



HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

- 1.1. **Ledbury Carnival Association** recognises and accepts it has a duty for providing, so far as is reasonably practicable, a safe environment for all who take part in, or attend, any carnival activity.
- 1.2. The Carnival Association considers that all persons taking part in the Carnival accept and take their share in the duties and responsibilities contained within this policy statement and the provisions below.

2. GENERAL

- 2.1. This Health and Safety statement shall be reviewed at least annually.
- 2.2. Risk assessments will be made of all activities. This will include assessing the number of marshals/stewards required to adequately supervise the activity.
- 2.3. All marshals/stewards shall be made aware of this statement, and their responsibility in helping to ensure a safe environment.
- 2.4. The relevant parts of this statement shall be made available to participants as appropriate – for example, the section on the Procession shall be made available to those taking part, the section on funfair to the organisers, and the section on market stalls to those having a stall.
- 2.5. Marshals/stewards shall have the authority to take any action to stop or mitigate any activity which is in breach of these health and safety provisions or which is deemed to be a risk to participants or members of the public.
- 2.6. Marshals/stewards shall not take any action that could endanger their own health or safety.
- 2.7. A road closure order will be obtained for the appropriate day and times and barriers will be erected to control traffic movements in and out of the area covered by the order. These barriers will be adequately manned always. No traffic movements will be allowed during carnival's operational hours; unless stated otherwise, these are deemed to be from 11.00 to 17.15 on the day of the carnival itself.

3. SAFETY POLICY PROVISIONS: PROCESSION

- 3.1. An adult representative of each entry must register with the Committee and sign for receipt, understanding and agreement to comply with these provisions. This representative will be the 'responsible adult' for their entry and will enforce the following provisions.
- 3.2. The appointed 'responsible adult' must not be the driver of any vehicle.
- 3.3. Each float will have a member of their team walking with them to ensure safe practices are being carried out by the occupants of the float.
- 3.4. Pedestrian members of the procession must keep clear of motorised vehicles in the procession. Adults must accompany children to ensure that they maintain appropriate clearance.

- 3.5. Members of the procession participating in the 'bucket collection' may not travel on a float. Bucket holders must walk and approach spectators so that they may drop money into the bucket; no encouragement shall be given to spectators to throw money toward buckets or step off the pavement.
- 3.6. It is the responsibility of the driver to ensure that any vehicle taking part in the procession is fit for that purpose. The Carnival Association reserve the right to exclude any vehicle it deems unsafe, but this does not remove the responsibility from the driver for ensuring safety.
- 3.7. Drivers are responsible for ensuring that all road traffic regulations have been met for the vehicle, e.g Tax, MOT, Insurance, Fire Extinguishers, appropriate drivers licence, etc.
- 3.8. The driver must ensure that all fittings, e.g. scenery, chairs, podiums, etc are attached or located such that they to not pose a risk to the people on the vehicle or any third party.
- 3.9. No passengers will hang feet over the edge of a vehicle side.
- 3.10. The 'responsible adult' must ensure that no passengers on a vehicle approach the edge of the vehicle. Suitable ropes, holding points, seating or harness should be available for all passengers.
- 3.11. No passengers shall throw items, such as sweets, from the float. Providing sweets for spectators is an activity restricted to walkers who may approach spectators to give out sweets.
- 3.12. Any restraint system fitted to a vehicle must be fit for purpose.
- 3.13. Motorised vehicles must attempt to keep moving at all times and must not exceed 5 miles per hour.
- 3.14. Walking Groups/Individuals should keep a safe distance from vehicles in the procession and adhere to guidance from procession stewards.
- 3.15. A smoking ban operates at all points in the procession.
- 3.16. An alcohol ban operates at all points in the procession. The Carnival Association reserves the right to exclude any person from the procession if in its opinion that person is suffering from the effects of alcohol.
- 3.17. A drug ban operates at all points in the procession. The Carnival Association reserves the right to exclude any person from the procession if in its opinion that person is suffering from the effects of any drug.
- 3.18. Any person taking prescription medication may only enter the procession on the advice of their doctor. Where appropriate such persons must ensure that an adult, who is fully aware of their condition and any emergency actions that may be required, accompanies them.
- 3.19. The Carnival Association reserves the right to exclude any procession entry (float, walking group, individual, etc) from taking part if it deems the entry to be inappropriate for any reason.

4. SAFETY POLICY PROVISIONS: FUNFAIR

- 4.1. The funfair operators are entirely responsible for the safe operation of the attractions that they provide and will indemnify the Carnival Association against any action that may be brought against them. The operators are responsible for ensuring a safe area around each attraction in order that spectators' safety is not endangered. The operators are required to have full and adequate public liability insurance.

- 4.2. The siting of attractions will be at the direction of the Carnival Committee Chairman or authorised deputy. In no case will attractions be sited in a way that would block access to buildings, roads or car parks (unless authorised by the Chairman) nor in a way that would prevent reasonable movement of emergency vehicles.
- 4.3. There is to be no movement of vehicles for any reason whatsoever within the area covered by the road closure order during the Carnival's operational hours; unless stated otherwise, these are deemed to be from 11.00 to 17.15 on the day of the Carnival itself.

5. SAFETY PROVISIONS: STALLS

- 5.1. Stallholders are responsible for the safe erection, decoration and operation of their stalls, notwithstanding that such stalls may in some circumstances have been provided by the Carnival Association.
- 5.2. Stalls will be positioned at the direction of the appropriate Carnival Committee Member responsible for this area of activity. In no case will stalls be sited in a way that would block access to buildings, roads or car parks unless authorised by the committee member, nor in a way that would prevent reasonable movement of emergency vehicles.
- 5.3. Stallholders have special responsibilities where they are providing hot food or drink, to ensure that any cooking apparatus is safely installed and is not in a position where it could burn or otherwise injure any member of the public.
- 5.4. The Carnival Association will request sight of Public Liability Insurance, Food Hygiene Certificate (where appropriate), and a Risk Assessment. The stallholder will have to sign to agree and implement the Carnival Terms and Conditions.
- 5.5. Stalls must be adequately manned always throughout the Carnival.
- 5.6. There is to be no movement of vehicles for any reason whatsoever within the area covered by the road closure order during the Carnival's operational hours; unless stated otherwise, these are deemed to be from 11.00 to 17.15 on the day of the Carnival itself.
- 5.7. The Carnival Association reserves the right to exclude any stallholder from taking part if it deems inappropriate for any reason.

6. SAFETY PROVISIONS: ENTERTAINMENT

- 6.1. Entertainers to arrive from 10.00 to set up equipment in the allocated area. On arrival vehicles should be parked in their allocated area. Vehicles must be removed to the parking area by 11.00 and must be kept parked and left in place until 17.15.
- 6.2. Power will be supplied on the day. Entertainers need to supply all their own equipment, such as P.A system, amps, microphones, stands, backing tracks, and sound engineer if required. Equipment should have current PAT certificate(s).
- 6.3. The Carnival Association will require completion and signing of a contract, copy of Public Liability Insurance, Risk Assessment and PAT testing certificate(s) where appropriate.

Date

Signed.....
Malcolm M W H Hughes
Chairman Ledbury Carnival Association