

# HARTLAND CARNIVAL SAFETY CODE

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 entrants and members of the public get the most out of our carnival. This document is for all entrants of Hartland Carnival to read, not just float/tableaux entries.

## 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.
- 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.  
CHILDREN should be seated if possible, or given hand-holds/rails and adequately supervised especially when stopping and starting.
- 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.
5. **ALL CARNIVAL ENTRANTS ARE REQUESTED NOT TO THROW WATER OR ANY OBJECTS -**  
Please remember that this is dangerous and that a lot of people have on their best clothes which could be ruined by the throwing of missiles.
- 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 taxed and tested. 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 will be considered as a float/tableaux entry and will need to fill out the insurance form attached.
- 11 Persons and floats are to start assembling at 17:00 until 17:45; if the deadline is missed the entrant/s may not be judged. Walkers are to assemble in the playing fields or the primary school if raining. Floats are to see a steward who will give them a entry code to display in a prominent position and direct them to there 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 TO THE ABOVE RULES. THE CHIEF MARSHALL HAS THE AUTHORITY TO WITHDRAW ANY FLOAT OR PERSON FROM THE PROCESSION IF HE / SHE DEEM IT NECESSARY**

\* Only applies to float/tableaux entries

**Float Insurance Details**

Please complete the following information and keep with your float for display when requested, on the day of the carnival. This form is not required for walking entries.

**Person in charge of float:**

**Name of Insurance Company:**

Name: .....

.....

Address: .....

Policy Number:

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Valid from..... to .....

Phone: .....

**Walking Supervisor:**

**Vehicle Driver:**

Name: .....

Name: .....

Address: .....

Address: .....

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.....

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.....

.....

Phone: .....

Phone: .....

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

YES\*

NO\*

\* Delete as appropriate

## Hartland Carnival 2008

### Risk Assessment Form RA001V002

Date: 03/05/2008

Task: Carnival Procession

Location: Hartland

Reviewed by: Brian Redwood

Activity/Subject	Hazard	Persons in Danger	Severity (1-6)	Likelihood (1-6)	Risk Rating (1-36)	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	All Children are to remain seated during the procession; floats containing children should be fitted with handrails or harnesses. Floats to travel no faster than 5mph. Excess consumption of Alcohol is banned by procession entrants
	Risk of people walking along side and in front of moving float	Public	5	2	10	Float organisers to provide a steward to keep an eye out for members acting dangerously. If possible a safety Vehicle should drive ahead of the procession to warn people of the hazards. Drivers and walking supervisor are to maintain extra vigilance along with all entrants. Floats to travel no faster than 5mph
	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	Sufficient fire fighting equipment/personnel to be kept close at hand.

Activity/Subject	Hazard	Persons in Danger	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
	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 outlet to have a Hygiene certificate which should be presented on request.
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 stewards 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.
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 liasing 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 1) 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 only responsibility. Assuming the communication methods are going to be via Radios, all stewards are to ensure they have fully charged Radios. If an emergency happens and the Main steward is not contactable the steward in the vicinity needs to take charge of the situation.

Note 2: The most suitable method as discussed with the council and RTA officer is the keep all walker 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 street where possible, good local street knowledge will be very useful for all stewards.