

SUSTAINABLE EVENTS GUIDE

WASTE
& CLEANSING



MANCHESTER
CITY COUNCIL

Julie's Bicycle

CREATIVE • CLIMATE • ACTION



CONTENTS

01

INTRODUCTION

Manchester City Council's commitment to sustainable events

02

ABOUT **THIS GUIDE**

Providing you with the inspiration to plan and provide low to zero waste events and cleansing services

03

YOUR **CHECKLIST**

What you are doing or can do for this event.

04

USEFUL **RESOURCES**

Guides and websites to plan your next sustainable outdoor event.

GUIDES ARE ALSO AVAILABLE FOR:

Events in Indoor Venues
Major Outdoor Events
Food and Drink Traders
Small Outdoor Events
Community Events
Production Suppliers



INTRODUCTION

Manchester City Council is committed to ensuring that the events we organise, support and host contribute to making Manchester a thriving, progressive and attractive city and to the economic, social and environmental well-being of our city. Information on the council's sustainable events commitment and initiatives, as well as the range of sustainable event guides available for event organisers, suppliers, service providers and venues is available on our Sustainable Events webpage.

Of the three strands of impact, the environmental aspect deserves particular emphasis given that climate change is one of the most urgent issues facing us today and leaves no corner of the planet untouched. It is clear from the increasing floods, wildfires and other weather related disasters that the effects are taking place right now.

In response to this global issue, in 2018 Manchester set the ambitious target of becoming a zero carbon city by 2038.

As a provider of waste and cleansing services for our events, you can make a difference in helping to make this happen in particular by:

- helping us to establish an event waste management system to minimise waste to landfill
- providing us with event waste reporting and recommendations
- providing for the welfare of event staff, fair pay and contracts

ABOUT THIS GUIDE

This guide aims to provide you with inspiration on the kind of actions you can take as regards:

- what you are already doing on sustainability for specific events and
- what you can commit to doing on sustainability for specific events
- what you are already doing on sustainability overall as a business

It is split into sections and it may be that you concentrate on one area to begin with (e.g. travel) then the following year you broaden your aims to other areas (e.g. energy and food & drink). It's your guide to use as best suits you and your event as you work towards leaving the most positive impact of the event you're working on.

Whilst this guide is intended as a checklist and inspiration for you, we'd love you to use this opportunity to tell us more about what you are doing or plan to do, please complete and return this form to sustainable-events@manchester.gov.uk. We're keen to know where good ideas can be shared or where more support is needed. Please use the 'How' column to record a few details (don't just tick the boxes). This is helpful for sharing knowledge within your organisation, to us and to other organisations who can learn from you.

It's not easy but it'll be worth it

We know that managing an event in an environmentally sustainable way can be a challenge. The pop-up nature of events makes them vulnerable to the global culture of disposability and waste that happens in daily life, but which is having devastating impacts on our planet. The often short timescale of events can also present difficulties around finding ways to reduce negative environmental impacts.

Sometimes there might be an initially high cost to providing a lower impact solution (like reusable cups instead of disposable) but over time you will see reduced costs as you shouldn't have to buy as many (throwaway) items.

We don't have all the answers but we're working to find out more about how to reduce the negative impacts of events, including those we deliver ourselves, so please do keep in touch with us and we'll continue to learn and improve together.

Note: this guide goes beyond obligations which you may already have under law, license or contract, e.g. disposing of waste within the law, respecting noise limits, complying with health and safety standards.

There are free online tools to help you monitor the environmental impact – see resources section of this guide.





EVENT **DETAILS**



Name of event _____

Date(s) of event _____

Location of event _____

Your role _____

Organisation name _____

Your name _____

Your email _____

Your phone number _____

WHAT YOU ARE DOING OR CAN DO FOR THIS EVENT

WASTE & CLEANSING SERVICES

	N/A	Already doing		Commit to do	How
		Yes	No		
 <p>Support the event organiser or venue in establishing a waste management plan for the event, based on an understanding of expected waste streams and with a view to maximising recycling and minimising waste to landfill</p>					
<p>Provide detailed information on how and where different waste streams will be disposed of e.g. materials recovery facilities, waste to energy incineration plants, anaerobic digestion plants, landfill</p>					
<p>Provide information on specific recycling options e.g. batteries, food waste, used oils and fats</p>					
<p>Provide clearly labelled waste separation and collection points</p>					
<p>Work with event organiser to determine if collection and separation of discarded litter on-site would aid recycling (e.g. if a sports event where plastic bottles discarded on the floor)</p>					



	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Use water and energy efficient cleaning equipment and methods and eco-friendly cleaning products						
Support the event organiser or venue in providing event staff, traders and contractors with information/training on waste separation, storage, recycling, collections, etc.						
Carry out checks on waste separation, recycling and reuse at the event						
Provide detailed event waste reports – volumes, types, disposal (how and where), including waste transfer notes						
Provide recommendations post event on how to improve waste management in the future e.g. avoid contamination, improve bins, labelling and signage						
Further comments						

TRAVEL & TRANSPORT

08



Optimise planning of delivery and collection times and routes to minimise transport impacts, congestion and noise nuisance

Use low emission vehicles

Provide fuel efficiency training to drivers

Further comments

	N/A	Already doing		Commit to do	How
		Yes	No		
Optimise planning of delivery and collection times and routes to minimise transport impacts, congestion and noise nuisance					
Use low emission vehicles					
Provide fuel efficiency training to drivers					
Further comments					

WORK



	N/A	Already doing		Commit to do	How
		Yes	No		
Ensure provision for the welfare of our staff during the event e.g. rest and break facilities, catering, safe travel after hours, etc.					
Pay at least Manchester Living Wage to those we employ or contract directly for this event					
Avoid zero-hour contracts for those we employ directly for this event					
Further comments					

WHAT YOU ARE DOING AS AN ORGANISATION

POLICY & PRACTICE



10

	Yes	No	N/A	How
We have a sustainability or environmental policy – if so please provide				
We track our environmental impacts as a business on at least an annual basis				
We have received sustainability awards and/or have up-to-date sustainability certifications – if so please let us know which ones Idea We have signed up to the Green Business Pledge or we have advised our suppliers to sign up to the pledge				
We actively support specific community projects or charities – if so please let us know which ones				
We pay at least the Manchester Living Wage to everyone we employ and contract directly				
We do not use zero hours contracts for the people we employ and contract directly				

USEFUL GUIDES & WEBSITES

Waste & Cleansing

Julie's Bicycle [Water Management at Outdoor Events](#)

Julie's Bicycle [Waste Management in Buildings](#)

Powerful Thinking [Sustainable Energy Tips for Traders](#)

Energy Savings Trust [register of energy efficient products](#)



CARBON FOOTPRINT TOOLS

Powerful Thinking **festive fuel tool**

Julie's Bicycle's CG Tool to understand the environmental impacts of cultural buildings, offices, outdoor events, tours, and productions



SPECIAL THANKS

Julie's Bicycle

CREATIVE • CLIMATE • ACTION

Special thanks to Julie's Bicycle for the extensive work carried out in producing this guide.

Julie's Bicycle is a charity with 11 years' experience supporting the creative community across the UK to take direct action on climate change and the environment.

Julie's Bicycle is an internationally recognised expert in the field of creative industries and climate action and has trail-blazed the methodologies, resources and research, narratives, and values to ensure a rapid and just transition for a new green creative economy.



manchester.gov.uk