

# **Malmesbury Carnival and Festival**

## **Carnival Procession**

### **Saturday, 4<sup>th</sup> September 2021**

### **EVENT MANAGEMENT PLAN**

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## 1 Covid-19

This version of the Event Management Plan (EMP) was written on the date in the footer. At this point, applicable legislation prohibit this Event from taking place.

The Covid-19 elements of this EMP are guided by advice from Wiltshire Council based on 'Hands. Face. Space. Fresh Air' as promoted by Public Health England.

The EMP 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 the Risk Assessment are set out in this 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.

Trustees recognize that it may not be possible or feasible to hold the Event.

### 1.1 Planned Covid-19 Mitigation Measures

- The Event takes place in public areas. Checks on vaccination or Covid test status are not practicable hence the overall approach recognises the risk profile this introduces

- Procession takes place wholly in the open air. The only indoor element is the Steward Briefing which will take place under Covid protocols
- Stewards will be appropriately briefed on Covid measures
- Float entrants will be advised to consider Covid risk specific to their float design
- Procession Assembly areas for Groups 2 and 3 (non-motorised) will be selected to minimise crowding of Entrants
- Crowd barriers in specific locations will not inhibit free movement alongside Procession
- Public will be advised of traditionally low density crowd areas of Cross Hayes, St Dennis Lane and Upper High St via web site, social media and Stewards
- Procession takes place along some residential streets enabling sections of the public to watch from inside their homes, in their own gardens or courtyards, or to move back in to their homes
- Procession is a strongly community Event hence family groups and bubbles to an extent reduce the 'space' requirement
- Coin collection will be direct to buckets to minimise contact
- Mobile Caterer applications will not be permitted in order to maximise the space available
- Public guidance via web site and social media:
  - No attendance with Covid symptoms, or following close contact with anyone with Covid within the last 14 days
  - Encourage use of face masks and own hand sanitiser
  - Hand washing facilities available in Riverside Community Centre and facilities along the route
- Transport
  - As a local Event the majority of people walk to attend
  - Additional car parking made available at Dyson and Weavers Farm facilitating use of private cars

## 1.2 Other Covid-19 Mitigation Measures considered

The following potential mitigations have been considered but are not practicable to implement:

Mitigation measure	Reason for discounting
Confirmation of negative Covid test	Public area
Confirmation of vaccination status	Public area
NHS Track and Trace	Public area
Segregation by Covid vulnerability	Not feasible to establish safe routes to access, or to maintain segregated area
Staggered entry times	Public area. Does not align with Event timetable
Social distancing markings	Narrow pavements with public movement
One way systems	Street and pavements widths
Provision of hand sanitiser	Public area with multiple entry points, residential and commercial premises
Advisory signage on Procession route	Public area with multiple entry points, residential and commercial premises. Mitigated by messages on social media

## 2 Event Outline

Procession is the key event of Malmesbury Carnival, and forms one of four major outdoor events organised by, and forming the core of Carnival (the others are Petticoat Lane, Music in the Cloisters and a Carnival Launch Event). Objectives of Procession are to provide a community event bringing Malmesbury and area community together, and to raise cash through coin collection to support local causes.

Procession will be held on Saturday 4<sup>th</sup> September 2021, starting at 6pm, with float assembly commencing prior to this.

Procession comprises a wide range of road vehicles: articulated lorries, tractors and trailers and cars, other entries may include: walkers; cyclists; other human powered transport; marching bands; dance troops; stilt walkers etc.. A breakdown of 2019 Entrants is shown in Table 4. The Procession Entry Form requires float entrants to consider risk, and an assessment of entrant risk is carried out by the Event Management Team at Procession Assembly.

Procession Assembly takes place in Park Road. Procession route is shown in Figure 1, along Gloucester Road, Abbey Row, Gloucester Street, Oxford Street, Cross Hayes, St Dennis Lane, Upper High St, Gloucester Street, Abbey Row, Gloucester Road and ending at Park Road. The entire Procession route covers ~1.5 miles.

All the above named roads will be closed under a Temporary Road Closure Order. However, open pedestrian access will be maintained along the Procession Route. Barriers will be in place only at specific locations to maintain road closure or assist in crowd control at identified locations.

A visual estimate of public attendance is around 1,000 to 1,500 people. High densities of people congregate at the junction of Gloucester Rd and Park Rd, The Triangle, outside the Old Bell and in the Market Cross area.

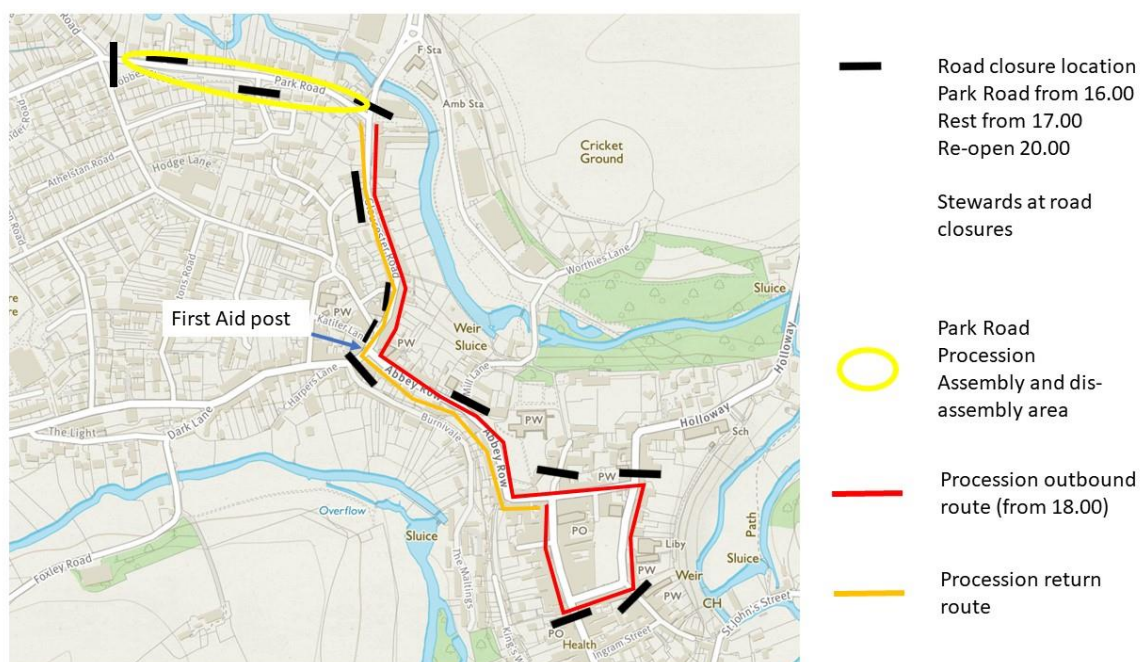


Figure 1. Procession Location Map



Figure 2. Procession Street Scene on Abbey Row (2019)

### 3 Risk Assessment

Malmesbury Carnival has included a Procession for generations. In developing this Plan, personnel who have acted in previous years as Carnival Stewards, and long standing and existing Carnival Committee members have been consulted, along with meetings with Police, Fire Service and other Consultees identified in Section 4. We have also reviewed our last Procession in 2019 and accommodated ‘lessons learnt’, specifically Steward requirements at the Market Cross. All this knowledge is incorporated in the Risk Assessment, which then acts to inform this Plan.

### 4 Consultation and Engagement

This section follows the format of ‘Organised Events Guidance for Local Authorities’ issued by the Department for Digital, Culture, Media and Sport.

#### 4.1 Wiltshire Police

A Zoom meeting was held with Richard Day, Wiltshire Police North Events Planner & Resource Co-ordinator on 28<sup>th</sup> April 2021 to introduce the overall proposed Carnival programme. Specific concerns regarding coin collection are now addressed in the RA and in Section 7.2.

#### 4.2 Wiltshire Council

A Zoom meeting was held with Kevin Oliver, Authorising Officer Enforcement Highways and Environment on 4<sup>th</sup> May 2021 to introduce the overall proposed Carnival programme. We have aimed to accommodate recommendations as follows:

- On “Hands. Face. Space. Fresh Air” in our approach as set out in Section 1
- On fire safety as set out in the RA with required mitigations set out in the Entry Form and Section 9
- On electrical safety as set out in the RA with required mitigations set out in the Entry Form and in Section 10

- On 'blue route' widths as set out in the RA, Entry Form and Section 11.1
- On barrier placement for Road Closure as set out in the RA and Section 5.3

#### **4.2.1 Temporary Road Closure Order**

The Event takes place on roads closed by a Temporary Road Closure Order. Road Closure location is shown in Figure 1. The road closure means there is no requirement to apply for parking suspensions.

#### **4.2.2 Events on the Public Highway Application**

An application will be made for an Event on the Public Highway

#### **4.2.3 Event Safety Advisory Group**

We understand that our applications for Road Closures may be considered by Wiltshire Councils Event Safety Advisory Group, who may issue further health and safety requirements to Carnival.

#### **4.3 Dorset and Wiltshire Fire Brigade**

Contact will be established with Dorset and Wiltshire Fire Brigade via the local station in Station Yard. Traditionally a Fire Engine leads Procession (Sections 7.3, 9, 11.1).

#### **4.4 Community**

Procession is a well known and popular Event always held on the Saturday following the August Bank Holiday weekend. Attention is drawn to the Event through:

- Facebook. Multiple public posts from March to August advertising the Event
- Malmesbury Carnival web site ([www.malmesburycarnival.co.uk](http://www.malmesburycarnival.co.uk))
- What's On Guide. Paper copy issued in July and circulated to thousands of local households giving a Calendar of Carnival Events
- Town Hall published 'What's On Guide'
- Posters, banners and bunting around town
- Local Radio and Press announcements

Based on previous experience, Stewards are advised that where it is safe to do so, Carers vehicles are permitted to pass through Road Closures and stewarded to a parking location.

**Malmesbury Town Council.** We engage through the Mayor who is very supportive, and a Town Councillor has served on the Carnival Committee. The Tourist Information Centre also support by selling Event tickets, and assist with Carnival entries in the Town Council What's On Guide.

#### **4.5 Local Businesses**

In addition to the notifications in Section 4.4, local businesses directly affected by the Event are personally notified.

#### **4.6 Transport Operators**

For Saturday 31<sup>st</sup> August 2019, it was confirmed via bus timetables that a small number of bus services would be impacted by road closures. Bus company Coachstyle are advised by Wiltshire Council and have advised us they are familiar with Carnival, they also have posters on bus stops, notices in buses and posts on Facebook and Twitter regarding alterations to timetables.

For Sat 31<sup>st</sup> August 2019, Coachstyle advised Carnival of the following alterations:



<b>Bus number</b>	<b>Time</b>	<b>Coachstyle timetable alteration</b>
31	5pm	Departs from Cross Hayes as normal
31	6pm	Departs from Co-op on Gloucester Road
92	5.10pm	Departs from Co-op on Gloucester Road
All inbound buses		Terminate at Co-op on Gloucester Road

*Table 1. Bus Services impacted by Procession*

Social media will be used to advise of bus timetable alterations in the week prior to the event.

#### **4.7 Local Accommodation**

In addition to the notifications in Section 4.4, local hotels (Old Bell, Kings Arms) directly affected by the Event are personally notified.

#### **4.8 Increased Footfall**

Carnival develops synergies with multiple local businesses to maximise the mutual community benefits of all Events. Impact on local businesses is anticipated as beneficial increases in trade in Town hospitality businesses and shops.

### **5 Overall Event Management**

#### **5.1 Roles and Responsibilities**

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>	<b>Mobile phone number</b>
Paul Overton	Procession Manager	Weather monitoring Procession Control Float judging process Crowd behaviour Lost children Confirm post Event waste collection	07920 023080
Andy Dawson	Procession Supervisor	Pre-Procession Route management Co-ordination of confirmation of road closures Radio booster station Organisation of Stewards, Procession Assembly Supervision during Procession	07748 410746
Linzi Renshaw	Deputy Procession Supervisor	Procession Control Float check in Float judging process Lost Children	07812 558491
Mike Harding	Deputy Procession Supervisor	Pre-Procession Route management Supervision during Procession	07895 678582
Steve D'Arcy	Deputy Procession Supervisor	Pre-Procession Route management Supervision during Procession	07976 846177

Miles Widnall	Deputy Procession Supervisor	Procession Health and Safety Pre-Procession Route management Pre-Procession float H&S assessment Supervision during Procession	07341 316119
tbc	Deputy Procession Supervisor	Review road closures Organise cash cars and cash collection	tbc
tbc	My Skills for Life	First Aid	tbc

Table 2. Event Management Team

## 5.2 Crowd Management

Procession takes place on public roads under a Road Closure Order. In addition to barriers at road closure locations, crowd barriers will be in place at specific locations where crowds are known to gather, with the aim of keeping the main Procession route clear. Locations are:

- Roundabout at junction of Park Road and Gloucester Road
- The Triangle
- T junction at top of High Street with Gloucester Street and Oxford Street, and at Market Cross

## 5.3 Volunteer Stewards

Procession requires at least 24 Volunteer Stewards. Stewards are over the age of 18 and are selected from a pool of volunteers developed over the years by the Procession Supervisor and largely have previous experience of Procession.

A Briefing is held in the Riverside Centre at 4pm on Procession day to run through the Event Management Plan and identify Steward roles and responsibilities. These include:

- Covid-19 measures
- Use of VHF radios
- Permanent manning of all road closure locations
  - Barrier placement to take place only in gaps in traffic
  - explain the road closure if asked
  - advise drivers on alternative routes
  - permit passage of Carers vehicles when safe to do so
- Ensuring safe progress of Procession at pinch points, especially the corner between the Market Cross and High Street (minimum of four Stewards)
- Coin collection
  - To encourage donation direct to buckets
  - To warn against anyone, particularly children, collecting fallen coins from the road as motorised Procession entrants are passing
  - To watch for aggressive coin throwing and advise Procession Manager
- To watch for any evidence of public disorder and advise Procession Manager
- Apply lost children policy
- Comply with Emergency Services in an Emergency Plan Procedure
- Mobile Stewards
  - Assist with Procession Assembly and vehicle speeds in Park Road assembly area
  - Ensure Wheel Walkers are alert
  - Minimise gaps in Procession



- Identify any issues along the route
- Ensuring safe progress of Procession at pinch points, especially in the area between the Market Cross and High Street (minimum of four Stewards)

In addition, motorised floats must be accompanied by Wheel Walkers to ensure safety around the vehicle (Section 5.7).

#### **5.4 Communications**

Communication will be via 14 VHF radios supported by a booster station located at a high vantage point to maximise transmission area, usually along Abbey Road. VHF radio's will be issued to the Event Management Team, Stewards sited at road closures, and Stewards at pinch points.

As back up, mobile phone numbers of the Management Team are provided above.

#### **5.5 Road Closures**

The event will take place on public roads closed under a Road Traffic Closure. Locations are shown in Figure 1.

Consultation and Engagement is outlined in Section 4.

It is recommended that an audit is maintained of the safe placement of temporary road signs. This may be done by a photo on a mobile phone where the photo will include date, time and location information.

Road closure will only take place during gaps in traffic.

Wiltshire Council advice in the 'EVENT APPLICATION FORM – EVENTS HELD ON THE HIGHWAY' document that 'your marshals and stewards are not permitted to direct or stop traffic' is recognised.

Road re-opening will be agreed by Event Management and carried out by Stewards.

#### **5.6 Car Parking**

The Station Road car park will be closed for the fun fair with the loss of 145 spaces from 5pm on the Tuesday evening to 12pm Sunday morning. To cover additional traffic generated on the day of Procession, additional temporary parking will be established on:

- land owned by Whychurch Farm on the east side of Holloway (B4040) below the BP roundabout at junction of A429 / B4040. This is on a grass surface but with capacity for several hundred cars. Prior to 2019, only 20 to 30 cars have used the field.
- Additional parking is also available at the Dyson car park off Beutell Way (SN16 9JU). This is a tarmac surface with marked capacity for ~100 cars. Pedestrian access is then along pavements.

Social media will be used to advise of alternative parking prior to the event.

A downloadable map is publicly available on the Carnival web site identifying car parks, closures and alternative parking areas.

##### **5.6.1 Blue Badge Holders**

Blue badge parking is available at:

- the Triangle (one space)

- Abbey Row (one space);
- Cross Hayes car park (four spaces);
- Lower High St just below the junction with St Dennis Lane (two spaces).

Locations offer varying degrees of visibility of the Procession. However note Abbey Row and Lower High Street spaces become publicly available at 6pm.

Traditionally Carnival also facilitates access for blue badge holders to access the Procession route via Holloway and park outside the Library in the area otherwise serving as the bus stops.

## 5.7 Procession Entrants

Entrants are divided into three groups outlined below.

Each entry must have an Entry Manager who must accompany the entry at all times.

Group One entries must also use Wheel Walkers as outlined below.

If the entry is in any type of motorised vehicle, Wheel Walkers must accompany the vehicle at all times. 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. NB: Children often run out to retrieve coins from the road and potentially from under vehicles.

The Wheel Walkers must wear distinctive sashes (supplied by the Carnival committee) and have no other role, e.g. not carrying collection buckets.

Groups	Group Classification	Wheel Walkers
Group 1A	Articulated motorised vehicles (articulated lorries, articulated tractors and trailers). The whole float must not exceed 2.55 metres wide, 4.5 metres high	6 Wheel Walkers. One on each corner and one on each side of the rear of the traction unit
Group 1B	Motorised vehicles (except disability vehicles) The whole float must not exceed 2.55 metres wide, 4.5 metres high	All lorries. 4 Wheel Walkers – one on each corner  Cars and vans. 2 Wheel Walkers - one on each front corner
Group 2	Groups of walkers, cyclists and hand propelled entries	
Group 3	Individual walkers, cyclists, hand propelled entries, decorated wheelchairs and motorised mobility vehicles. Individual young people and adults with additional needs can be accompanied by a supervisory adult.	

Table 3. Entrant Groups

Year	Group	Total	Vehicle	Sub-total
2019	1: Motorised	11	Articulated lorry	1
			Tractor and Trailer	3
			Small lorries, vans etc.	7
	2: Group	9		
	3: Individuals	3		

	Mayor and Town Council (walking)	1		
	Bands	3		
	Police cars (5 No.)	1		
	The Regiment	1		

Table 4. Breakdown of Entrants 2019

### 5.7.1 Prizes

The Carnival Committee issues invites to local people to judge the Entrants. To qualify for a prize, entrants must take part in the Procession. Prizes are:

Group	Prize
One (A and B)	1 <sup>st</sup> - £100 and certificate 2 <sup>nd</sup> - £75 and certificate 3 <sup>rd</sup> - £50 and certificate
Two	1 <sup>st</sup> - £100 and certificate 2 <sup>nd</sup> - £75 and certificate 3 <sup>rd</sup> - £50 and certificate
Three	Three prizes of £25 each and certificate
Best Pub Entry	Cup and certificate
Mobility Cup	Group 3: Best Mobility Entry. Cup and certificate
Paul Dove Award (donated by Lisa Huntly)	Most outstanding entry in the spirit of Carnival. Award and certificate
Bob Browning Award (donated by Jackie and Rob Peel)	'Wackiest entry'. Award and certificate

Table 5. Procession Prizes

## 6 Event Layout

Procession route and temporary road closures are described in Section 1 and shown on Figure 1.

The Procession takes place on the existing public road network. Apart from road closures, all public thoroughfares remain open (e.g. Griffin Alley, other public alley ways leading off Gloucester Road and High Street etc.).

### 6.1 Temporary Structures

No temporary structures for audiences are proposed.

Procession Control will be accommodated in a small, garden type gazebo in the courtyard of Kings Church in Abbey Row.

Within the car park of the Park Road Centre, a small, garden type gazebo will be used to facilitate entrant judging and to display cups etc..

Owners of commercial premises may establish serving facilities outside their premises which is outside the control of Carnival.

A pre Procession check will be made for any temporary structures erected by third parties which may impact on Procession (e.g. scaffolding etc.)

### 6.2 Temporary Utility Services

There is no requirement for supply of any temporary utility service.

### **6.3 Mobile Caterers**

Approaches from Mobile Caterers will not be accepted for this Event.

## **7 Procession Management**

### **7.1 Event Schedule**

Day before: Road closure signs in place

Early afternoon of Procession: Road signs erected

3.00pm. Procession and Deputy Supervisors in place at Park Road assembly area

4.00pm: Steward briefing by Procession Supervisor on roles and responsibilities and distribution of hi-vis and radios at The Riverside, Malmesbury. Stewards to sign to confirm attendance.

4.00pm: Closure of Park Road (junctions with Alexander Rd and Gloucester Rd)

4.30pm: Stewards move to allocated positions throughout procession route.

4.30pm: Entrants gathered in Park Road for judging, risk assessment and reiteration of responsibilities of each entry manager (checklist to be provided)

4.30pm Judging of Entrants commences

5.00pm: Closure of all other roads under Road Closure Order

5.00pm: Pedestrian barriers placed in position at potential danger points

5.30pm Judging ends. Prize awards and press photos

6.00pm: Procession heads off

7.30/45pm: Procession back at Park Rd

7.45pm: Roads opened sequentially as safe to do so at discretion of Procession Supervisor

8.00pm: All roads re-opened

Post 8pm. Road closed signs folded down or collected along entire route

### **7.2 Coin distribution and collection**

Traditionally, the public give coins to Procession entrants. Following advice from Wiltshire Police, from 2021 public will now be encouraged to donate directly to buckets carried by additional Volunteers alongside Procession. This change to the collection approach will be advised on the Procession Entry Form, and via the web site and social media.

Prior to Procession, two cash cars sell bags of coins to the public along the route. Coins are placed into buckets carried by Volunteers. During Procession, cash cars remain at The Triangle and Market Cross so collected coins may be dropped off to reduce the weight carried particularly by walking entrants.

A final collection of coins is made after the Procession returns to Park Road.

After Procession, all cash is taken to secure overnight storage in the Town Hall.

While the bulk of the collection is large volumes of low value coinage, some bank notes are included which are regularly removed for safe keeping.

### **7.3 Procession Assembly**

All entries should be in position for registration by 4.30pm on the day of the procession.

Based on the experience of the Procession Supervisor, guidance on Procession assembly is:

- Group 1 floats should assemble on Park Road, approaching from the west (Bristol Road).
- Group 2 and 3 Entrants are placed initially in the Park Road Centre to segregate them from Group 1
- Group 1 lines up on Park Road based on a first come, first served basis. This avoids unnecessary traffic movement on Park Road
- Group 1 may alter positions during movement for Assembly to segregate / join music types or float types
- Immediately prior to Procession, Groups 2 and 3 move to Gloucester Road (between the mini roundabouts). Procession Supervisor can then assemble Procession selecting Group 1 (Motorised) from Park Road, and Groups 2 and 3 from Gloucester Road.
- Fire Engine leads Procession and controls pace of the Procession by setting a safe walking speed
- Town Council follow the Fire Engine
- Louder music entries are placed near the head and tail of Procession
- Judgement is used to sequence subsequent entrants, e.g. avoiding groups of vulnerable entrants in proximity to large vehicles

### **7.4 Market Cross. High St, Abbey Row, Oxford St junction**

This is one of the principal risk areas for Procession due to the tight turn space for larger float entrants, and concentration of spectators in Market Cross area. Management involves:

- Procession Supervisor leads Procession
- Market Cross
  - Barriers placed across entire frontage from Walkers Butchers to Miles Morgan
  - Three Stewards already in place on barriers
  - In addition, a team of six Corner Stewards manage this corner, including a Lead Corner Steward (9 Stewards total)
- Barriers on the corners of Upper High St enable pedestrian movement on pavements
- Procession passes along Oxford St
- Procession pauses to enable the Fire Engine to reverse back down into Holloway
- Remainder of Procession continues round Cross Hayes, St Dennis Lane, Upper High St
- A Corner Steward on Upper High St ensures vehicles position themselves for the left turn
- Once the tail of Procession passes into Cross Hayes, Fire engine drives back down Oxford St and past Market Cross to head Procession again (this mitigates the risk of gridlocking the fire engine)
- Two Corner Stewards place barriers across Oxford St to separate pedestrians from vehicles turning left from High St to Abbey Row. Short section of barriers across Market Cross opened to allow movement Oxford St to Market Cross
- Corner Stewards move pedestrians away from corners at the top of Upper High St

- Barriers at the corners of Upper High St are moved back to the buildings to prevent pedestrian movement and maximise turn area
- Procession Manager and Lead Corner Steward agree Procession can move again
- Lead Corner Steward remains in front of turning vehicles with line of sight to driver
- Four Corner Stewards monitor the quarters of turning vehicles and warn of risk to pedestrians
- Corner Stewards remain in place until all Group One articulated vehicles are safely through
- Procession Supervisor continues to lead Procession back down Abbey Row

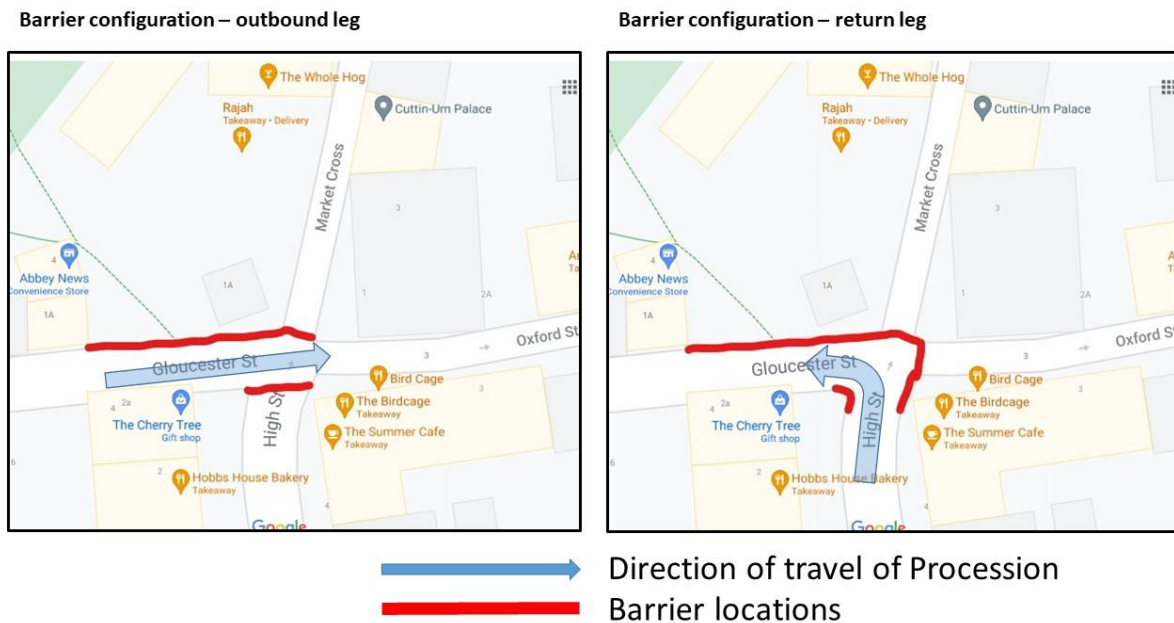


Figure 3. Market Cross barrier locations

## 8 Medical Cover and First Aid

First Aid will be provided by a hired in service between 4pm (to coincide with Park Road closure, and 8pm. To cover float assembly, First Aid will be located at Park Road from 4pm to 5.45pm. To cover Procession, First Aid will then move to The Triangle from 5.45pm and remain till 8pm. First Aid personnel will be provided with Procession VHF radios.

There is a defibrillator at the Town Hall, in the centre of the route.

The nearest hospital Accident and Emergency Department is at Great Western Hospital, Coatside Way, Swindon SN3 6BB. Distance is ~26 miles.



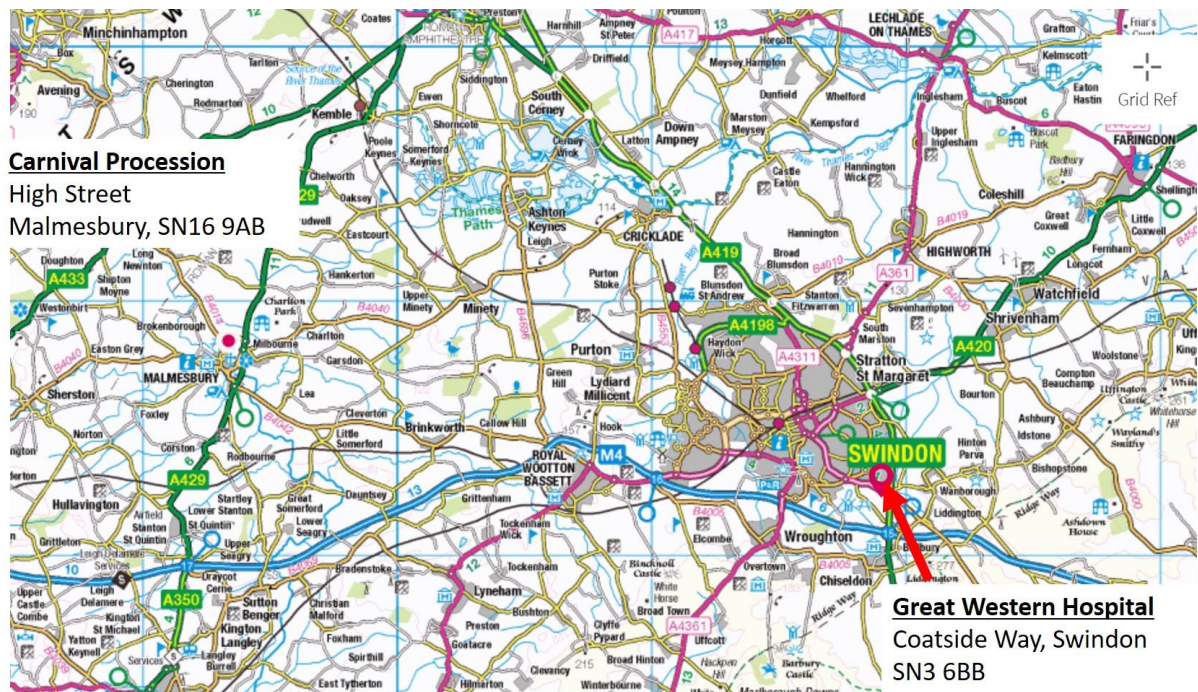


Figure 4. Hospital Accident and Emergency Location

Note that the Minor Injuries unit at Tetbury is only open Monday to Friday.

### 8.1 Casualty Extraction Plan

As the Event takes place along public roads, casualty extraction would be via the nearest available exit point. See Fig. 1 for layout.

## 9 Fire Safety

The Fire Engine leads Procession enabling clear forward access in the event of an emergency.

Float entrants are advised that:

- naked flames and pyrotechnics are not permitted
- Petrol or diesel generators must be identified in entrant risk assessments and fully fuelled prior to Procession starting with any additional fuel carried in approved containers
- Use and storage of gas equipment must conform to Gas Safe standards

Stewards advised that:

- Larger lorries and tractors may carry fire extinguishers

## 10 Electrical Safety

The Event has no requirement for temporary electric supply.

Overhead power lines are present on Gloucester Rd approximately half way up the hill (just up from Stainsbridge House) and at an approximate height of 6m, supported on wooden 'telegraph' type poles. This is advised in the Entry Form which requires a maximum vehicle

height of 4.5m. Minimum clearance of 1m for low voltage (<1kV) supplies is advised in HSE GS6 'Avoiding danger from overhead power lines'.

Telegraph cables also cross Cross Hayes from the Town Hall, approx. minimum height of 6m.

The risk assessment identifies risks and mitigations associated with portable generators possibly employed by float entrants.

## **11 Emergency Plan**

Note police presence during Procession is dependent on operational demands, i.e. a police presence throughout Procession is not assumed by the Procession Management Team. In 2019, police attended with 3 PCSO's and an officer, in addition to the 5 Police cars as Procession Entrants.

Key risks with the potential to require an emergency response are identified as:

- Fire or explosion
- Medical requirement
- Public disorder
- Severe weather

Procession route covers ~1.5 miles. While an emergency may be very localised anywhere along the length of the route, emergency vehicles responding to the emergency may need to travel along stretches of the Procession route with potential impact along significant lengths of the route.

In the event of a fire, the fire engine crew must be advised.

In the event of a medical emergency, initially hired First Aid at the Triangle must be advised.

In the event of public disorder, police and Stewards must be advised.

In the event of any emergency, Stewards will operate under the direction of the emergency services.

### **11.1 Blue Route for Emergency Vehicles**

As the Procession takes place on public roads forming the centre of Malmesbury, emergency vehicles would only be able to access the Procession route via the existing public road network, and through road closures each of which will be permanently manned by Carnival Stewards in radio contact with Procession Control.

For this reason and based on discussions with the Fire Service on Station Road, a crewed fire engine heads the Procession enabling immediate emergency access along the Procession route, and quicker access to locations in close proximity to the route. Road widths are maintained to facilitate the passage of the fire engine.

To avoid the potential for the Fire Engine becoming gridlocked, as the Procession arrives at the east end of Oxford Street and proceeds to circle round Cross Hayes, St Dennis Lane and the High St, the fire engine is reversed into Holloway until the Procession passes, then proceeds west along Oxford St to again position itself at the head of the Procession on Gloucester Street. Barriers are

then placed between across Oxford St to protect the area where vehicles turn from High St to Abbey Row.

Hired in First Aid will be present on the Procession route at The Triangle.

## **12 Adverse Weather Plan and Event Cancellation**

Procession will be cancelled if the Event Management Team determine that adverse weather conditions present significant risk to Procession, in particular heavy rain, severe thunderstorms or high winds.

**High temperatures.** Water is available from multiple retail outlets along Upper High St. Refill Malmesbury identifies local businesses which will refill water bottles, outlets which will be open during Procession include:

- Whole Hog, Market Cross
- The Kings Arms, High St
- Summer Café, High St

## **13 Crowd Welfare**

### **13.1 Toilets**

Toilets are available at:

- Park Road Centre, Park Road
- Riverside Community Centre, Gloucester Road
- Malmesbury Victoria Football club, off Gloucester Road
- Public toilet facilities are available on the corner of Oxford St and Cross Hayes behind and outside the Town Hall (note the Town Hall and library will be closed, so no access to their public toilets).
- Access to toilet facilities in commercial premises along the route is wholly at the owners discretion.

### **13.2 Water**

There are a significant number of retail establishments and hostelrys along the route able to provide refreshments, also see Section 12.

## **14 Safeguarding and Lost Children**

Carnival has a Safeguarding policy for children and young people.

Procession Control will act as the central location for lost children. Mobile Stewards will be advised to accompany lost children to Procession Control. All Stewards will be advised to direct parents there.

## 15 Contractors

Contractors employed by Procession may be limited to First Aid cover, Security Industry Authority (SIA) personnel, as determined by the Risk Assessment.

Discussions will be held with Contractors prior to the Event, and Contractors will be issued with the Risk Assessments and Event Management Plans.

Carnival may contract with mobile entertainers.

## 16 Sustainability

Malmesbury Carnival aims to maximise the sustainability of Carnival and encourages all participants to:

- **Reduce.** Minimise waste. For example: avoid disposable cups/cutlery/containers altogether
- **Re-use.** For example: use re-fillable containers
- **Re-cycle.** For example: if necessary, use home compostable cups/cutlery/containers made from paper or wood and ensure other waste is recycled.

### 16.1 Refuse and Waste

All participants will be requested to 'Reduce, Re-use or Re-cycle' their own waste.

Public rubbish facilities will be available as normal.

Additional waste receptacles will be placed at the Park Road assembly area.

Pubs will be requested to provide rubbish bins outside their facilities for waste, although use of re-usable plastics will also be encouraged.

Public will be requested to avoid littering on web site and social media

After Procession, Event Management Team and Stewards will assist in waste collection along the Procession route.

## 17 Pedlars and Pedlars Certificates

Given concerns over the presence of Pedlars during Procession, some guidance below:

- A pedlar is different from a licensed street trader. A pedlar moves from place to place to sell goods, but a street trader trades from a fixed stall. A pedlar cannot trade from a fixed pitch.
- A Pedlar must hold a Pedlars Certificate issued by the Police Force in his area of residence
- The Certificate is issued in the name of the Pedlar and valid across the UK
- A certificate is valid for one year from date of issue
- 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

N.B. A certificate is NOT required 'in any public mart, market, or fair legally established' which probably includes Carnival Events: Petticoat Lane and Launch Event