



ROUNDTABLE

GREAT BRITAIN AND IRELAND

Witham Carnival 2016

Organised by the

Witham Carnival Association

In partnership with **Witham Roundtable**

Sponsored by **Witham Town Council**

Grand Carnival Procession

Saturday 09th July 2016

The Theme for this year's parade is

**“CELEBRATING 40 YEARS OF
FUN“**

Entry Form (Please make sure you return pages 1 and 5-6)

Name of Organisation	
Contact Name	
Contact Address	
Email	
Tel No	
Entry in Class	
Type of float vehicle	
Size of float	
Music on Float (Yes /No)	

Please return your entry to:

Procession Manager

c/o Mr N Victor

23 Burdun Close

Witham

Essex

CM8 1PN

Telephone 07946 315562

Email pm@withamcarnival.org.uk

CLASSES

- 1. Visiting Queens, Princess Pairs & Court of the Day**
- 2. Visiting Queens Float**
- 3. Fancy Dress (open)**
- 4. Decorated Floats**
- 5. Decorated Private Vehicles**
- 6. Decorated Trade vehicles**
- 7. Visiting Bands & Majorettes**

The Tony Tearle Perpetual Memorial Shield will be awarded to the best overall procession entry.

- All participants will assemble at the Witham Town Rugby Club. (See attached map)
- The assembly area will be open from 8.30am.
- All participants must stay in the area designated upon arrival to assist the judging of entrants.
- Adequate protection barriers/straps must be applied to the front/rear & sides to prevent persons falling from the vehicle. Any float found to have inadequate protection will not be allowed in the procession.
- Appropriate insurance must be carried on you to prove you are covered for your vehicle, float, group etc (you alone are responsible for you insurance). **You are not covered under the Carnival.**
- All non - procession vehicles must be parked at the Witham Football Club that is adjacent to the Rugby club.
- Please do not leave your rubbish behind on the ground, place it in the litterbins on site.
- An adult must accompany children at all times. Children must not run about in the external assembly area or in the Clubhouse.
- There will be refreshments and toilets available in the Clubhouse.

Performing Rights Society Licenses

Please note that our Carnival does not hold a Performing Rights Society (PRS) License for our Carnival procession. You therefore should not play any music composed by a PRS member in our Carnival procession – unless you first hold the artists written permission.

Please Note: You are required to carry out a risk assessment on your float. Persons on float must not sit on edge of vehicle. All persons must be within the float area. Open sided floats must have a safety precaution i.e. barriers or straps the length of the vehicle to prevent persons falling from float. Any float

considered not having safety precautions will be prevented from entering the procession.

Please Read This Important Information

- All entrants must be in place at the Witham Town Rugby ground by 11.30am.
- Please report to the check in point to register your entry and obtain details of your assembly area. Judging will start at 12.00 noon. Any entrants not in place by that time will not be judged.
- Please take care when driving or reversing in the assembly area. Remember there are other people on foot in this location.
- Please park in area allocated to you upon arrival at the start location.
- Please keep a note of the class you have entered and have it available when you check in.
- Collection buckets will be allocated at the assembly point. Only Witham Carnival buckets are allowed for collecting.
- Under the terms of the Street Collection Licence issued to Witham Carnival, all monies collected by participants must be handed over to the Witham Carnival Association at the end of the procession. This will be the near Mayland House car park.
- The procession will move off at 1.30pm sharp and make its way to the Maldon Road Park via Spa Road, Highfields Road, Spinks Lane, Newlands Street (Town Centre), The Grove and finish in the car park at the rear of Mayland House. See attached map.
- From the finish area the courts and other entrants will walk behind the bands through the Grove Shopping Centre to the Maldon Road Park.
- Please co-operate with the Police, Carnival Marshals and Officials.
- Witham Carnival Association has no direct control over vehicles used in the procession and cannot accept responsibility for damage or injury howsoever caused.
- Where doubt exists as to the adequacy of insurance cover, owners and users of vehicles taking part in the procession are advised to seek confirmation of cover, including passenger liability, from insurers.
- Please ensure that you have full Public Liability insurance for your float, vehicle or group.
- No water, other than drinking water, or alcohol is permitted on any float for safety reasons. The committee reserve the right to exclude any offending entrants.

MAP SHOWING PROCESSION START LOCATION

Witham Town Rugby Club **A**

Spa Road

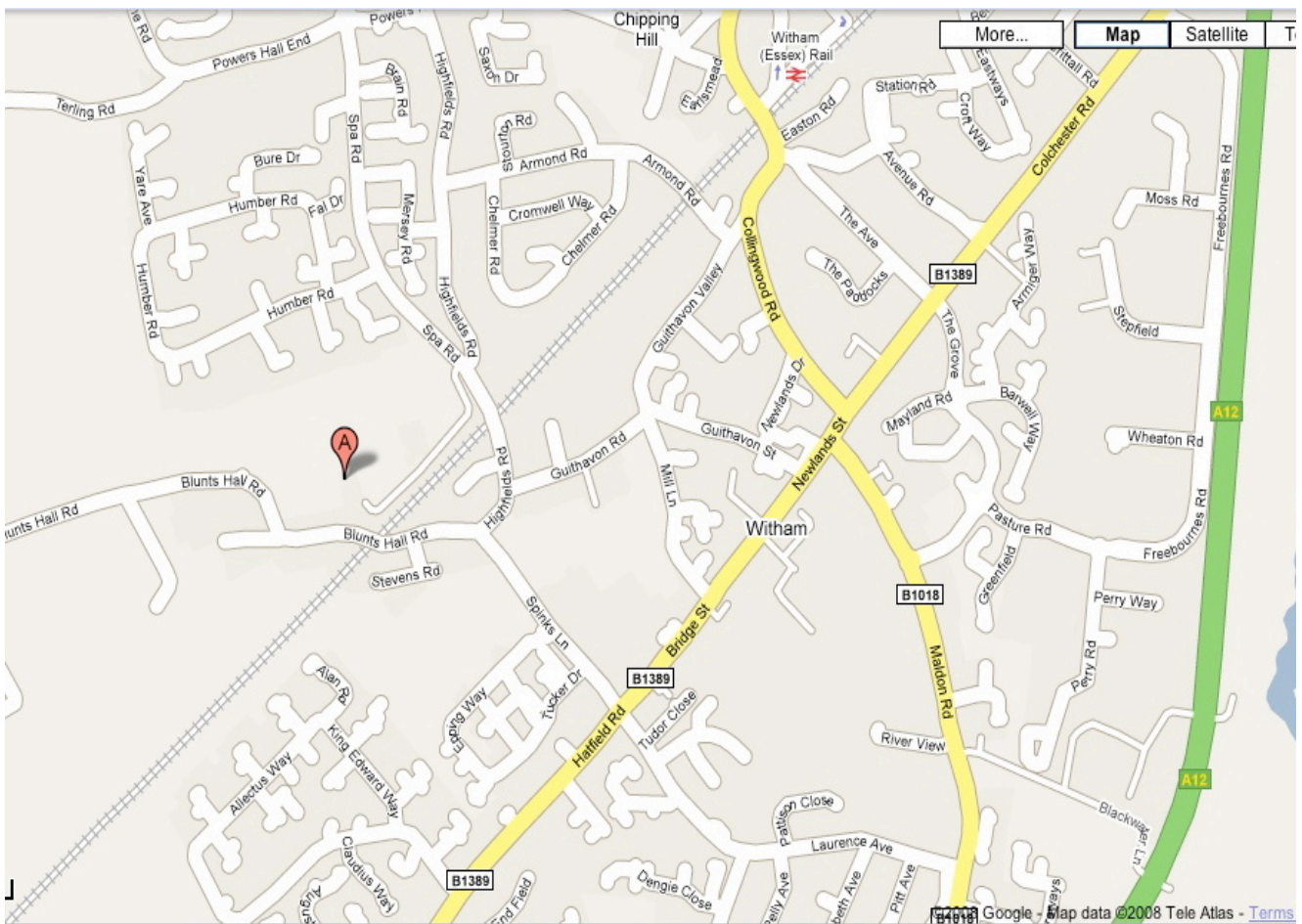
Witham

Essex

CM8 1UN

Directions: Witham is situated between Chelmsford and Colchester on the main A12 trunk road.

If you enter from the north or south make your way to Spinks Lane set of traffic lights. Opposite the RAFA Club turn into Spinks Lane, where signposts will direct you to the ground.



FLOAT RISK ASSESSMENT

All participants need to be informed of this risk assessment.

Event & Location All events	Updated 08/07/2009 Issue B	Assessor(s) (1) (2)
---	--	--------------------------------------

Task/Activity/Location/Work Equipment: Carnival Float Activities

PART A:

Hazards identified:	Towing vehicle and float. Over excited or misbehaving persons. Inadequate insurance. Inadequate supervision. Parents acting as supervisors. Weather conditions. Slips, trips and falls. Activities undertaken.	Risk Rating (tick) (without controls in place) HIGH MEDIUM LOW
----------------------------	---	--

PART B:

Who is at risk (tick)	Persons on floats		Children		Others	
	Contractors		Visitors/ Public			

PART C:

	Control measures required to manage health and safety:
1	Please ensure that no person stands between the towing vehicle and the float once the float has started moving in the procession. No one is permitted to get on or off the float while it is in motion.
2	The persons on the float will at all times take note of advice from the driver and or Chaperone.
3	Please advise of medication if required.
4	Please ensure that you have with you a drink and snack.

5	Please advise the participants and helpers to apply sun protection if required prior to the carnival start and provide appropriate attire for the weather.
6	All participants and adults will be sited safely on the float. All will be seated. All persons on the float must remain well within the float and not be seated on the edges with legs hanging over the sides. This is to prevent contact with fixed road furniture e.g. trees, road signs, lampposts etc. Persons sitting on the external front and rear seats must wear the safety belts at all times when the float is moving if applicable
7	Adequate protection barriers or straps will be applied to the float sides, front and rear to prevent persons falling from the vehicle. Any float found not having safety protection will not be allowed in the procession.
8	The towing vehicle, float and its surroundings will be a non-smoking area at all times.
9	The towing vehicle should be checked to ensure there is valid MOT, road tax and insurance for this type of activity, and that the driver has a valid driving licence and to ascertain if the driver has undertaken this type of event previously.
10	Adequate supervision at all times. Supervision needs to be on and around the float at all times according to on-going risk assessment.
11	Adequate insurance needs to be obtained for this activity. This is your responsibility.
12	Helpers with children must consist of at least one with CRB clearance.
13	Emergency contact numbers will be provided to the organisers and a contingency plan will be created and made known to all parent helpers.

PART D:

Risk rating with controls in place (tick):	Are any control measures in Part C not Implemented? (tick):	If yes state below:	To be actioned by:
HIGH	YES		
MEDIUM	NO		
LOW			

A copy of this risk assessment will be with the float at all events.

Print name	
Signature	
Date	

