

RADCLIFFE ON TRENT CARNIVAL 2014 RISK ASSESSMENT RECORD

<u>Group Name:</u>	<u>Contact Person and mobile telephone number: (to be present on 12th July)</u>	
<u>Activity:</u>	<u>Identify any equipment to be used</u>	
<u>Please list identified hazards:</u>	<u>How will these be controlled?</u>	<u>Any other control measures?</u>
<p>I confirm that I/We have read the safety guidelines contained on the ROTC website, or as supplied, and have retained a copy of the completed risk assessment:</p> <p>Signature: _____ Date: _____</p>	<p>Unfortunately all bookings and direct participation in the Carnival cannot be permitted without completion of this Risk Assessment.</p> <p>For help and/or advice on completing the risk assessment, please contact Julia Lord on 01159119768 or email: Julia.lord@landregistry.gsi.gov.uk.</p>	

Please note we will be taking photographs to promote the aims of the carnival and by signing this form you agree to this taking place. Please contact one of the Carnival Working Group with any questions.

Thank you for being a part of Radcliffe on Trent Charity Carnival. To help us achieve the required level of Health & Safety procedures, ALL participants (Stall holders/procession entrants/service providers/entertainers) are required **to complete the simple pro-forma below.**

Please take into consideration the points below, which relate to various aspects of safety on Carnival Day. This list is not exhaustive and different categories may apply depending on your groups activity. More information is available on the website www.rotcarnival.org.uk or by requesting a copy of the Health & Safety Guidelines.

UNFORTUNATELY, ANY BOOKINGS OR PARTICIPATION IN THE CARNIVAL CANNOT PROCEED WITHOUT COMPLETION AND RETURN OF THE FORM.

This form is designed to be as straight forward as possible and to focus attention on any health & safety issues that may occur and your plan to deal with them. Please help us by documenting what you are planning to do and what you are taking into consideration to ensure the safety of your group, particularly children, and the general public.

The CWG are here to work with you and will assist if required. If further clarification is required on any aspect, we will come back to you.

Please return this information to Helen Wallace (helen-wallace@hotmail.co.uk) 07966 342443, 1 Albert St, Radcliffe-on-Trent, Nottingham. NG12 2FL by **6th June 2014 at the latest.** If received after this date, we cannot guarantee your entry proceeding. **Please ensure you have read the full safety guidelines and have copied the completed pro-forma.**

If you require any assistance or wish to discuss any aspect of your entry please contact the Carnival Working Group. Helen Wallace (helen-wallace@hotmail.co.uk) on 07966 342443

Float Safety

- > Decoration
- > Journey to meeting point
- > Loading/disembarking
- > Falls
- > Rails/handles
- > Braking
- > Height – overhead wires
- > Driver/Marshall briefing/communication
- > Safety Gap

Procession Safety

- > Meeting/Collection points
- > Adult/child ratio
- > Briefing of marshalls
- > Banners – visibility
- > Drinking water, sun cream, if hot.
- > Instruments – weight and distance carried

Stall Safety

- > Table strength and loading
- > Transportation of items to stall
- > Gazebo size (max 3m2) and pegs
- > Flat/sloping ground
- > Bunting height
- > Guy rope positioning
- > Money Security
- > Change in weather

Food & Drink Safety

- > Safety Certificates – Displayed?
- > Cleaning Products
- > Cross contamination (money/raw/cooked)
- > Gloves, utensils, boards re above
- > Refrigeration – stock replenishment
- > Hot surfaces protected from public?
- > Fire extinguishers
- > Licensing laws and adherence

General Equipment Safety

- > Batteries
- > Electricity inc cables
- > PAT test – label/certificate
- > Gases – Calor/Helium
- > Hot Plates
- > Charcoal
- > Bunting
- > Storage, support and weather protection

Volunteers/People Safety

- > Properly briefed
- > Wearing high vis jackets
- > Bad weather contingency
- > Incident/evacuation routine
- > Access to water, First Aid, Toilets
- > Site Information
- > Communication