

SOUTH DEVON CARNIVAL ASSOCIATION – SAFETY GUIDELINES

15 April 2019

RISK ASSESSMENT

It is the responsibility of all entrants taking part in the procession to risk assess their entry, as to the potential hazards that may occur whilst taking part.

The risk assessment should cover: 1) travelling to the line-up area, 2) the line-up area, 3) the procession, 4) the dispersal, 5) travelling home after the procession.

The following guidelines are designed to help you with your risk assessment and to assist the safety of those involved with the procession and the safety of spectators.

TOWING VEHICLES AND FLOAT TRAILER(S)

Towing Vehicles

All towing vehicles must have adequate insurance.

Tractor passengers – No passengers allowed in tractor cab, unless the cab is fitted with a passenger seat.

All towing hitches should have safety chains.

To prevent anyone, including members of the float team, trying to cross between the towing vehicle and the float trailer, the space between the towing vehicle and float trailer should be roped off with “Do Not Cross” signs displayed.

Float Trailers

Every float trailer should comply with Construction and Use regulations. All trailers are subject to Police or DVSA inspections at anytime.

All float props must be secured.

All float personnel must be secured, i.e. via lap straps if seated, or if standing via waist harness or within a fixed hoop etc.

One day only floats – all children should be sitting on the floor, adults should have adequate hand holds if standing. Floats should be “double roped” to prevent anyone falling from the float.

At no time should anyone sat on the float have their legs dangling over the side of the float trailer, this includes when moving in the line up area and returning to or in the dispersal area.

Please note, if you intend to tow more than one trailer in procession you will need to obtain a Vehicle Special Order to legally be able to do this. You are not allowed legally to tow two trailers outside of the procession area at any time.

PROCESSION

Road Crew Captain

It is the Road Crew Captain’s responsibility to ensure that the members of his/her road crew are correctly positioned at all times, as detailed under Road Crew.

The Road Crew Captain, having checked first with his/her road crew, should be the only member of the road crew team to advise the driver when it is safe to move forward, unless the Road Crew Captain has nominated a delegated person instead.

‘Road Crew Captain’ is defined as the person in overall charge of the float and the float team.

Road Crew

The following is a guideline to the number of Road Crew that should be used within a procession. Please note, all floats including the towing vehicle are different in length and size and you need to consider the most appropriate number of Road Crew for your float. Too many road crew, as well as too few, can add to any potential risk.

For the majority of drawbar two-unit carnival trains up to 30 feet, it is recommended you have four road crew, positioned as follows:

Two road crew, to be positioned one either side at the front of the towing vehicle to ensure that spectators are stood far enough back for the width of the float to pass safely and to ensure that young children etc who may be sat on the footway do not have their legs straddling the roadway.

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The second two road crew members to be positioned either side at the rear of the float trailer, to watch the length of the float and towing vehicle to ensure no members of the public approach the float and to watch those on the float

For smaller float lengths, two road crew members may be used, these should be positioned either side at the rear of the float trailer, so that they are able to watch the entire float length.

For carnival trains where the total length of the towing vehicle and the float trailer is between 30 and 45 feet, it is recommended that six Road Crew are used, with the additional two Road Crew positioned either side of the hinge point, (i.e. tow bar), to watch the length of the towing vehicle in front of them and to ensure no one, including members of the float team, cross over the tow bar area at any time. On some shorter trains within this category four road crew could be used.

For carnival trains over 45 feet in total length, a minimum of six road crew must be used. If the carnival train consists of a second trailer, then two additional road crew are required for the hinge point of the second trailer.

Members of a Road Crew should be deemed to be competent.

It is recommended that the minimum age for the majority of members within a Road Crew team should be 21 years.

Road Crew members should remain in their allocated position at all times that the float is in motion, including the line-up and dispersal areas.

Road crew members should avoid walking alongside the decorated sections of a float, as this encourages conversation between the road crew member and those on the float, with the road crew member placing themselves in a potentially vulnerable position. *Keeping the decorated sections of a float unobstructed from Road Crew also aids spectators enjoyment of the procession.*

Road crew members should NOT assist with the collection, as this detracts from their prime task of ensuring the float's safety through the procession.

Excessive numbers of road crew/walkers adjacent to a float increases the potential for an accident to occur and should be avoided. No one within the procession who is not a member of the official Road Crew should be allowed to walk alongside the float.

Prior to a procession a method of adequate communication must be established between the driver and the road crew, e.g. radio, verbal, hand signals.

'Road Crew' members are defined as the personnel who walk alongside a float to ensure the safety of the general public and the safety of those in the float team.

'Carnival Train' is defined as all the units within a carnival float, including the towing vehicle and any float and generator trailers.

Collecting/Giveaways etc.

Spectators should never be encouraged to come into the procession area, i.e. to leave the safety of the footway.

Collectors with buckets/tins etc, should only ever walk alongside the kerb line adjacent to the watching crowd and not within the procession area. Collecting should never take place from on a float, adjacent to a float, or next to any other vehicle within the procession.

Giveaways, i.e. sweets, advertising leaflets etc, should only ever be given out by walkers alongside the kerb line adjacent to the watching crowd and should never be given out from the towing vehicle or float, adjacent to a float, or next to any other vehicle within the procession.

The 'procession area' is defined as being the area in between the spectators on either side of the procession and will most often be from the kerbline on one side of the carriageway to the kerbline on the opposite side.

Alcohol

Alcohol should NOT be consumed by anyone involved with the procession. This includes float performers, road crew, town organising committee members, marshals, collectors and judges.