**AXBRIDGE BLACKBERRY CARNIVAL – Entry Risk Assessment**

We all want to have fun, but we also need to be safe too. All entries will need to have a risk assessment to address the risks associated with your entry. Do not let a risk assessment overwhelm you, nor put you off entering, as it can ACTUALLY be a good way to help design your float. In addition, an excessively long assessment is not necessarily required – it can be very simple BUT MUST ADDRESS YOUR RISKS in a logical format.

For walking entries, there will be little or no risk, whilst large floats will be more involved. If you are planning on entering a float to the procession, there are several actions that we will need you to take to manage the risks presented by the float. These have been included in *italics* in the table below. How you do this is up to you and will depend on the type of float you are entering. You will need to submit your risk assessment with your entry form, and you may be asked to demonstrate you have this document to the Carnival team if there have been any changes to your planned entry.

To provide some assistance, we have a risk assessment template with some example lines. Once you have identified your specific risks, and addressed how you will reduce or eliminate them, you simply state them! ITS LOGICAL AND SIMPLE

Please complete/amend as necessary and return a signed copy to us with your Entry Form.

If you need any assistance, please do not hesitate to contact us at email: axbridgecarnival@gmail.com

Please note that no Risk Assessment means no entry in the Carnival. We appreciate your cooperation. Thank you. 😊

**AXBRIDGE BLACKBERRY CARNIVAL - Risk Assessment Template (Please note this is a template for adaption)**

**Guidance:**

What is a Risk Assessment and why do you have to complete one?

A risk assessment allows you to consider whether you have taken the correct precautions to protect you, participants of your float, float driver, general public and volunteers. The purpose of a risk assessment is to make sure as far as possible that no one or nothing gets hurt or damaged because of your entry, participation and actions.

**What do I have to do?**

You will need to assess your activity and:

1. Identify any hazards/risks: for example- falling from float.
2. Identify who might be at risk example - float participants or public viewing.
3. Evaluate the specific effects of the hazard example – High winds lead to structures becoming unstable.
4. Highlight the measures to minimise risk example – all structures will be adequately weighted and removed in high winds.

**Things to consider:**

We have outlined some of the common hazards that your float entry may present, however these are not exhaustive and are a starting point for you.

* Road worthiness of vehicle. -An electrical install -Marshaling and communication
* Risk of falling from vehicle. -Risk of Fire -Generator/s.
* How participants sit/stand on float -Trip hazards on and around float. -Effect/impact of weather.
* Maneuvering of float.

There are a couple of hazards which are specific to Axbridge that you will want to be aware of:

* A raised covered cable in the Town Square
* Trailed floats will need to navigate Town End junction (not within the road closure area) with the assistance of traffic marshals.

See our example Assessment below:

Below is an example risk assessment you can use for your entry. Simply identify a potential risk and state how you will mitigate this risk. We have added a couple of example lines to get you started, however, please note it is your responsible to identify the risks for your entry and mitigate as suitably as possible.

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| --- | --- | --- | --- | --- |
| Event:  Axbridge Carnival | Activity:  Cars/vintage vehicles | Reference:  XXXX | Completed by:  XXXX | Review Date:  XXXX |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Hazards | Possible Effects / Harm | Pre-Control Risk Rating | | | Existing / Required Controls | Post-Control Risk Rating | | |
| High | Medium | Low | High | Medium | Low |
| 1 | Road worthiness of vehicle | Injury to participants and spectators |  | M |  | Vehicle to have MOT or vehicle checked to be suitably road worthy if agricultural vehicle. |  |  | L |
| 2 | Engine breakdown  Or mechanical defect | Injury to participants and spectators |  | M |  | Vehicle to carry equipment to effect small repairs  Driver to alert marshal/stewards immediately  Seek assistance to move vehicle to side of the road if possible |  |  | L |
| 3 | Collision with pedestrian | Injury to participants or member of public. |  | M |  | Driver to be alert to the risks of collision with pedestrians  Maintain low speed at all times  Driver to keep distance from viewing crowds  Driver to take evasive action in the event of anticipated collision.  Driver to avoid making maneuvers without marshal/stewards supervision |  |  | L |
| 4 | Large, covered cable in Town square (between the Lamb inn and museum) | Injury participants and members of the public |  | M |  | All participants to be made aware of risk before procession starts.  Driver to proceed over cable at low speed and with caution |  |  | L |
| 5 | Inclement weather leading to slippery surfaces | Injury participants and members of the public |  | M |  | Driver to be alert to risk of slippery surfaces  Drive to proceed a slow speed  Driver to allow additional braking distance to avoid sliding into preceding procession entries |  |  | L |
| 6 | Emergency vehicle along the route. | Injury to participants |  | M |  | Driver to be alert to approaching emergency vehicles or marshal instructions related to approaching traffic.  Drivers will stop and move to the dies of the road, whilst being mindful of risks to spectators and other pedestrians, in the event of an approaching emergency vehicle |  |  | L |
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