



Wombourne Carnival Committee - Parade Guidelines

Thank you for your interest in Wombourne Carnival Parade, we are looking forward to a brilliant day that is fun and safe for all.

Due to increasing insurance criteria we have identified below some points you must adhere to and some information you will find useful before and during the event.

All parade timings are listed at the bottom and these must be strictly adhered to if the parade is to be a success.

If you have any questions please contact the chair of Wombourne Carnival Committee - Victoria Bratt on Vicky_louise@hotmail.com or 07939255035

Safety

The carnival committee has an appointed safety coordinator (Victoria Bratt), whose duty it is to ensure that all entries are safe and reach a minimum standard. It is their right to refuse entry into the procession, and as such it is in your own interest to have a suitable float for inclusion in the parade.

Wombourne Carnival Committee is here to help and guide you and to make your entry safe and enjoyable for everyone

Vehicular Entries - Floats

Each float needs to provide:

- A safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and the parade organiser/safety coordinator (Victoria Bratt). This person will also be responsible for checking in on arrival to the civic centre on carnival day. A senior marshal shall greet you on arrival
- 2 walkers – these 2 participants will need to wear a hi-vis jacket (provided on the day if needed) and will need to walk 1 in front and 1 behind the lorry in the sight of the driver for the parade duration – this is to highlight any issues immediately and to stop anyone trying to mount or dismount the vehicles while in motion
- A copy of your public liability insurance covering the participants on board the vehicle (excluding driver)
- A suitable stepladder or similar for the on/offboarding of the participants

Each float will need to ensure:

- Children have an adequate number of adult supervisors - as a minimum we suggest 1 adult to 8 children
- All participants are seated or securely harnessed during any movement of the vehicle – we recommend 1 square metre per person as nominal load capacity to avoid overcrowding
- Full length rails are attached securely on all sides of each vehicle to minimise any passengers from being thrown should the vehicle have to break or stop abruptly whilst in the parade
- No objects are thrown from any vehicle – this includes water/sponges/confetti/paper. Water guns are prohibited during the parade and we strongly discourage members of the public from throwing water towards the moving vehicles
- The consumption of alcohol is strictly prohibited during the parade
- All electrical items are fitted safely, waterproof (in the event of bad weather) and are suitable for outdoor use. All equipment should be inspected before use and able to do the job required
- All vehicles should carry a suitable fire extinguisher
- All people mounting and dismounting the vehicle must be done once the vehicle is stationary and the engine switched off – At the civic centre passengers will only be able to mount/dismount once the parade has completed or in emergency circumstances
- You are equipped for the weather - hopefully we will have a lovely sunny day but please be prepared for rain/wind/high temperatures and please dress/prepare accordingly
- A disclaimer has been issued and signed by all participants (a parent/guardian should sign if the person is under 18)

Disclaimer.

We have set below a suggested disclaimer that should be issued to all participants. Whilst, the one set below is only an example, it is mandatory to have a disclaimer in place.

I do / do not give permission for (name) to take part in Wombourne Carnival Parade 2018.

By signing this disclaimer, I absolve (Name org/school) and Wombourne Carnival committee of any responsibility should they be injured whilst taking part.

I understand all necessary precautions will be taken to ensure the safety of everyone at all times.

Vehicle drivers must ensure

- The vehicle or towing vehicle and trailer must be in a legal and roadworthy condition. The trailer must not exceed the maximum towing capacity of the towing vehicle
- They follow the instructions and direction of the Parade Marshalls and Safety coordinator at all times. There will be a team of marshals who are clearly visible in hi-vis jackets
- They keep up with the parade and not allow significant gaps to build up between vehicles and other parade entrants
- They are aware of spectators trying to cut across the procession ahead of them, and crowding to the side
- The vehicle is kept in a central road position where possible
- The vehicle insurance covers the carrying of passengers for the use in a parade/carnival
- They carry a valid license and insurance for the vehicle they are driving

Vehicular Entries – Cars

- All vehicles must carry appropriate insurance for the vehicle
- The vehicle must be in a legal and roadworthy condition
- The driver must sign In on arrival at the civic centre
- The driver must follow instructions given by marshals and keep a safe distance from the vehicle/pedestrians in front at all times
- The driver must keep up with the parade and not allow significant gaps to build up between vehicles and other parade entrants

Pedestrian Entries – any person not in a motorised vehicle

- The parade route is just short of 3 miles and is slightly hilly in places. Please make sure all participants are in a position to be able to complete the course
- Please keep a safe distance from all moving vehicles. Keep all children in a group and make sure that they have adequate adult supervision. We suggest a minimum recommendation of 1 adult to every 8 children
- Each group must appoint a safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and the parade organiser (Victoria Bratt).

This person will also be responsible for checking in on arrival to the civic centre on carnival day. A senior marshall shall greet you on arrival

- Please carry a small first aid kit per group
- Please appoint 2 responsible adults per group, 1 to walk at the front of the group and 1 to walk at the rear. The group should not go ahead or lag behind these adults

General Information

First aid

There is a central first aid point inside the Civic Centre, and there will be a smaller first aid point at the rear of the procession, it is advisable to carry a small first aid kit onboard or per group

Drinking water

We suggest you carry drinking water in case of dehydration. We will have a supply of water available at the rear of the procession in case of emergency

Weather

The Carnival and Parade will go ahead in all conditions unless deemed unsafe by the senior safety officer so please ensure all eventualities are prepared for (suncream/waterproofs etc)

Collecting Buckets

Participants will be given sealed collecting buckets to use during the parade, all collections made must be passed to Wombourne Carnival Committee on arrival back at the civic centre, any monies collected will be re-distributed to local charities, a list of previous recipients can be found on the carnival website – www.wombourne carnival.co.uk. You are not permitted to make your own collections due to restrictions set by the council for street collections

Confirmation

Each parade entry will be required to confirm with a signature they have received a copy of this document and they agree to it.

This is a separate document that will require completion and a copy to be scanned and emailed back to the safety coordinator prior to the carnival

Parade Timings

- Please leave your float assembly point no later than 11.25am – this will allow the vehicles to arrive at Wombourne Civic Centre at staggered points. A senior marshal and safety coordinator will meet your dedicated contact/safety officer at the front of the building and escort you to the rear of the building. No participants will be allowed to dismount the vehicle at any point once you arrive at the civic centre
- All float entries must be at Wombourne Civic Centre no earlier than 11.15am and no later than 11.30am
- You will be judged on entry at Wombourne Civic Centre and certificates presented at 11.50am
- All non-float vehicles/pedestrian entries should assemble behind Wombourne Civic Centre at 11.30am. You will be directed to a holding area while the floats assemble
- The parade will move off at 12pm sharp with the winning float leading the parade behind the Chair of Wombourne Parish Council
- All vehicle/groups will be directed by Marshals at all times – Please follow their instructions
- The first vehicle will arrive back approx 1pm
- Once all vehicles have returned, parked and switched off their engines, participants may start to dismount – This is to ensure the safety of all participants
- All float vehicles must leave the civic centre by 4pm (Participants are allowed to remain on the vehicles if they wish)

The carnival is a fun day for any age and by following the guidelines set out above we can ensure it is safe for all as well.

I won't apologise for all of the red tape and extra insurance criteria we have to meet as safety is our first and most important concern but I do ask you to appreciate the efforts the committee have made to ensure this carnival and parade can go ahead and ask for your patience and understanding.

If you have any questions or concerns please contact me

Best Wishes and Thanks

Victoria Bratt
Chair of Wombourne Carnival Committee