



Best Parties Ever Environmental Management Policy

1st June 2009

Part A. Purpose

Best Parties Ever (BPE) is the UK's leading Christmas party company. The company stages events at 14 sites around the UK playing host to 1000 couverts a night over a period of 20 days, catering for a total of 100,000 people during the month of December. As a company BPE plays host to several leading companies and organisations some of which include: Virgin Media, Serco, The AA, and Lloyds TSB.

However, BPE also recognises and understands that in addition to the commercial needs of the business, we have clear duties and commitment to our staff, to the environment and to the communities in which we work.

This policy outlines the overall intentions and directions of BPE relating to BS8901 and its environmental performance. The policy delivers the sustainability strategy agreed by the Managing Director on 1st April 2009. As a company, BPE is committed to leadership within the field of sustainable development of events with this policy forming the basis of a commitment to continual improvement. It is our intention that this policy will be communicated to all of BPE's relevant stakeholders

Part B. Key Responsibilities

- B1 The Managing Director of BPE will review and agree this environmental policy.
- B2 The Managing Director alongside the Sustainability Advisor will set objectives and/or targets as necessary, addressing the significant environmental impacts created by BPE and monitor overall progress and environmental performance.
- B3 Heads of departments will identify their environmental impacts and put in place an action plan to address their significant environmental impacts and any objectives and/or targets set by the Managing Director and Sustainability Advisor of BPE.
- B4 BPE's Sustainability Advisor will monitor energy and water consumption and advise the Managing Director on appropriate cost effective minimization programmes and implement as required and feasible.
- B5 The Sustainability Advisor will advise the Managing Director of BPE of options for reducing the companies' carbon footprint that will then choose the most feasible options for implementation.
- B6 As a company BPE will consider options to encourage visitors to use public transport.

- B7 The Vehicles Manager will continue to explore all alternative fuels, where the company intends to use battery and gas vehicles as soon as the technology has advanced and becomes cost effective. In the mean time, the same individual will ensure that the environmental impact of company vehicles is kept to a minimum.
- B8 The Sustainability Advisor will source a supplier that allows for sustainable construction and will provide guidance when seeking the build of temporary structures. BPE will strive to recycle all of its carpets in all of its temporary marquees as of 1st November 2009.
- B9 BPE's Executive Head Chef will source a list of sustainable food suppliers.
- B10 BPE has every intention of purchasing goods in accordance with its Ethical Trading Policy.
- B11 The Sustainability Advisor will monitor the amount of waste produced, ensure the waste is stored and disposed of legally, advise the Managing Director on appropriate objectives and targets, and put in place programmes to minimise and recycle waste within the objectives and targets set by the Managing Director.
- B12 The Sustainability Advisor will ensure that BPE meets its obligations under the packaging producer responsibility regulations and will put in place programmes to reduce the environmental impact of packaging.
- B13 The Logistics and Events Manager will ensure legal compliance of discharges to the foul sewer and controlled waters when BPE are undertaking any event.
- B14 All management staff will ensure that all BPE venues are operated to minimise the detrimental environmental impact on its neighbours and prevent statutory nuisances.
- B15 The Sustainability Advisor will put in place a suitable training programme so that all staff members fully understand the aims and objectives of the environmental management system.
- B16 The Sustainability Advisor will ensure that the policy is communicated to all appropriate stakeholders and feedback is received where necessary.
- B17 The Sustainability Advisor will undertake initiatives to the advantage of the local community i.e. half price tickets for charities to enable fundraising.

Part C. Environmental Impacts

- C1 Heads of departments will arrange for the identification of environmental impacts of their department using a standard procedure.
- C2 The Sustainability Advisor will prepare a standard procedure to be used within BPE for identifying environmental impacts.

Part D. Objectives, Targets and Plans

- D1 The Sustainability Advisor will use the BPE environmental impact assessment to set appropriate objectives and/or targets for BPE and will review progress against these objectives.

Part E. Climate Change and Energy Consumption**E1 Monitoring Energy Consumption**

- E1.1 The Sustainability Advisor will prepare a log showing energy usage over a period of 12 months.
- E1.2 This log will be recorded, dated and held on file.
- E1.3 The log will be reviewed at least every 12 months.

E2 Minimising Energy Consumption

- E2.1 The Sustainability Advisor will consider options to minimise the amount of energy consumed across BPE.
- E2.2 The programme must identify at least:
 - What can and cannot be done to reduce consumption;
 - Time period for improvements;
 - Financial or other benefits;
 - Individual responsibilities for achieving the improvements.
- E2.3 The programme will be recorded, kept current and held on file.
- E2.4 The Managing Director and Sustainability Advisor will review the programme and select cost effective options to meet the organisations overall environmental objectives.

E3 Calculating BPE's Carbon Footprint

E3.1 The Sustainability Advisor will calculate the BPE carbon footprint for direct emissions using standard DEFRA indices.

E4 Reducing BPE's Carbon Footprint

E4.1 The Sustainability Advisor will propose to the Managing Director options for reducing BPE's carbon footprint.

E4.2 The Managing Director will review the options and select those most appropriate to meeting the organisations overall environmental objectives.

E5 Purchasing Portable Electrical Appliances

E5.1 For domestic appliances covered by the EU energy label scheme, only those rated A or better will be purchased from new.

Part F. Travel and Transport**F1 Transport for customers**

F1.1 The Sustainability Advisor will devise a way to promote the use of public transport at every venue.

F1.2 The information provided to visitors will be kept current.

F1.3 The information will be placed on the BPE website.

Part G. Water Conservation**G1 Monitoring Water Consumption**

G1.1 The Sustainability Advisor will prepare a log showing water usage over a period of 12 months.

G1.2 The register will be recorded, dated and held on file.

G1.3 The log will be reviewed at least every 12 months.

G2 Minimising Water Consumption

G2.1 The Sustainability Advisor will consider options to minimise the amount of water consumed across BPE.

- G2.2 The options will identify at least:
- What can and cannot be done to reduce consumption
 - Time period for improvements
 - Financial or other benefits
 - Individual responsibilities for achieving improvements.
- G2.3 The options will be recorded, kept current and held on file.
- G2.4 The Managing Director and Sustainability Advisor will review the programme and select cost effective options to meet the organisations overall environmental objectives.

Part H. Construction Projects

- H1 All construction projects where feasible will be designed to:
- Maximise the efficiency of energy, water and waste management;
 - Take into account the impact on staff, transport systems and local communities.

Part I. Sustainable Sourcing

- I1 The Sustainability Advisor will prepare guidelines for the sustainable sourcing of goods.
- I2 The guidelines will at least:
- Identify a sustainable sourcing process or model for the staff to follow;
 - Consider whole life value for money;
 - Specify criteria to be considered at the outset.
- I3 The guidelines will be reviewed at least every 18 months (December 2010).
- I4 All operational departments will purchase services and goods in compliance to the above guidelines.

Part J. Waste Management

- J1 BPE will minimise the amount of waste generated from its products and services.
- J2 BPE will maximise the recovery and recycling of the waste it generates.
- J3 BPE will ensure all waste is safely disposed of and in accordance to current waste regulations.
- J4 BPE will forge links with its partners to encourage the minimisation of waste, maximisation of recycling and the safe disposal in accordance to current waste regulations.

Part K. Use of Packaging

- K1 BPE will minimise the environmental impact from the packaging used in its products and services.

Part L. Releases to Water

- L1 BPE will minimise the amount of environmentally harmful substances going to the foul sewers and controlled waters.
- L2 BPE will ensure all drainage system are maintained to an adequate standard.
- L3 BPE will maintain accurate and current information of all clean and foul drainage systems.
- L4 BPE will ensure trade effluent complies with the Water Industry Act 1991.
- L5 BPE will ensure discharges to controlled waters comply with the Water Resources Act 1991.
- L6 BPE will ensure there are adequate procedures in place to cover the accidental spillage of materials that harm the environment.

Part M. Releases to Land

- M1 BPE will minimise the amount of substances released to land that have a detrimental environmental impact.
- M2 BPE will ensure all sites have a scheduled cleaning programme in place for litter collection and disposal.

Part N. Releases to Air and Statutory Nuisances

- N1 BPE will ensure general noise and light at its boundaries is at an acceptable level for its neighbours and does not constitute a statutory nuisance.
- N2 BPE will consider the environmental impact of functions and events on local communities and will take steps to mitigate such impacts. This will be done by operating in accordance with BPE's noise control policy.
- N3 BPE will not burn waste materials on its land unless there is an environmental benefit.

Part O. Complaints Procedure

- O1 On receipt of a complaint regarding an environmental issue, a formal investigation will be carried out by a senior manager from the affected site.
- O2 The investigation and findings will be recorded, dated and held on file.

Part P. Training

- P1 The Sustainability Advisor will identify the training requirements for BPE management and staff to fulfil their role in meeting the standards contained in this policy.

Part Q. Register of Environmental Legislation

- Q1 The Sustainability Advisor will prepare a register of environmental legislation relevant to the activities of BPE and the impacts identified in the environmental action plans.
- Q2 The register of environmental legislation will be placed on the BPE server.
- Q3 The Sustainability Advisor will review the register every 12 months.

Appendix 1**Best Parties Ever: Ethical Trading Policy.****Legal Requirements**

Suppliers of BPE and suppliers' subcontractors must comply with national laws and regulations and with international conventions agreed to and ratified by the National Government within which the supplier operates concerning the protection of the Environment, Working Conditions and Child Labour.

Working Conditions

Suppliers and suppliers' subcontractors must provide a healthy and safe environment in accordance with the statutes, laws and by-laws of the country in which the supplier operates.

They must allow reasonable access to medical aid when necessary. Safe and hygienic working conditions should be provided. The legal minimum wage or the local industry standard must be paid. Compensation for overtime must be paid where it is the local industry standard. If housing facilities are provided, ensure reasonable privacy, quietness and personal hygiene.

Freedom of Association

Suppliers of BPE and suppliers' subcontractors must not prevent workers from associating freely with any workers' association or group of their choosing or collective bargaining where the existence of such groups are permitted under the laws and statutes of the National Governments with which the suppliers operates.

They must not tolerate any form of mental or physical disciplinary action, including harassment.

(Best Parties Ever does not have the resources to carry out ethical audits on our suppliers' and supplier subcontractors, but have to rely on their integrity. We try and use suppliers who work with many of the large contract catering companies who have the resources to do so, but do ask BPE suppliers to sign a code of conduct so they at least adhere to minimum expectations).

Appendix 2**Best Parties Ever: Noise Control Policy**

Our experience at multiple party locations over many years tell us that it is our discos that are by far the most audible source of noise emanating from our parties and therefore the focus of our noise control policy must be on the disco. To control this, we will ensure that our speakers are orientated down onto the dance floor; our base levels will be rigourously controlled and most importantly the disco will take place inside the solid walls of the structure.

The licence holder or a nominated representative from Best Parties Ever, will carry out on the first night and at regular intervals throughout the event period, noise assessments of the area adjacent to the premises at the boundary of the nearest residential premises, and if audible, steps will be taken to reduce the noise from the premises to a level where noise is no longer audible at the monitoring points.

A contact mobile number will be provided to the local council to enable officers to contact the Event Manager who has the authority to turn down the music immediately should any problems be experienced.

If necessary or requested by the council a letter drop shall be conducted informing residents of the proposed event and the times of the intended music and a mobile contact number in the unlikely event that noise problems be experienced. This will ensure that if a local resident experienced any nuisance they could immediately get the situation resolved.

Written records of noise complaints and action taken in response will be kept and made available to local council officers.

Disposal of refuse such as waste bottles into external receptacles where the noise is audible to neighbouring properties will not occur between 2300 and 0800 hours.

All staff will be made aware of the conditions of the licence. This will be made in writing and a copy of the licence will be clearly displayed in the entrance of the venue.