



Safety on Parade

June 2014

Health & Safety Guidelines

The following guidelines have been produced by Wells Carnival Ltd. They are not exhaustive and may not cover every aspect of your group; however, we have attempted to take all aspects into consideration. We have based the information on experience of previous Carnivals, common sense and information given to us. If there is anything you are unsure about, please do not hesitate to contact us for clarification.

Please remember your group is responsible for your part in the Carnival. Wells Carnival Ltd., do their utmost to consider the safety of all those involved and do an overall Risk Assessment as well as having Public Liability Insurance which covers all aspects of the Carnival, apart from floats, which come under the providers company insurance.

GENERAL GUIDELINES FOR CARNIVAL PROCESSION ENTRANTS

These guidelines are designed to give advice and help you keep your group and spectators safe. If you have any concerns, questions or need further information, please do not hesitate to contact anyone from the Wells Carnival Committee or email wellscarnival@live.co.uk

Route: Floats and Bands will set off from the East side of the Buttlands and will move off under instruction of the local police or Procession Co-Ordinators only. The procession will turn left into Mill Road and proceed West to the junction by the town sign where it will turn right into Park Road. The parade will then turn right into Theatre Road, past the carpark and then left down The Glebe. At the bottom of the road it will then turn right and continue along the Quay following the road round to the right leading up Standard Road. Finally the procession will turn right into Station Road and return to the Buttlands turning left after the Present House.

- 1) Nominate an adult member of your group to be responsible for safety co-ordination & welfare of your people at the carnival. Please ensure that this Safety person is known to the carnival organisers on the day of the carnival so they liaise between your group and organisers both before and during Carnival Day.
- 2) Ensure the driver of your group has received a copy of this information and has read and understood the contents prior to setting off.

- 3) Ensure you carry a mobile phone and have the carnival organisers' numbers accessible in case of any problems occurring on Carnival Day.
- 4) Ensure you make adequate arrangements to assemble your group and to meet children at a safe muster point.
- 5) Be aware of any special needs of members of your group – e.g. do they need a carer, medication, inhalers, suffer from diabetes/epilepsy. Find out if any of your group is First-Aiders.
- 6) Always keep up with the entry in front of yours, whilst maintaining a safe distance between members of your group and any vehicles. Lagging behind and creating gaps in the procession allows the public to fill in the space or cut across and can be dangerous.
- 7) Ensure no one gets on or off your vehicle whilst it is moving.
- 8) Always follow the advice given to you by the Wells Carnival Ltd., organisers, official stewards and by the Police and Emergency Services.
- 9) Please ensure that you have appropriate equipment for the weather conditions. ie. Sunscreen and water available on a hot day. Although first aid is provided, we suggest you carry a small kit.
- 10) Please do not consume alcohol either before or during the procession.
- 11) Please ensure any of your own marshals wear high visibility jackets or similar and are clearly distinguishable from the main group.
- 12) If your entry includes anything on wheels, please ensure it is operated/pushed by a responsible person, as the ability to foresee hazards and stop is essential. Please do not allow children to be responsible for any braking devices. Please do not allow anyone to walk directly in front of any type of vehicle.

For groups travelling on a lorry/float.

- 1) Is your vehicle properly serviced and not likely to break down? Check for common overheating problems and clutch burnout.
- 2) Is your vehicle in good working order and not going to create clouds of petrol/diesel fumes for your walkers and spectators to inhale?
- 3) Check your exhaust outlets are not blocked or covered.
- 4) Make sure your vehicle is carrying a first-aid kit and a fire extinguisher. Is the fire extinguisher unused and the correct type (dry powder)?
- 5) Check the driver's vision through the windscreen which should be maintained at all times. Ideally the driver should have an assistant to help with vision and communication.
- 6) If your vehicle is decorated in such a way that it overhangs the body of the vehicle, make sure it is clearly marked and will not present a hazard to other road users or spectators or members of your group walking alongside. Organise how you are going to position everything on your vehicle. Perhaps do a scale plan or a "dress rehearsal" to make sure everything will fit.
- 7) Ensure that any large or heavy instruments or props are well secured on the platform of your truck.

- 8) If you are carrying people on the back of your vehicle please ensure you have adequate ropes and/or handrails in place to stop people or instruments/props from falling off.
- 9) Do not allow people to climb onto the roof of the vehicle.
- 10) Allow only a reasonable number of people to be carried given due regard to the vehicles size and type.

For groups using a generator on their float or vehicle.

- 1) Make sure your generator is compatible with the power output of your music system and lights.
- 2) The generator should be positioned away from combustible material and have adequate ventilation.
- 3) Generators are to be filled before the music system is started. Any further refilling of tanks is only to be carried out whilst the generator is turned OFF.
- 4) All participants should be moved away from the generator whilst refuelling takes place – and a fire extinguisher to be on hand.
- 5) Fuel cans are to be the approved type for carrying petrol/diesel and labelled and these should be stored away from any heat sources.
- 6) In case of Fire - Ensure the fire brigade is summoned. Move all bystanders away from the fire. Attempt to extinguish the fire if there is no personal risk involved. Move any combustible materials and any adjacent floats, costumes etc away without personal risk.

For groups and individuals walking in costumes.

Costumes/mass bands should be particularly aware of the following risks:

- 1) Large costumes can be very difficult to handle if windy. They can cause injury to the watching public and other performers if proper control of space between costumes and vehicles is not exercised. They can be awkward to lift and manoeuvre if the balance of the costume structure is not right. Give your performers a dress rehearsal so they will know what movements they can safely make.
- 2) Ensure any costumes and props used are fit for purpose and will not break or be affected by weather conditions at the time.
- 3) Be aware, there are low trees and street lighting along the procession route, (max height 13ft).
- 4) Large costumes can be a fire hazard. Make sure there is No Smoking near them.
- 5) They can be very hot to wear and can cause dehydration for the wearer.
- 6) If you have young children in your group, position them in the centre of your group so that they are not immediately exposed to potential dangers from vehicles and crowds.
- 7) Make sure you have sufficient marshals to look after your performers, give them water and release them from their costumes quickly in case of an emergency.

Important crowd safety notes for all groups.

Some parts of the route are heavily congested and difficult to manoeuvre. Both safety representatives and procession marshals have an essential function in ensuring safe passage of their vehicles and participating members through these areas.

In particular we would ask you to...

- 1) Make sure your moving vehicle is positioned well away from the near side kerb, as there is a danger of people falling or being pushed into the road.
- 2) Allocate responsible adults to walk either side of vehicles and / or large costumes through congested areas.
- 3) Keep up the flow of the procession. Gaps are extremely hazardous as they allow spectators (and sometimes vehicles too) to dodge across the road between procession vehicles – causing obvious danger.
- 4) DO NOT encourage spectators into the road by handing out leaflets or gifts from your float. No advertising material, edibles, gifts, samples or other objects may be thrown or otherwise distributed from any vehicular or elevated float.
- 5) At the sole discretion of the Parade Organiser favours and advertising material may be distributed on foot, providing no risk is thereby incurred by spectators, particularly children, in relation to moving vehicles, machinery or animals.
- 6) Do not encourage coin throwing. This can cause injury – particularly to the eyes and to young children.
- 7) If you have children in your walking group, please keep them together and away from moving vehicles and ensure that you have enough adult helpers for the number of children in your party.
- 8) Please ensure ladders are available to mount and dismount your float. Please ensure any children are supervised throughout.
- 9) The driver should pay particular attention to spectators trying to cut across the procession ahead of them, and crowding to the side.
- 10) The use of adults to walk alongside the float who can be clearly seen by the driver is recommended to provide an additional pair of eyes along side the float.
- 11) You should only climb onto or off your float when the vehicle has stopped moving.
- 12) Please ensure you make adequate arrangements for children to be met after the procession, which ends at the Buttlands in the centre of Wells. In an emergency there is a PA point which can be called upon if you need any announcements made.
- 13) Please follow all instructions given by either the procession co-ordinator or the Local Police and follow the procession marshals at all times.

THANK YOU FOR YOUR CAREFUL ATTENTION TO THESE MATTERS...