

Hartland Carnival 2023 Entry Details (for all classes of entry)

You Must Have This Form With You For The Judges To Collect.

Class: _____ (N.B. if your entry is powered or animal- drawn, it must be entered into Classes 11 to 18, for all see class details below)

Name of Entry: _____

Name of Group: _____

Names of all Entrants:

(Note: you do not need to use all boxes)

Please note you will be judged for the Most Entertaining Float / Walker at the same time as the Class Judging, so please stay with your float / group until the Judging is completely finished. Judging will start at 6.00pm and finish at 7.00pm, when the Grand Procession will move off. Thank you.

Declaration (Needs to be made by entrant or Parent/Guardian if entrant under 18)

I the undersigned have read and understood the entry form including the Insurance Requirements, Risk Assessment and Safety Code, and give consent for names and photographs associated with my entry to be published in the press and online.

Person in Charge: _____ Signature: _____
 Telephone Number: _____ Date: _____

Class 1	Under 5 Single or Pair (Walking)
Class 2	Under 12 Single or Pair (Walking)
Class 3	Under 16 Single or Pair (Walking)
Class 4	Adult and Child Pair (Walking)
Class 5	Adult Single (Walking)
Class 6	Adult Pair (Walking)
Class 7	Group – Children Only (Walking)
Class 8	Group – Adults & Children (Walking)
Class 9	Group – Adults only (Walking)
Class 10	Group – Marching (Walking)
Class 11	Artistic Tableau (Motorised)
Class 12	Children’s Tableau* (Motorised)
Class 13	Topical Tableau (Motorised)
Class 14	Comic Tableau (Motorised)
Class 15	Animal or Horse Drawn Vehicle
Class 16	Small Motorised Tableau (16ft or less Motorised)
Class 17	Entertainment Tableau (Motorised)
Class 18	Queen of Queens (Motorised)

*Although not essential, we politely request that if your float contains a majority of children, it is entered in the children’s class.

Float Insurance Details 2023

For Classes 11-18 please complete the following compulsory information and keep with your float for display when requested, on the day of the carnival. This form is not compulsory for walking entries although you may wish to consider some form of insurance.

We advise you to fix a board to the front of your float / vehicle in order to display class cards which you will be given by a steward. It will also enable you to display any certificates you may be awarded.

Person in charge of float:

Name:

Address:

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Tel. No.....

Name of Insurance Company:

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Policy Number:

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Valid From.....To.....

Walking Supervisor:

Name:

Address:

.....

.....

Tel. No.....

Vehicle Driver:

Name:

Address:

.....

.....

Tel. No.....

Is the above named vehicle driver covered under this policy to drive this vehicle

YES*

NO*

* Delete as appropriate

HARTLAND CARNIVAL SAFETY CODE 2023

Carnivals are times of fun. This Safety Code has been drawn up to help prevent any needless accidents. We want you all to enjoy yourselves – the safe way. We have drawn up these rules to ensure all entrants and members of the public get the most out of the occasion. This document is to be read by all entrants in all categories of Hartland Carnival.

PLEASE READ THIS CAREFULLY

1. When preparing your entry, make sure there are no loose objects to fall or roll off and that it is not too high to interfere with flags or overhead cables, all entries to be no higher than 4.5m (15ft)
- 2.* **WHEN RIDING ON THE FLOAT IN PROCESSION:**
Never ride on tow-bar or on tractor cab. Please check tow-bars and tow-pins – safety chains and clips are recommended where possible. Ensure brakes and tyres are adequate.
DO NOT climb onto other floats.
CHILDREN should be seated if possible, or given hand-holds /rails and must be adequately supervised especially when stopping and starting. Unless seated in fixed seats at all times, floats containing children must have a hand rail barrier around the outside.
3. PLEASE CHECK YOUR INSURANCE COVER IS ADEQUATE. SPECIAL COVER CAN BE ARRANGED WITH YOUR INSURANCE COMPANY.
- 4.* Make sure the DRIVER can HEAR OR BE AWARE OF ANY EMERGENCY on the float. Drivers must be unimpeded.
5. ALL CARNIVAL ENTRANTS ARE REQUESTED TO **NOT** THROW WATER OR ANY OBJECTS. Please remember that this is dangerous and clothes may be ruined.
- 6.* **WHEN TAKING A FLOAT TO AND FROM THE CARNIVAL:**
Secure the float and make sure the driver can see to the front and to the rear. Any vehicles entered should be road legal. If necessary, provide an escort but UNDER NO CIRCUMSTANCES IS THE FLOAT TO BE USED AS A METHOD OF TRANSPORT TO OR FROM THE CARNIVAL
7. EXCESSIVE CONSUMPTION OF ALCOHOL IS STRICTLY FORBIDDEN.
Note: Your insurance cover may not permit any consumption of alcohol; please check these details or you may find you do not have adequate cover
8. All persons on animals or animal-drawn vehicles must, (when mounted), wear helmets of the standard BS EN1384 or PAS 015.
9. During the procession entrants are asked to keep moving at all times unless in an emergency situation, if a static display is required as part of your performance this needs to be done on a moving tableaux. Any entrants found to be holding up the procession will be asked to leave.
10. Any entry that utilises a motorised vehicle is considered as a float / tableau entry (Classes 11 -18) and will need to fill out the insurance section.
11. Persons and floats are to start assembling from 17:00 until 17:45. If the deadline is missed entrants may not be judged. Walkers are to assemble on Northgate Green or in the Parish Hall if it is raining. Floats must register with a Steward who will be stationed at the entrance to British Legion/Recreation Ground. Here they will be given a class card with a number which must be displayed in a prominent position. The Steward will then direct them to their designated area.

THE CARNIVAL COMMITTEE CANNOT BE HELD RESPONSIBLE FOR DAMAGE OR ACCIDENTS TO PERSONS OR PROPERTY AND IT RESERVES THE RIGHT TO REFUSE ANY ENTRY, WHICH, IN ITS OPINION, MAY CAUSE OFFENCE, OR DOES NOT COMPLY WITH THE ABOVE RULES. THE CHIEF STEWARD HAS THE AUTHORITY TO WITHDRAW ANY FLOAT OR PERSON FROM THE PROCESSION IF HE / SHE DEEMS IT NECESSARY.

* Only applies to float/tableau entries

Hartland Carnival 2023

Risk Assessment Form

Date Reviewed: 27/02/2023

Under Assessment: Carnival Procession

Location: Hartland

Reviewed by: Mary Rowe

Activity/Subject	Hazard	Persons in	Severity (1-6)	Likelihood (1-6)	Risk Rating	Control Measures
Floats travelling to carnival	Risk of people or displays falling from float	Public / Persons on Float	6	3	18	No one allowed to travel to the carnival on the float with the exception of one person if required to ensure nothing falls off during journey, this person must be able to communicate with the driver
Moving floats during carnival procession	Risk of people falling from float	Persons on Float	3	1	3	It is recommended that all Children have seats or a seated area and remain seated during the procession. All floats containing children should be fitted with handrails or children should be fitted harnesses, for floats this is mandatory. Floats to travel no faster than 5mph. Excess consumption of Alcohol is banned, entrants and persons deemed as unfit will be removed from the procession
	Risk of people walking along side and in front of moving float	Public	5	2	10	Float organisers to provide a walking supervisor/steward to keep an eye out for members acting dangerously. Drivers and walking supervisor are to maintain extra vigilance along with all entrants. Walking supervisor must be able to communicate with the driver in order to initiate an emergency stop. Floats to travel no faster than 5mph during the procession.
	Persons on float being hit by missile (Coins)	Persons on float	2	4	8	Members of the public requested not to throw coins on the float and to use donation buckets provide, marshals and police to provide assistance
	Falling or lose objects on float	All	4	3	12	Any floats not meeting basic safety requirements will be removed from the procession
	Vehicles used in an un-roadworthy condition	All	3	3	9	Normal Road traffic act and Road traffic Act Regulations Apply to all vehicles taking part in the procession
	Normal road traffic causing congestion	All	5	6	30	Roads to be closed to any vehicle access other than vehicles taking part in the procession Adequate parking to be provide outside procession perimeter
	Fire Hazards	Costumes and display materials likely to be Flammable	Public and Persons in processions	6	3	18

Activity/Subject	Hazard	Persons in	Severity (1-6)	Likelihood (1-6)	Risk Rating (1-36)	Control Measures
Weather Related	Electric Shock	Persons in processions	6	4	24	All electrics located on floats should be adequately protected from water ingress from adverse weather conditions, or power should be removed if such an event should happen. Any mains power wiring should be wired from an RCD trip switch, to isolate all power to the float.
	Hypothermia	Persons in processions	6	2	12	Suitable clothing to be provided in case of adverse weather Conditions
Food Stalls/Outlet	Food Poisoning	All	3	3	9	All food outlets to have a Hygiene certificate which should be presented on request. All food stall outlets must have their own public liability and employer's liability insurance.
Crowded Streets	Crushing	Public	5	2	10	Stewards to review crowd situation and move people to safer spots if deemed necessary. Police to assist where required
	Falling into Road	Public	5	2	10	Stewards to review crowd situation and move people to safer spots if deemed necessary. Police to assist where required
	Crowd unable to identify stewards		2	4	8	Steward to wear a steward's armband as a minimum, if possible high visibility wear is also recommended
Road Traffic	Congestion	Public	5	4	20	Public to use designated car parks and advised that they are not allowed to park along side of roads and side streets
	Accidents in car park	Public	3	3	9	Stewards to be provide to assistance in public in cark parks, car drivers to be advised of a 10 mph speed limit in car park areas.
Children	Risk of Injury	All	4	4	18	Any children taking part in carnival should be adequately supervised by adults whether taking part in a walking or motorised category. A ratio of 1 adult to every 4 children is recommended.
Emergency Vehicles	Unable to get through streets due to procession and Spectators	All	6	2	12	Stewards to have a pre-procession brief to create an action plan this should include liaising with the police officers that are supporting them at the carnival. (See note 1) Action plans should include: A method of clearing the street of the procession by the quickest means possible. (See note 2) Alternative route should be provided for emergency vehicles if deemed the quickest method of getting to the destination

Note 1: There should be a main steward in charge of all stewards and this should be his/her only responsibility. Communication methods need to be via radios or mobiles, all stewards are to ensure they have fully charged radios/mobiles. If an emergency happens and the Main Steward is not contactable the steward in the vicinity needs to take charge of the situation. Head Steward Sarah Mason 07501-012629.

Note 2: The most suitable method as discussed with the council and RTA officer is the keep all walkers together with a steward supervising, in the event of an emergency vehicle needing access the walkers are to be dispersed to the side of the roads and all floats to be shunted up into the space to allow clearance where it is required. Obviously, this will depend on the route the emergency vehicle wants to take, it may be better to disperse of floats down other side streets as required, good local street knowledge will be very useful for all stewards. Hartland Carnival 2023.