## **Tips for Onsite Waste Management Briefings - Contractors and staff**

| **The purpose of this document** | To outline the key messages you can include in any onsite briefings. |
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| **Who it is for** | The Waste Lead, or anyone responsible for staff briefings, should review this document and share the content with the right people onsite. |
| **How to use it** | Review this document and adapt it with your own targets and processes. Once you have done that, send it to managers to share at staff briefings. Make sure it is shared with all crew, including volunteer/steward managers and security who may get overlooked. |

1. **Which teams will need (or benefit from) a briefing on waste?  
     
   <**Create a simple list of the teams that will need to be briefed onsite for your reference - you may choose to use a single general briefing for all teams or adapt specific versions for teams.>
2. **Create a checklist for what to include in your onsite briefing**

* Read out the festival waste briefing - see text below.
* Show people the bins and the different waste streams - it is more meaningful if people can see the bins when they are hearing the information.
* Consider providing a pocket-sized chart or guidance explaining which materials can be recycled and what bins they should go in.

## General briefing content

### Waste approach

<Festival name> is committed to adopting the principles of the Waste Hierarchy. This means we prioritise preventing and reducing waste in the first instance, before reusing materials and finally recycling when waste cannot be avoided.

This means the festival is working with event teams, contractors and audiences to:

* Minimise the materials that become waste.
* Segregate material streams to achieve high-quality recycling.
* Work with waste contractors to deliver successful waste management onsite.

Our aims are:

<explain key aims e.g. We aim to recover and recycle 100% of recyclable materials onsite and separate food waste for composting.>  
  
<briefly outline your success from previous events to demonstrate e.g. percentages.>

### This year’s targets are: <fill in the targets>

* Xxxxx
* Xxxxx
* Xxxx

**WE NEED YOU TO MAKE THIS ALL POSSIBLE.**

### How we will support you:

To help you with segregating waste you will find bins for…

<Identify which bins are only for specific areas.>

* + Paper/card
  + Plastic/cans
  + General waste
  + Food waste
  + Batteries
  + WEEE
  + Wood
* These will be collected <enter how regularly will bins get emptied in their area.>
* Comms and guidance <enter what signage and instructions you will provide for them, E.g. read the laminate which details where waste streams from this area should go.>
* Share how well we have done as a follow-up so you will know the impact of your actions.

### What we expect from you:

* To separate waste streams into the appropriate bins and waste streams.
* To flatten cardboard and put in the relevant <sacks/bin>.
* To work with the <Recycling Team/Site Manager>.
* To NOT put any recyclables **or** food waste in the landfill <bin>.
* To NOT contaminate clean dry recyclables with food waste
* To brief and monitor your colleagues on these procedures
* To take your tent and camping equipment home

THANK YOU FROM ALL OF THE FESTIVAL TEAM FOR WORKING WITH US TO REDUCE OUR IMPACTS AND MAKE THE FESTIVAL A GREAT ENVIRONMENT TO WORK IN!

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MATERIALS POLICY - If you still need to buy materials while onsite, remember the materials policy guidance, especially around the materials listed in our policy <Link to your Materials Policy>.