

Task	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
	Covid-19	Members of the public through contagion	<p><i>The Covid-19 elements of this Risk Assessment (RA) are guided by advice from Wiltshire Council based on 'Hands. Face. Space. Fresh Air' as promoted by Public Health England. The RA cannot anticipate the nature of future legislation, guidance (either legally enforceable or advisory), relating to management of Covid-19 risk which may be in place by the date of this Event (provisionally 4th September 2021). Mitigations to risks identified in this RA are set out in the Event Management Plan (EMP) and Event Entry Form. All documents may require an update after Roadmap Step 4, and can be submitted for review as required.</i></p> <p><i>Trustees recognize that it may not be possible or feasible to hold the Event.</i></p>	Track government legislation and guidance, and Wiltshire Council guidance	Trustees and Committee	Throughout	
SECTION 1: SPECIFIC TO COVID-19 RISK AND MITIGATION. (LATER SECTION 2 COVERS GENERAL ASPECTS)							
Public attendance	Vaccination and Covid-19 test status	Public, Event Team	The Event takes place in a public area hence general public profile and vaccination status will be representative of the general population. It is not practicable to propose checks on vaccination or Covid test status. Risk assessment to take this in to account.	Monitor legislation and guidance Risk identification and mitigation to be reviewed	Event Director	Prior to Event	
Event Management	Insufficient level of management, supervision and communication	Members of the Public, Entrants. Harm through multiple means	<p>Appointment of Event Team comprising: Event Manager and Deputy Manager with previous experience of Carnival, and Stewards (over 18 years old) including Committee members. Communication assisted by VHF radios. Circulate mobile phone numbers as back up. Team identifiable to public by 'Carnival Crew' T shirts and/or hi-vis clothing.</p> <p>Event Team will have been advised prior to the Event of Covid mitigation measures. This will be re-iterated at the Steward Briefing held immediately prior to Procession in the Riverside Centre</p>	Vigilance by all Event Team.	Trustees and Committee	Throughout	

Steward Briefing	Indoor gathering	Event Team	Steward briefing to be held indoors at Riverside Centre immediately prior to Event with appropriate Covid mitigation measures applied	Monitor legislation and guidance	Event Director	Prior to Event	
Event location	Limits on air movement	Public, Event Team	Procession is always a wholly outdoor Event, including Procession assembly. Steward briefing for ~30 Stewards is the only indoor element	None	Event Director	Prior to Event	
Event Layout	Presence of 'social distancing' bollards	Public, Event Team	Currently installed 'social distancing' bollards along Upper High St must be removed prior to the Event	Confirm with Town Council	Event Director	Prior to Event	
Float Entrants	Covid transmission on floats	Float Entrants	Float Entrants advised to carry out their own Covid risk assessment specific to the design of their floats	Check with Entry Manager prior to Event	Event Team	Prior to Event	
Crowd barriers	Crowd barriers inhibiting free movement	Public	Crowd barriers are used within crowded areas of Park Rd/ Gloucester Rd junction, Triangle and Market Cross. Barrier placement will not impede the free movement of crowds alongside Procession route`	None	Event Team	Prior to and during Event	
Crowd density	High density of people at Park Rd Centre due to judging, and assembly of Groups 2 and 3	Entrants, Event Team	Ensure car parking suspended in Park Rd Centre to maximise space available. Assess use of other areas including car park behind Park Rd/Gloucester Rd residences, entrance to William Lodge, or entrance to PD Fitness off Gloucester Rd (Groups 2 and 3 require a separate assembly area to avoid conflict with vehicle entrants along Park Rd)	Steward new areas on the day	Event Director	Prior to Event	
Crowd density	High crowd density increases risk of transmission	Public, Event Team	Owing to location in a public area, with residences, shops, bars and restaurants, numbers attending cannot be controlled Locations of high crowd densities are known from previous experience and include: Park Road and its junction with Gloucester Rd, The Triangle, outside Old Bell, and Market Cross. Public will be advised that crowds are often low density in Cross Hayes, St Dennis Lane and Upper High St (partly as Procession only passes these areas once).	Monitor on the day.	Event Director as advised by Team	On the day	
Crowd density	High crowd density increases risk of transmission	Public, Event Team	Procession is a strongly community Event. Numbers watch in established family or social groups to an extent reducing 'space' requirement Numbers also watch from directly outside their own homes facilitating a return to their home, and/or watching from inside their home or from home gardens or courtyards	None required	Monitor by Event Team		

Coin collection	Covid infection by contact	Public, Event Team	To minimize contact. coin donation direct to buckets will be encouraged (coincides with other safety concerns). Public to be advised of changed coin collection approach prior to Event using web site and Facebook and other available means	Monitor on the day.	Event Director as advised by Team	Prior to and on the day	
Covid symptoms	Covid infection	Public, Event Team	No attendance with Covid symptoms, or following close contact with anyone with Covid within the last 14 days. Publicise on website and Facebook	Monitor legislation and guidance	Trustees and Committee	Prior to and during Event	
Face coverings	Covid infection	Public, Event Team	Encourage the use of face coverings	Monitor legislation and guidance	Trustees and Committee	Prior to and during Event	
General hygiene sanitizing and hand washing	Covid infection	Public, Event Team	Encourage public to attend with own hand sanitiser. Riverside Community Centre will be open and available for hand washing close to Procession Assembly area. Pubs along the route will have been advised about high attendance numbers (most know from previous experience)	Monitor legislation and guidance	Trustees and Committee	Prior to and during Event	
International origins of public attending	Introduction of Covid variants	Public, Event Team	Carnival and Procession is seen as a purely local Event Attendees from non-UK origins and those who may have taken holidays abroad cannot be controlled, but would be subject to applicable UK testing and quarantine controls	Monitor legislation and guidance	Trustees and Committee	Prior to Event	
Accommodation	Public mixing	Public, Event Team	Carnival and the Procession are seen as a purely local Event. Requirement for local accommodation is anticipated as present, but minimal	Liaise with local hotels	Committee	Prior to Event	
Transport	Public mixing	Public, Event Team	Carnival and Procession is seen as a purely local Event Experience from previous years is that the majority of attendees are local and walk to the Event Private transport is facilitated as Cross Hayes car park remains open (Station Yard is closed for Danter's Fun Fair). Additional car parking will be available at the Dyson car park and Wychurch Farm. Bus services do operate on the day of the Event	No further actions proposed			

SECTION 2: GENERAL RISK (EARLIER SECTION 1 IS SPECIFIC TO COVID-19 RISK AND MITIGATION)							
Event Management	Insufficient level of management, supervision and communication	Members of the Public, Entrants. Harm through multiple means	Establishment of Event Team with clear roles and responsibilities, and familiarity with RA and EMP. >20 Stewards (over 18 years old) with previous experience of Carnival. Pre Event briefing (Riverside Centre). Communication via VHF radio. Team identifiable to public by 'Carnival Crew' T shirts and/or hi-vis clothing.	Vigilance by all Event Team. Ensure VHF radios fully charged on the day.	Event Team	Throughout	
	Unsafe float design	Members of the Public, Entrants. Harm through multiple means	Entrants advised that their floats must comply with Road Traffic Legislation (ensures floats do not require a Vehicle Special Order as required by some SW Carnival Circuit floats). Float entrants are advised to consider risk in the design of their floats in the Entry Form. H&S assessment of floats on Park Road.	Ensure Entry Forms is updated alongside Risk Assessment	Event Manager		
	Weather	Public or Event Team through through impact of adverse weather (rain, wind, lightning etc)	Assess weather forecast prior to the Event and on the day. Forecasts of high winds, heavy rains or thunderstorms may require cancellation of the Event	Ongoing monitoring of weather conditions during Event	Event Team	Ongoing from days prior to Event	
	Overhead Electric cables	Members of the Public, Entrants.	Overhead electricity cables cross Gloucester Rd approximately half way up the hill at an approximate height of 6m. Advised in Entry Form. Max vehicle height advised as 4.5m gives clearance in excess of that advise in HSE GS6 'Avoiding danger from overhead power lines'. Telegraph cables cross the road in Cross Hayes from the Town Hall at a minimum height of approx. 6m.	Ongoing monitoring	Event Director	Prior to Event	
	Temporary structures	Members of the Public, Entrants.	Assessment of the route to be made for temporary structures erected by third parties (e.g. scaffolding etc.) which may impact on Procession	Ongoing monitoring	Event Director	Prior to Event	
Route signage and barrier installation and removal	Residents and frontages unaware of road closures	Residents and members of public requiring access. Harm due to multiple reasons (e.g. requirement for medical attendance etc.)	Frontages and residents made aware through public notices and social media as part of road closure process	Ensure pre-closure signage in place	Event Team	Days prior to Event	

	Road Traffic Accidents due to poor signage placement or obscured existing signage	Any member of the public	Signage locations assessed and confirmed on a map	Vigilance by preparation Event Team during installation	Event Team	On day of Event	
	Road Traffic Accidents during barrier off-loading	Volunteers involved in loading, unloading and installation of barriers and signage. Harm through traffic accidents.	Vehicles used to transport barriers to operate with a banksman at all times. Hi-viz jackets to be worn	Vigilance by route preparation volunteers during installation	Event Team	On day of Event	
	Manual handling risks related to signage and barriers	Volunteers handling signage and barriers. Harm through physical injury.	Barriers delivered and offloaded by AC Nurden staff. Metal barriers to be handled by at least two people during installation. PPE to include gloves during handling, hi-viz jackets and robust footwear. Ensure Event team are aware of the need to consider posture, twisting, grip, floor surface and environment (wind etc.)	Vigilance by route preparation volunteers during installation	Event Team	On day of Event	
	Falling barriers or signage	Any member of the public. Harm through falling barriers	Barriers with wide footing utilized. Barriers placed on flat surfaces so plane of barrier is vertical. Use of sand bags as required.	Vigilance by route preparation volunteers during installation	Event Team	On day of Event	
	Road Traffic Accidents during barrier installation	Volunteers involved in installation of barriers and signage. Harm through traffic accidents.	Road closure barriers to be installed only during gaps in traffic. Stewards to be advised they have no authority to stop traffic. Crowd barriers to be installed only when roads are confirmed as closed by Event Manager. Hi-viz jackets to be worn at all times	Vigilance by route preparation volunteers during installation	Event Team	On day of Event	
	Car parking	Obstruction of public roads by car parking related to Event attendance. Obstruction of Emergency Services	Temporary car parking areas to be provided at Wychurch Farm and Dyson car park on Beutell Way. Downloadable maps available on web site locating temporary car parking areas	Event team to monitor potentially dangerous car parking and warn drivers. Police notified if required.	Event Team	On day of Event	
	Bus Services	Road Traffic Accidents through lack of knowledge of road closures	Advise Bus Company of road closures	Bus company to be advised.	Event Team		

Procession Assembly and dis-assembly	Unsupervised float preparation on Park Rd.	Members of the Public, Entrants. Harm through multiple means	Event Team in attendance by 15.00.	Vigilance by Event Team	Event Team	On day of Event	
	Road Traffic Accidents during entry of non-Carnival vehicles into Procession Assembly area of Park Road	Members of the Public, Entrants. Harm through vehicle collision	Robust road closure from 16.00 on Park Road, and by 17.00 on other locations comprising linked railings. Permanent Steward presence at risk areas (e.g. Park Road). Steward supervision of float entry into Assembly Area	Vigilance by Event Team. Liaison with police / CSAS staff for non-float traffic	Event Team	On day of Event	
	Road Traffic Accidents between any motorized float vehicles, and between float vehicles and human powered float entrants	Any member of the public. Harm by physical contact.	Use of three assembly areas: Park Road, Park Road Industrial Estate; and Gloucester Rad. Group 1 motorised Entrants assembled in order they arrive to minimize movement. Groups 2 and 3 non-motorised entrants assembled in Park Road Industrial Estate car park to separate from motorized entrants. Large vehicles to be supervised at vehicle quarters at all times. Walking speed limit set by Fire Engine at head of procession with Event Manager walking alongside.	Vigilance by Stewards	Event Team	On day of Event	
	Toilet facilities during Procession assembly in Park Road	Any member of the public. Harm by hygiene issues	Public toilets are available in the Park Road Centre and Riverside Centre.	Vigilance by Stewards	Event Team	On day of Event	
Throughout Event	Communication between Event Team	Any member of the public. Harm through lack of supervision	Provision of VHF radios. Circulation of mobile phone numbers as back up	Batteries to be fully charged before event	Event Team	On day of Event	
	Items falling from Float Entries	Any member of the public. Harm by physical contact.	Ensure that everything on the float, including people, is secure and not likely to fall over, fall off or otherwise cause injury to participants or spectators. Advised on Entry Form.	Vigilance by Stewards	Event Team	On day of Event	
	Items thrown from Float Entries	Any member of the public. Harm by physical contact.	Ensure that the participants on the float behave in a sensible and appropriate manner and do not throw any objects including water from the float. Advised on Entry Form.	Vigilance by Stewards	Event Team	On day of Event	

	Vehicle breakdown	Any member of the public denied access to medical aid or Emergency Services by road obstruction	Advise float entrants of nature of route (steep hills, tight corners, slow progress) and length of time of Procession requiring fuel for up to 2 hours engine running. Advised on Entry Form.	Advice to float entrants on Entry Form	Reminder drivers on day of Event		
	Road Traffic Accidents between any motorized float vehicles, and between float vehicles and human powered float entrants	Any member of the public. Harm by physical contact.	Stewards to assemble Procession from three holding areas to minimize risk between Entrants. Large vehicles to be supervised at vehicle quarters at all times. Walking speed limit set by Fire Engine at head of procession with Procession Manager walking alongside. Distance between entrants should be double the safe braking distance as judged by float entrants. Drivers of motorized float entrants to maintain visibility and safe braking distance from last member of preceding entrant	Vigilance by Stewards	Event Team	On day of Event	
	Collision between moving float vehicles and members of the public	Pedestrians. Harm by physical contact.	Maximum limit of walking speed to be applied during vehicle movements. Entrant must provide Wheel Walkers. The role is to keep people, especially children, away and out of danger from the vehicle and ensure the driver stops immediately, in the event of danger. <ul style="list-style-type: none"> Articulated lorry – 6 Wheel Walkers. One on each corner and one on each side of the rear of the traction unit Small lorries. 4 Wheel Walkers – one on each corner Cars. 2 Wheel Walkers - one on each front corner At pinch points, separation of public and floats by barriers, additional stewards at these points. Householders advised of road closures as part of road closure application.	Advice on this issued on web site and What's On Guide. Vigilance by Event Team	Event Team	On day of Event	
	Articulated vehicles turning tight corners, particularly High St / Abbey Road / Gloucester St junction	Pedestrians. Harm by physical contact.	Supervision by a minimum of eight Stewards accounting for driver blind spots due to tight turning circle. Unexpected risk areas both on outer and inner sides of turning vehicle., recognizing outer side is driver blind spot Float entrants advised to use experienced drivers.	Vigilance by Event Team	Event Team	On day of Event	
	Coin donation and collection	Public and Event Team. Injury by conflict with moving vehicles and coin strikes	Encouragement of coin donation direct to collection buckets carried by volunteers walking as part of Procession Discouragement of collection on floats by use of fishing nets, buckets etc.. Approach to be set out in Entry Form and web site	Ongoing publicity	Event Team	Prior to Event and on the day	

	Coin donation and collection	Public and Event Team. Injury by conflict with moving vehicles	Careful monitoring by all particularly for children retrieving coins from the road during Procession	Ongoing publicity	Event Team	Prior to Event and on the day	
	Coin donation and collection	Drivers of floats. Distraction by coin strike	Advise drivers of floats to ensure vehicle windows are closed or other form of protection adopted (e.g. netting). Advised on Entry Form.	Ongoing publicity	Event Team	Prior to Event and on the day	
	Coin donation and collection	Public and Event Team. Injury by coin strikes	Float comprises 1p and 2p coins. Impact of coin weights mitigated by encouraging donation to buckets.	Ongoing publicity	Event Team	Prior to Event and on the day	
	Movement of parked cars within Road Closure during Event	Any member of the public. Harm by physical contact.	Road closure will have been pre-warned. Stewards and Police to prevent car movements on closed roads. Signage will be in place as required by the road closure application	Vigilance by all Event Team	Event Team	On day of Event	
	Entry of road vehicles onto closed roads	Any member of the public. Harm by physical contact.	Stewards to be stationed at road closure points. Robust, linked barriers to be in place at these points. Advisory signage will be in place as required by the road closure application. Consultation with bus and taxi companies as part of road closure application.	Vigilance by all Event Team	Event Team	On day of Event	
	Access by Emergency Services	Any member of the public. Harm by physical contact.	On-call Fire Engine leads Procession at all times to enable rapid response within road closure area if required. Stewards to be stationed at interfaces between road closure area and public roads. Priority given to Emergency Service vehicle access. Stewards to act as directed by Emergency Services personnel.	Vigilance by all Event Team	Event Team	On day of Event	
	First Aid requirement	Any member of the public. Harm due to crowded situation	Use of mobile paramedics with Carnival VHF radio communication. Back up circulation of mobile phone numbers. Casualty extraction will need to identify nearest location where casualty could be loaded to ambulance, recognizing potential road blockages by Event.	Vigilance by all Event Team	Event Team	On day of Event	
	Fire	Any member of the Public	On-call Fire Engine leads Event at all times to enable rapid response within road closure area if required. Petrol and diesel: limited to fuel tanks on road vehicles and generators, and fuel containers. No naked flames or pyrotechnics. Any gas cylinders must be appropriately stored and protected, any gas appliances must carry a Gas Safe certificate	Vigilance by Event Team	Event Team	On day of Event	

	Public disorder	Any member of the public. Harm through physical injury.	Stewards to be calm, polite and attempt to explain and defuse situation. Carnival stewards to warn anyone behaving in a dangerous fashion, including aggressive throwing of coins. Police to be advised of continuing dangerous behavior. Float Entrants advised to ensure suitable coin collection methods are used (e.g. buckets or nets) and discourage the throwing of coins directly onto the float.	Vigilance by Event Team	Event Team	On day of Event	
	Crowd clearance required e.g. due to fire, medical or public disorder	Any member of the Public by mass movements of people	Stewards to act under the direction of Emergency Services	Vigilance by Event Team	Event Team	On day of Event	
	Snagging of floats on bunting installed for Carnival	Any member of the public. Harm by falls due to snagging	Maximum height of floats to be confirmed as less than 4.5m. Advised to all float entrants	Assessment of maximum height of floats during Event assembly in Park Road.	Event Team	On day of Event	
	Slips, trips and falls from float vehicles	Any member of the public. Harm through physical injury.	Advise float entrants of their responsibilities both prior to and during procession assembly. Maximum limit of walking speed to be applied during vehicle movements. Entrants advised to hold on or be seated during movement.	Vigilance by Event Team	Event Team	On day of Event	
	Unforeseen risks associated with creative but potentially unsafe float design	Any member of the public. Harm due to unsafe float design.	Issue Risk Assessment with Procession Entry Form. Ongoing consultation with float entrants. Assess floats during Procession assembly in Park Road	Vigilance by Event Team	Event Team	On day of Event	
	Alcohol consumption	Any member of the public. Harm through physical injury.	Entrants advised not to consume excessive amounts of alcohol. Drivers of motorised vehicle entrants are requested not to drink any alcohol prior to or while driving.	Vigilance by all Event Team	Event Team	On day of Event	
	Toilet facilities during Event	Any member of the public. Harm by hygiene issues	Public toilets are available in the Park Road Centre and Riverside Centre. Public toilet facilities available on the corner of Oxford St and Cross Hayes (note the Town Hall will be closed in the evening, so no access to their public toilets). Access to toilet facilities in commercial premises is wholly at the owners discretion.	Vigilance by all Event Team	Event Team	On day of Event	

	Street sellers (Pedlars) entering Procession route	Any member of the public. Harm through actions due to lack of Health and Safety awareness	Stewards to advise street sellers that Procession route is closed and they may present a health and safety risk. A Pedlar is obliged to show his certificate to anyone who he offers to sell goods to, and allow them to make a copy, otherwise they are committing an offence under Clause 17 of the Pedlars Act 1871. Police to be advised if certificates are not valid	Vigilance by Event Team	Event Team	On day of Event	
	Lost Children	Harm to, or due to, lost or unsupervised children	Follow Safeguarding Policy	Vigilance by Event Team	Event Team	On day of Event	
	Waste	Hygiene and community risk due to waste accumulation	Mobile Caterers responsible for their own waste. Waste collection along route by Stewards after Procession	Vigilance by Event Team	Event Team	On day of Event	