

MALMESBURY & FESTIVAL

Malmesbury Carnival Procession Saturday 2nd September 2017

Entry Form

(Please return to the address below by Thursday 31st August 2017)

Malmesbury Carnival thrives on the entries received for the procession. Anyone can enter! All sorts of entries are welcome. In previous years we have had lorries, tractors & trailers, walkers, wheelchairs, cyclists, cars and others. Any new ideas are welcome! So choose your entry group and complete the details below. **Entry is free.**

TITLE OF ENTRY

Your Entry		Please tick one only
Group 1	Motorised vehicles (except disability vehicles) The whole float must not exceed 2.55 metres wide, 4.5 metres high	<input type="checkbox"/>
Group 2	Groups of walkers, cyclists and hand propelled entries	<input type="checkbox"/>
Group 3	Individual walkers, cyclists, hand propelled entries, decorated wheelchairs and mobility vehicles. Individual young people and adults with additional needs can be accompanied by a supervisory adult.	<input type="checkbox"/>

About you

Name of company, club, group, family or individual	
Entry Manager or individual entrant	Name
(The Entry Manager is the person with overall responsibility for the entry. See overleaf.)	Address
	Postcode
	Telephone (mobile preferred)
	Email

Please note that the Entry Manager must accompany the entry during the procession

Declaration (to be made by the Entry Manager for Groups 1 and 2 or individual entrant Group 3. I confirm that I have read and understood the Responsibilities of the Entry Manager and the Carnival Procession Risk Assessment and that I will take responsibility for the entry, always ensuring that the control measures to minimise the risks as detailed in the Risk Assessment and any others that I see fit are taken and that the entry is operated and proceeds in a safe manner for the duration of the event.

Signed

Date

Your entry must be returned no later than 1.00pm on Thursday 31st August to: **Carnival Procession, 2, Bridge Cottages, Foxley, Malmesbury SN16 OJJ** or emailed to contact@malmesburycarnival.co.uk

MALMESBURY & FESTIVAL

Arrangements on the Day

- All entries should be in position for registration by 4.30pm on the day of the procession. Group 1 floats should assemble on Park Road, approaching from the west (Bristol Road). Group 2 and 3 entries should assemble in the Park Industrial Estate.
- The procession will start at 6:00pm and will normally be finished by 8:00pm

NB if you enter the judging, you must actually participate in the procession but you are also welcome just to join the procession for fun, or to publicise your organisation, eg, Brownies, WI.

Prizes

There will be 3 prizes awarded in each of group 1 and 2; 1st - £100, 2nd - £75, 3rd - £50

There will be 3 prizes of £25 each awarded in Group 3.

Winners in each group and class will be awarded a certificate.

Cups will be awarded for the best overall and the best pub entries. The Paul Dove cup will go to the most outstanding entry in the spirit of Carnival and the Bob Browning Trophy to the 'wackiest' entry.

Responsibilities of the Entry Manager

The overall responsibility of the Entry Manager is to ensure that his or her float or entry is conducted throughout the procession in a safe manner and to ensure that the participants of the entry and the spectators nearby do not come to harm. Drivers must **NOT** drink alcohol whilst in the procession

The Carnival committee cannot be held responsible for the safety and use of your entry, participants and spectators.

In particular the Entry Manager should:

- Accompany the entry at all times during the procession.
- Ensure that participants respect the property of residents by not littering or sitting on walls.
- If the entry is in Group 1 (tableaux mounted on a lorry, tractor and trailer, or other vehicle), ensure that at all times there are two float walkers, or four for vehicles over 7.5 tonnes, walking on either side of the float in suitable positions keeping people, especially children, away and out of danger from the vehicle and ensuring driver stops immediately, in the event of danger. NB: Children often run out to retrieve coins from under the floats. The float walkers must wear distinctive sashes (supplied by the Carnival committee) and have no other role in the procession, e.g. carrying collection buckets.
- Group 1 vehicles and drivers must comply with normal road traffic regulations
- Ensure that everything on the float, including people, is secure and not likely to fall over, fall off or otherwise cause injury to participants or spectators. The carrying of pressurised gas cylinders is prohibited
- Ensure that the participants on the float behave in a sensible and appropriate manner and do not throw any objects including water from the float. Behaviour which may offend the general public **will not be tolerated** and will result in exclusion and any prizes withdrawn, with the police being called.
- Ensure suitable coin collection methods are used (eg buckets or nets) and discourage the throwing of coins directly onto the float
- Pass any monies collected on the float to an official Carnival collector.
- Inform a steward or other Carnival official of any incident or situation where help is needed (accident, illness, fire, etc)
- Ensure that the float proceeds at a safe speed and safe distance from other participants.
- Ensure that all the appropriate Control Measures in the Risk Assessment applying to the conducting of the entry are complied with.
Ensure that adequate refreshments, especially water are provided for all participants of the entry.

Malmesbury Carnival 2017 - Procession Risk Assessment

This risk assessment covers Malmesbury Carnival Procession as a whole and all floats, entries, vehicles and individuals taking part in the procession. Its purpose is to ensure that the whole event goes smoothly without mishaps, accidents or injuries. It is the responsibility of everyone taking part to exercise the control measures listed here and any others which they may see fit to improve the safety of the event. Stewards will be briefed as to their responsibilities by the Steward Manager. The appointed Carnival Risk Assessment Manager and/or Procession Manager will brief each entry manager of their responsibilities and note names of the four official float walkers accompanying each trailer/lorry entry.

Hazard	Code (see table p. 5)	Control Measure	Persons Responsible	Risk rating after Control Measures
Falling while putting up or taking down Carnival bunting	A	Volunteers to be advised on safe working on cherry pickers before bunting is put up.	Risk assessors and vehicle hirer	12
Collisions, Floats/entries bumping into each other	B	Safe speed and distance maintained to be maintained during procession.	Entry manager, float driver, participants, Stewards	9
Crushing by float vehicles. People falling/being pushed/straying into the way of the procession. Public joining or interfering with the procession	C	Barriers to be placed in road, not on kerb to avoid them falling. Stewards and official float walkers (see guidance notes) to keep the public, especially children retrieving coins, clear of the procession, particularly away from vehicle wheels. Additional stewards at narrow places and corners. Drivers to maintain safe distances between floats and to stop immediately at the instruction of either stewards or entry manager.	Procession manager, Steward manager, Stewards, float walkers, entry manager	12
Stewards not adequately aware of their role	D	All stewards to be briefed prior to road closures and procession. All stewards to receive copy of the risk assessment and be talked through it. All Stewards with radios to be advised of how they work and when they should be used	Steward manager	6
Manual handling injuries while putting out and taking down road signs and barriers	E	Stewards and other volunteers to be advised on careful moving and handling and to take account of any additional risks posed by bad weather. Gloves and high-viz to be worn.	Procession Manager, Steward manager and volunteers.	9
Injuries to the public from unstable road signs	F	Ensure signs are correctly placed and are stacked carefully while awaiting use/pick up.	Volunteers placing road signs.	4
Non-procession traffic on the procession route	G	Road closures arranged. Procession manager and stewards to close all affected roads at appropriate times and prevent access. Stewards to prevent cars left parked on the procession route being moved during the road closures.	Procession manager, Steward manager, Stewards	4
Floats snagging bunting, overhead	H	Procession manager to ensure float complies with maximum sizes. Procession manager. Stewards / Risk	Procession manager and risk assessors	6

Risk Rating: see associated tables of Likelihood of occurrence and Severity of consequences

Malmesbury Carnival 2017 - Procession Risk Assessment

cables, trees or the like		Assessors to inspect procession route for obstacles prior to start.		
Adverse weather, rain, sun	I	Entry managers to ensure participants are adequately dressed and protected from the sun. The use of umbrellas on the floats and within the crowded areas on route should be discouraged. Sufficient water to be available on the float. Stewards to get 1 st aid help if required.	Entry manager, stewards, and risk assessors	12
Drunkenness, unruly behaviour and public disorder	J	Entry managers and/or stewards to speak to people behaving in an unsocial manner if safe to do so. Stewards to call the help of the police if necessary	Entry manager, stewards, steward manager, procession manager, police	6
Communication difficulties/failure	K	Key stewards provided with radios. Arrangements made to link to 1 st Aider communication system. Key mobile phone numbers issued as a backup.	Procession manager, steward manager, stewards, 1 st Aiders	6
Illness or injury amongst participants or public	L	Stewards to contact 1st aiders, procession manager or police as appropriate.	Procession manager, steward manager, stewards, 1 st Aiders	4
Fire in procession or on procession route, eg building/car.	M	Stewards to evacuate float/area and contact police, fire brigade, procession manager. Stewards to help police manage the area and provide access for fire brigade.	Procession manager, steward manager, stewards, Entry manager, risk assessors	4
Participants getting hit by thrown coins	N	Stewards to discourage the aggressive throwing of coins or other things and get the help of the police if necessary.	Procession manager, steward manager, stewards, 1 st Aiders, and risk assessors	9
Floats not properly conducted	O	Procession manager to ensure entry manager and official float walkers are present and that they fully understand their responsibilities. Like making sure driveways are clear and all rubbish is cleared away prior to start. Abusive language will not be tolerated at any time. Stewards to address issues with entry manager.	Procession manager, entry managers, float walkers, stewards	4
People hit by parts of floats, objects falling off, costumes etc	P	Entry managers and risk assessors to ensure floats are safe and secure. Participants to be aware of people around. Stewards and official float walkers to keep the spectators clear of the floats	Entry manager, Risk Assessors, participants, stewards, float walkers	4
Injuries caused by defective float vehicles/trailers, eg brake failure	Q	Entry managers to confirm that the vehicle provided is in sound mechanical order.	Entry manager, owner/driver of vehicle, procession manager	10

Risk Rating: see associated tables of Likelihood of occurrence and Severity of consequences

Malmesbury Carnival 2017 - Procession Risk Assessment

Hazard Code	Likelihood	Severity	Risk Rating
A	3	4	12
B	3	3	9
C	3	4	12
D	2	3	6
E	3	3	9
F	2	2	4
G	2	2	4
H	2	3	4
I	4	3	12
J	2	3	6
K	2	3	6
L	2	2	4
M	1	4	4
N	3	3	9
O	2	2	4
P	2	2	4
Q	2	5	10

RISK SCALES

Severity of Consequences	
1	No harm
2	Minor injury
3	Moderate injury
4	Major injury
5	Death

Likelihood of Occurrence	
1	Remote possibility
2	Unlikely
3	Possible
4	Highly Likely
5	Inevitable

RISK RATINGS

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Ratings of 15 (red) and above are unacceptable levels of risk. Ratings of 8-12 (amber) are acceptable but require particular care in applying control measures. Control measures must be adhered to for all hazards.

Risk Rating: see associated tables of Likelihood of occurrence and Severity of consequences