email a signature is not required, as long as the email is sent from the person named as the main contact. If you are not able to send the form electronically, please fax it.

Event Organiser	Brighton and Hove City Council
Name	Name
Signature          Date	Signature          Date

<b>Internal Use</b>	
Further Action Required? Add more rows if required	
Question	System document reference, Description of action required & Person responsible

### After the event

Event Organiser	Brighton and Hove City Council
Name	Name
Signature          Date	Signature          Date

<b>Internal Use</b>	
System Update Required? Add more rows if required	
Question	System document reference, Description of update required & Person responsible