

AGF ENVIRONMENTAL SELF ASSESSMENT



Name of Festival:		
Location:		
Date:		
Organisation:		
Greenfield or Urban site?		
Capacity:		Is this the first year of the festival? [Y/N]
TOTAL No. OF EVENT DAYS	TOTAL AUDIENCE (incl guests)	TOTAL CREW (incl artists, contractors etc)
2016 -		
2015 -		
2014 -		
Name of Assessor(s):		
Name of Contact(s):		
Position in Organisation:		
Contact Telephone:		
Contact Email:		

Please can you provide us with a 200 word summary of your event - one or two paragraphs focusing on your environmental initiatives are really useful when we are publicising the efforts of individual festivals.

SECTION 1:
LOCAL: DIRECT IMPACTS

		FESTIVALS COMMENTS	ASSESSORS COMMENTS (OFFICE USE ONLY)	NOTES FOR FURTHER INVESTIGATION? (OFFICE USE ONLY)
LOCAL ECOSYSTEMS	<p>Has a biodiversity assessment been undertaken for the festival on this site prior to the event, with high risk areas identified? Provide a copy. (this may have been done by the venue or land owner)</p> <p>If not, has a local wildlife group or similar knowledgeable body been consulted for any potential sensitive areas on the site?</p>			
	<p>Have any necessary actions to protect wildlife been implemented, i.e. following recommendations from environmental impact assessment, review of the biodiversity assessment, or awareness? Please give details.</p>			
	<p>Are local waterways protected from pollution and local water life protected? (Consideration should be given to normal and emergency situations. E.g. flooding or fire.) Please give details.</p>			
	<p>Does the event have a site drainage plan (SDP) for the event site? This should identify where drainage exists, and the destination of any discharge to these drains (is it to surface and ground waters (indicated in blue) or "foul sewerage" (indicated in red). This may be available from the venue or land owner.</p> <p>It should also show how the event's waste water is distributed to these drains (if at all) and give the location of any potential sources of water contamination in relation to the drains.</p> <p>In addition to the venues drainage plan there should be a plan which shows the distribution of any waste water drainage that has been temporarily installed. It should show where any potential contaminants are stored in relation to these drains (e.g. oil tankers, sewage tanks and toilets, etc). This may be on the same plan.</p>			
	<p>Does the event have an action plan for prevention and handling of spillages and any other potential contamination of land and water including but not limited to fuel, chemicals, dairy and urinating?</p> <p>Is there a Pollution Incident Response Plan?</p>			
IMPACTS	<p>What direct efforts does the event take to minimise its impact on the local community - for example through off-site traffic plans, off-site litter management and stewarding during the event or by giving back to the community through participation in local environmental or social projects? Please give some details.</p>			
	<p>Have the local community been consulted and engaged in the event's policies? (e.g. working with community focus groups, surveys, giving opportunity for feedback post event). Please give details.</p>			

LOCAL AREA IMP	Will full protection be provided to sites of archaeological or cultural heritage that may be affected by the event?			
	Has a contingency been built in to your plans for possible extreme weather occurrence during the event to limit impact on environment and people? Please give details			
	Does the event take measures to minimise noise pollution? Is there a noise management plan written by a competent person? Who is responsible for managing noise levels within the event?			

SECTION 2:
GLOBAL: WIDER IMPACTS

TRAVEL & TRANSPORT	How does choice of event location maximise the opportunity for public transport usage? GIVE EXAMPLE OPTIONS.			
	Does the event publicise and promote public transport to audience, staff and crew? Are there public transport incentive schemes i.e. to incentivise audience and staff / crew to travel by public transport?			
	Are there incentives to reduce artist travel emissions where possible?			
	Do you measure proportional artist travel emissions i.e. those attributable to your event? If so how and what are your findings?			
	Has the event measured what percentage of audience travelled by different transport methods? (E.g. 40% car, 30% train, 30% coach). How was this measured? Please enter any information measured in % below & PROVIDE EVIDENCE OF NUMBERS AFTER EVENT. Please supply this year's and previous years figures if they are available.			
	% of audience who travelled by bus or coach	2016	2015	2014
	% of audience who travelled by train	2016	2015	2014
	% of audience who travelled by camper van	2016	2015	2014
	% of audience who travelled by car	2016	2015	2014
	% of audience who arrived by bicycle or on foot	2016	2015	2014
	Does the event publicise and promote lift sharing? Please give details. N.B. An average number of occupants per car is useful.			
	Car occupancy (average no. people per car)	2016	2015	2014
	If applicable, are there car parking charges and is the money reinvested to environmental initiatives?			
	Does the event use sustainable transport for essential on site vehicles? (I.e. transport used by production and staff on the event site during the event / build / break.) Have staff or crew been trained in lower fuel use driving and plant operating?			
Do you monitor overall energy use? If you have the figures, please give below the total energy usage in KWh and total installed generation capacity (or grid connection size, where appropriate) in kVA if known.				
Do you monitor your peak and average power use in KW? Is this broken down by stage or specific areas of your event to identify peaks, troughs and potential savings? (NB: Help is available from A Greener Festival Senior Assessors if you require further support in analysing your event's power.)				
Installed diesel/biodiesel generator Capacity - total of all generators (in kVA)	2016	2015	2014	

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POWER	Installed Grid Connection capacity (in kVA)		2016		2015		2014			
	Total Energy Use (in Kwh)		2016		2015		2014			
	Does the event use on-site renewable energy sources? (E.g. wind, solar, hydro, kinetic [such as pedal power] and sustainable bio-fuels) or mains power from renewable sources. Does the event utilise "Hybrid" technology to store energy and reduce generator sizing and/or runtimes? Please specify the power source and the installed capacity below.									
	Solar Installed capacity (kVA/kW)		2016		2015		2014			
	Wind Installed capacity (kVA/kW)		2016		2015		2014			
	Other renewable generation capacity (kVA/kW)		2016		2015		2014	<i>please specify (e.g. pedal/kinetic, hydropower)</i>		
	Energy Storage capacity (renewable or hybrid) in KWh		2016		2015		2014			
	If you use a Green/Eco Tariff grid connection, please specify the tariff here and state the % of renewable energy mix supplied below: <i>(i.e. some tariffs are 100% renewable energy, some are 50% etc - you can get this information from the energy supplier)</i>									
	Proportion of grid power from renewable sources (%)		2016		2015		2014			
	Do you generate renewable energy all year round (i.e. not just on the event dates), for example from a permanent solar installation or wind turbine and export surplus to the grid? If so, please give details and tell us how much renewable energy you exported:									
	Total renewable energy exported to grid (kWh)		2016		2015		2014	<i>This is the total amount of renewable energy exported to the grid from a permanently grid connected on-site installation (e.g. solar array, wind turbine etc)</i>		
	If you do use diesel/biodiesel generators for event power, do you monitor fuel usage? If so, please give details below:									
	Total diesel (gas oil) used for all purposes (in litres)		2016		2015		2014	<i>This is the total amount of diesel purchased and used by the event - can be found from purchase/delivery records</i>		
	Total diesel (gas oil) used for power generation (in litres)		2016		2015		2014	<i>This is the amount of diesel used just for power generation - can be found from contractor records or site refuelling logs</i>		
	Total Biodiesel used for all purposes (in litres)		2016		2015		2014	<i>This is the total amount of biodiesel purchased and used by the event - can be found from purchase/delivery records</i>		
	Total Biodiesel used for power generation (in litres)		2016		2015		2014	<i>This is the amount of biodiesel used just for power generation - can be found from contractor records or site refuelling logs</i>		
	Are suppliers and area / production managers and traders required to minimise power use and accurately specify their power needs? If so how is this achieved?									
	Have any practical measures been taken to reduce fuel usage for power generation (where appropriate) and to reduce the actual power requirement of the event? Is any energy saving equipment used on site? Please give details.									
	Has power and (if applicable) fuel been considered in the events emergency procedures plan, which minimises negative environmental impacts? Please give details. (e.g. in the case of flooding, fire or evacuation, has management of power sources been considered and documented?)									
	Does the event use products from sustainable and / or recycled sources? (N.B. Evidence required. This question excludes catering which is address later in the assessment.)									
Does the event purchase or hire durable & reusable materials for production build, in preference to single use materials? Does this policy extend to contractors and sponsors (for example through contractual obligations)? Please give examples										
Does the event monitor fuel usage at the event? Please give details										
Total Gas Use (kg) - e.g. for caterers, heating and special effects		2016		2015		2014	<i>Gas is usually LPG, butane or propane in cylinders</i>			
Total diesel/gas oil use (litres)- used for plant and machinery, off-road vehicles and/or heating		2016		2015		2014	<i>This total should not include use for Power Generation, which is listed in the previous section</i>			
Total road diesel use (litres) - Used for road legal site vehicles etc		2016		2015		2014				

PROCUREMENT	Total petrol/gasoline use (litres) - Used for site vehicles, buggies, machinery etc	2016		2015		2014			
	Is any refrigeration or air conditioning equipment used? If so are there checks to ensure these are properly maintained? Is energy use monitored? (NB: Refrigerants and Air-conditioning are potential sources of Ozone depleting F-Gases and there is a legal as well as environmental requirement to their appropriate use, handling and maintenance. They can also be very energy intensive so low energy alternatives are beneficial)								
	Does the event prioritise and select traders / area and stage production teams that use onsite renewable energy sources?								
	Are local, environmentally friendly, ethical and organic traders given priority in the marketplace at the event? Please give examples.								
	Total No. Food Traders	2016		2015		2014			
	Total No. Ethically Sourced Food Traders	2016		2015		2014			
	Total No. Non-Food Traders	2016		2015		2014			
	Total No. Ethically Sourced Non-Food Traders	2016		2015		2014			
	Is the food provided at the event through food vendors 100% meat free or vegan?								
	Does the event have a mandatory requirement for products such as teas, coffees, sugar and chocolate to come from sustainable and ethical sources and is this effectively enforced / practiced on site? Is it communicated so that audience know they are drinking fair trade etc?								
Are all caterers asked to use local and sustainably sourced produce where possible and is this effectively enforced / practiced on site?									
Does the event have an onsite market where traders can replenish dairy / bread / veg etc? Or does the event facilitate use of local produce through distributing supplier lists etc.?									
Are all caterers onsite required to use compostable and / or reusable food utensils and containers? (Inc. traders, crew catering, hospitality & sponsors) and is this effectively enforced / practiced on site? NEED TO SEE WHAT'S USED.									
Are non-recyclable disposables banned at the event?									
Waste management planning & control									
Does the event have a waste management plan that prioritises reduction, re-use and recycling objectives? Does the waste management plan consider where the recycling & waste goes after it leaves site? Please specify the final destination for your recycling and residual waste (after it leaves site)									
Does the event have an environmental risk assessment which adequately controls the risk of contamination to water air and land from waste including litter, deliberate and accidental release?									
Has waste management been considered in the event's emergency procedures plan, which minimised negative environmental impacts? Please give details. (e.g. in the case of flooding or evacuation, has management of solid waste been considered)									

SOLID WASTE & RECYCLING

Waste Reduction						
What is the total waste collected at your event in metric Tonnes?	2016	2015	2014			
Has the amount of waste (kg/person/day) generated at the event reduced since previous years? NEED DATA FROM THE CURRENT YEAR'S FESTIVAL AND AT LEAST 1 YEARS PREVIOUS WASTE STREAM DATA.						
Is action taken to minimise food waste?						
Is the audience encouraged to bring their own and / or provided with refillable bottles and are water filling stations provided onsite / at bars?						
Is waste reduction promoted to audience crew & staff, with opportunity for feedback? In particular, are there initiatives to reduce the amount of food waste generated?						
Preparation for re-use						
Does the event have an effective action plan / alternative use or re-use for left items such as tents and camping equipment (or any reusable items left by audience) aside from landfill or incineration? This should be coupled with a strong audience communication campaign or engagement on the subject.						
Is action taken to collect and to reuse surplus edible food that is not avoided?						
How much of your collected waste is re-used in metric Tonnes? N.B. This may be prepared for re-use on site or sent to another destination for re-use. Evidence and details must be given (see Waste Hierarchy instructions tab for the definition of re-use)	2016	2015	2014			May include tents, sleeping bags, fancy dress, décor, timber etc collected and redistributed for charities or future use.
Recycling						
How much of your total waste stream is recycled? (see Waste Hierarchy instructions tab for the definition of 'recycling') Please specify what you recycle (e.g. plastic, metal, paper, glass). YOU MUST PROVIDE COPIES OF WASTE TRANSFER DOCUMENTATION POST EVENT. Ask the waste management / cleansing company where your waste and recycling is taken for this documentation. Please enter the weights (in metric Tonnes) for recycled materials below, if known:						
TOTAL RECYCLING AMOUNT (Tonnes)	2016	2015	2014			
Cans & other metal recycling (Tonnes)	2016	2015	2014			
Paper & Card recycling (Tonnes)	2016	2015	2014			
Plastic recycling (Tonnes)	2016	2015	2014			
Glass recycling (Tonnes)	2016	2015	2014			
Wood waste recycling (Tonnes)	2016	2015	2014			
Other recycling (Tonnes)	2016	2015	2014			Please specify (e.g. cooking oil)
Dry Mixed Recycling - co-mingled and not including food waste (Tonnes) (N.B. see below for food waste)	2016	2015	2014			i.e. more than one type of recyclable material, collected mixed together but sorted & processed at an off-site facility. Please specify type of facility (e.g. MRF, MBT)
Is food waste separated at source so that it can be sent for treatment which will allow the final product to be used in agriculture/horticulture? TAKE PHOTOS OF ORGANIC WASTE STREAMS. (see Waste Hierarchy tab for instructions)						
Total food waste/organic waste recycling (Tonnes)	2016	2015	2014			[please specify method - i.e. composting, anaerobic digestion] MBT derived compost should not be included here.
Recovery						
How much of your residual waste is sent for recovery via heat treatment (incineration etc), composting or anaerobic digestion? N.B. Evidence and details must be given(see Waste Hierarchy instructions tab for the definition of recovery)						[please specify method - i.e. composting, anaerobic digestion]

		2016	2015	2014		
Total residual waste sent for mechanical-biological treatment [MBT] (Tonnes)						
Total residual waste sent directly for thermal treatment / R1 incineration (Tonnes)						
Total food waste/organic waste recovery (Tonnes)						
WATER USAGE						
How is water supplied to the event site? How was the decision reached and is environmental impact a part of that decision making process?						
If water is abstracted specifically for the event, has a permit been provided by the Environment Agency or equivalent regulatory body? Has impact of abstraction of water on the local environment been considered and monitored? What are the conditions of any permit and how is this complied with in practice?						
Does the event monitor water usage on site? Please describe how this is done and give total measurement below:						
Total Water usage (cubic metres)						
Is water efficiency promoted to audience, crew & staff? Please give examples						
Is there a procedure in place to check and prevent water leaks and wastage? Please give details						
Is water saving equipment used on site? Please give examples (e.g. push stop taps / waterless or extra-low volume flush toilets / aerated shower heads etc.)						
WASTEWATER & SEWAGE						
How does the event deal with waste water and sewage? Are sustainable drainage systems used and / or grey water reused? Does the waste water and sewage plan prioritise methods that retain nutrients and support biodiverse ecosystems?						If applicable give total grey water re-used.
If applicable, has a consent been issued by the Local Authority (or similar body) for the discharge of "trade effluent" or event waste water to sewerage systems? Has the Local Authority and / or local sewage treatment plant been consulted and informed of the type, timing and expected volume of any sewage and waste water being discharged to drainage systems? Please give details.						
Does the event measure volume of waste water and sewage produced during the event? Please specify how this is done and provide a total figure:						
Total Waste Water & Sewage disposed of (cubic metres)						
Does the event use compost toilets? If so, how many compared with other types?						
Total number of Toilets						
Total number of Compost Toilets						
Amount of composted toilet waste (Tonnes)						Please give total composted waste figures in kg and specify if combined with sawdust/ mulch / hay.
Does the event use any other types of waterless or environmentally friendly toilets? Please give details						

	<p>Has waste water management and sewerage been considered in the events emergency procedures plan? Please give details.</p>		
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SECTION 3:

SUPPORTING DOCUMENTS & ORGANISATIONAL PROCEDURES

LEGAL COMPLIANCE & MANAGEMENT SYSTEMS	<p>Does the events Sustainability Policy extend to all areas of operation and to all staff and contractors? Is it endorsed by the organisers at board level? Is it backed up by an Action Plan or Environmental/Sustainable Operations Plan to ensure that it is implemented in practice on the ground by the event?</p>			
	<p>Does the event keep a register of applicable environmental legislation and regulations to the event, with procedures in place to keep this up to date? This should be communicated to staff and suppliers, with documented controls in place to ensure compliance where applicable. <i>In the UK you can consult the Environment Agency (England), SEPA (Scotland) or EAW / AAC (Wales).</i></p>			
	<p>Can the event clearly demonstrate the chain of responsibility for ensuring the sustainability policy is upheld?</p> <p>For example, Does the event have an organisational chart or list showing responsible persons and chain of communication within the organisation in relation to sustainability and environmental management?</p> <p>Smaller events may have nominated persons with responsibility. Larger events we would expect to see a dedicated Sustainability manager in addition to responsible persons in each department.</p> <p>Do they have authority to ensure the Event Sustainability Policy is implemented and maintained. (NB: This will always require participation of the entire organisation, but a responsible person with authority can help keep things on track).</p>			
	<p>Does the event ensure that individuals in charge of activities which could impact the environment, and responsible for areas covered by the Sustainable Event Policy are appropriately trained and competent, and aware of the best practice for sustainability within their role?</p> <p>This may be through required qualifications, attendance to workshops, conferences and seminars, and other professional development programs.</p>			
	<p>Are financial resources budgeted specifically to the Environmental Management of the event?</p> <p>Whilst many resourceful initiatives will bring savings to other departments, it is necessary to dedicate resources to appropriately support the actions and procedures in the Environmental Management Plan.</p>			
EXTERNAL REACH & BEHAVIOURAL CHANGE	<p>Does the organisation take measures beyond the event itself to raise environmental awareness, and action amongst its industry and suppliers?</p>			
	<p>Does the event involve and promote environmental charities within the event?</p>			
	<p>In addition to applying a sustainable procurements policy, does the event incorporate sustainable messaging into décor, installations and creative content of the festival?</p>			
	<p>Does the event invest in net positive environmental projects to balance the negative impacts of the event? (i.e. investing in actions beneficial to the environment.) NEED PAPERWORK EVIDENCE.</p>			
	<p>Does the event take action to raise environmental awareness and action with the audience, promote initiatives and have incentives to fulfill this objective beyond the event itself? How is this measured? NEED TO TALK TO THE AUDIENCE.</p>			

CARBON ANALYSIS	CARBON ANALYSIS							
	<p>Has a carbon footprint or greenhouse gas emissions analysis been completed for the whole event. We need a total figure in metric tonnes CO2e post event. Please specify actual emissions excluding offsets. Please provide copy of assessment and methodology including the conversion factors used.</p> <p>(NB: Help is available from A Greener Festival Senior Assessors if you require further support in analysing your events CO2.)</p>							
	Total Carbon Footprint in Metric Tonnes CO2e					2016	2015	2014
	Carbon Footprint of audience transport (indirect impact) in Metric Tonnes CO2e					2016	2015	2014
	Carbon Footprint of event production (direct impact) in Metric Tonnes CO2e					2016	2015	2014
<p>Have per person CO2e emissions reduced since previous event? Please describe how reductions were achieved. Explain any difference in the data set or methodology (if any) between the different years. PROVIDE COPIES OF MEASURED DATA AFTER THE EVENT.</p>								

FURTHER COMMENTS	SECTION 5:						
	ANYTHING ELSE?						
	<p>Please tell us about anything additional that is not covered by the report, that can be a potential environmental impact of your event, or an action for improvement not captured by this assessment.</p>						
<p>Please tell us here about any previous environmental incidents, disputes or legal action relating to environmental issues that the organisation has experienced?</p> <p>Where there are recorded incidents please give details of how they have since been resolved?</p>							

PLEASE RETURN YOUR COMPLETED SELF ASSESSMENT TO AWARDS@AGREENERFESTIVAL.COM