

Groups and Classes

Group 1 **Tableaux mounted on a lorry or tractor and trailer or horse and cart.** Please assemble on Park Road.

Class A **Commercial entries** - any entry representing a commercial enterprise or service

Class B **Clubs, associations and schools**

Class C **Friends and families** - composed of friends and family members, not associated by way of a club or workplace

First prize for each **Group 1** Class is £100, second prize is £50 and the third prize is £25
A Challenge Cup (to be held for one year) will be awarded to the overall winner of Group

Group 2 **Walkers, cyclists and hand pulled/pushed entries.** Please assemble in the Park Road Industrial Area.

Class D **Commercial entries** - any entry representing a commercial enterprise or service

Class E **Clubs, associations and schools**

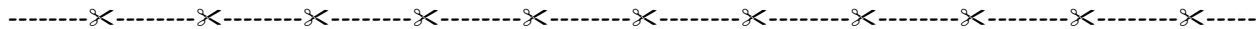
Class F **Friends and families** - composed of friends and family members, not associated by way of a club or workplace

First prize for each **Group 2** Class is £50, second prize is £20 and the third prize is £10
A Challenge Cup (to be held for one year) will be awarded to the overall winner of Group 2

The Paul Dove Cup (to be held for one year) will be awarded to the Most Outstanding Entry in the Spirit of Carnival.
 If you are at all unsure as to which class your entry belongs, please contact Tina Robbins on 01666 822188.

Notes

1. There must be a Person Responsible (Float Manager for Group 1 entries) nominated for each entry who will be responsible for the entry complying with the requirements detailed in the attached Procession Risk Assessment for the duration of the procession event. This person must sign the form below to confirm that they have read and understood the Risk Assessment and will take responsibility for the compliance of their entry.
2. All entries **MUST be in position for judging at 4.30pm**. The procession will start at 6.00pm. You are advised to ensure adequate refreshments are provided for all entrants.
3. Judges will award marks for originality, creativity, design, ingenuity and construction.
4. The judges decision will be final.
5. All monies collected must be passed to the Treasurer or official organiser.
6. **No water or other objects are to be thrown or squirted from floats etc.**
7. **Behaviour which may offend the general public will not be tolerated and will result in exclusion and any prizes withdrawn.**
8. For safety purposes, all **Group 1** entries **MUST provide 4 walkers** to accompany the vehicle (2 walkers on each side of the vehicle) to monitor spectator activity around their float. Your walkers **MUST** make themselves known to the event organiser prior to the start of the procession.
9. All entrants must operate their floats safely, ensuring both the safety of anyone riding on the float and members of the general public. The Carnival Committee cannot be held responsible for the safety and use of your entry.



I/we wish to enter the Malmesbury Carnival Procession in Group Class

Our company, club or family name(s) is/are

The title of our entry is

If you are entering classes A, B or C, what is the length of your vehicle?

Will music be played from your entry? Yes / No

Person Responsible/Float Manager:

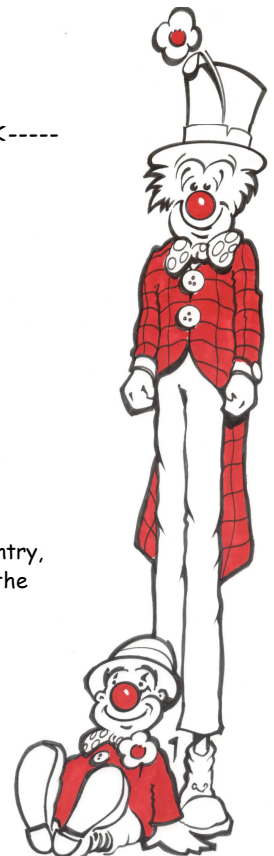
Address:

..... Telephone:

I confirm that I have read and understood the 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 are taken and that the entry is operated and proceeds in a safe manner for the duration of the event.

Signed: (Person Responsible/Float Manager) Date:

Your entry must be returned no later than 1.00pm on Thurs 1st September 2010 to: Carnival Procession, Wilts and Glos Standard, 6 Old Bear House, 53 High St, Malmesbury, SN16 9AG. For further details call 01666 822188.



Malmesbury Carnival 2011 - Procession Risk Assessment

Hazard	Work Activity	Risk	Control Measure	Person Responsible	By When
Participants bumping onto other people	Stopping and Starting	M	Responsible person on float to ensure in conjunction with lorry driver that passengers on lorry are in safe position when lorry stops and starts	Float manager Lorry Driver Procession Directors	At the time of movement.
Crowds falling on the procession route	People stepping on the road into procession	M	Stewards, Float Walkers and Police control particularly when procession is passing	Float Walkers Police Stewards Procession Directors	At time of procession moving.
Participants falling in the procession route	Becoming tired of walking in procession	L	Steward to move to a place of safety and inform the first aid team.	Bandleader Procession manager Police First aid team	
Costumes and accessories brushing against members of the public	Narrow Streets, large handheld or carried items	M	Participants with large costumes to be aware in advance of areas where road narrows and take appropriate action	Procession manager Individual participants Stewards To be advised by Procession manager	At start of procession and at time of the procession passing
Management of procession	Managing crowd, assuring safety of all	H	Procession manager, stewards and marshals correctly trained for their roles.	Procession manager Marshall manager	Prior to procession,
Inebriated/ Incapacitated person	Drunk Person	M	Stewards and Police to take appropriate action	Police Stewards	
Members of the public joining the procession	Keeping people away from procession bands	M	Police and Stewards and Float managers to be alert to members of the public becoming involved in the procession, particularly around vehicles and take appropriate action	Float managers Stewards Police Procession manager	
Traffic using the procession roads	Road closures	M	Road Safety Services, Police and City Council to co-ordinate the closure of roads prior to procession's arrival	Procession manager Police Stewards	Road closure signs clearly displayed Road
Adverse Weather	Lightening	L	Event organisers responsible and Float managers of each float to ensure the safety of Persons in Parade Consider delay /cancellation in conjunction with Police	Float manager Procession manager Police	
Adverse Weather	Rain	L	Participants suitably dressed for prevailing weather	Float manager Procession manager	
Participants not following regulations	Participants going astray	M	Float managers and Stewards and Procession Directors to inform participants of safety rules	Procession Directors Float managers	
Crushing	Vehicles turning corners	H	Police/Stewards will keep public/crowds back. First aid teams to be available for emergencies.	Police Stewards First aid team	

Risk Code: H = High, M = Medium, L = Low

Malmesbury Carnival 2011 - Procession Risk Assessment

Hazard	Work Activity	Risk	Control Measure	Person Responsible	By When
Communication	Contact with procession and marshalling manager	M	Radio contact in each area	Procession manager Stewards	Throughout procession
Danger on Vehicles	Jumping and or Dancing on vehicles	M	Float managers to ensure appropriate behaviour of persons in procession	Float managers Stewards	
Parked vehicles on Procession route	Removal of vehicles	L	Police to take action if hazard to Carnival procession	Police	
Fire	Fire on vehicles/stage	L	Abandon vehicle, disperse crowds, and contact Fire and Rescue	Float manager Stewards Police Stage Manager First aid team	
Participants getting hit by thrown coins	Public throwing coins	M	Supply sufficient walkers to collect coins	Float manager Procession manager	
Carnival vehicles catching on bunting	Buntings or flags draped too low across streets	L	Ensure buntings pulled taut to stop sagging	Carnival chairman	
Public Disorder Incidents	Fighting	L	Police to deal with PROCESSION - Stop procession, remove the danger Displace crowds	Police Procession manager Stewards	
Some one who is ill or injured	Person in need of medical attention	M	First aid team to deal with Assistance from Event organisers, Stewards, Police, Security	First aid team Float manager Stewards Police	
Illness/Injury to persons	Health and Safety of procession participants	M	Ensure responsible person on float or in band is identified to all persons on float or in band to liaise with Procession Directors, Stewards and Police if that level of action is needed	Float manager Stewards Police First aid team	
Equipment placed on, falling off and being removed off vehicles	Heavy equipment placed on and or removed from vehicle	M	Float managers will be responsible for participating safely.	Procession manager Stewards Police Float managers	
Crushing	People pushing against vehicles or other procession people	M	First aid team to be available Police/Stewards/Security to observe and respond to all situations		
People/equipment falling off vehicles	Driving over speed humps	M	Drivers to be aware of speed humps and follow instructions from the Police	Drivers Police First aid team	