**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: axbridge carnival@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 as a result 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 general 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event:Axbridge Carnival | Activity: Walking Entry | Reference: XXXX | Completed by: XXXX | Review Date: XXXX |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Hazards | Possible Effects / Harm | Pre-Control Risk Rating | Existing / Required Controls | Post-Control Risk Rating |
| High | Medium | Low | High | Medium | Low |
| 1 | Uneven road surfaces, potholes, and speed bumps | Injury to walking participants |  | M |  | Participant to walk the procession route in advance to familiarize themselves with the route.Participant will be monitoring road surface and watch out for potential hazards/uneven surfaces.Participant will check with stewards before event of any known risk areas |  |  | L |
| 2 | Approaching traffic when congregating at Jubilee Road | Injury to walking participants |  | M |  | Participants will remain on pavement until instructed to congregate on road by procession coordinator.Once on the road participant will monitor for approaching traffic and take evasive action should collision be a possibilty |  |  | L |
| 3 | Collision with pedestrians or vehicles when instructed to join the parade. | Injury to walking participants |  | M |  | Marshals to ensure that clear instructions are given to all entrants and to be aware of pedestrians in road.Walking entries to monitor for potential hazards presented by moving vehicles and take evasive action in the event of anticipated collsion.Walking entrants to listen out for and follow reasonable instructions from marshals.Participants to seek clarification in the event of unclear instructions |  |  | L |
| 4 | Inclement weather | Injury to walking participants |  | M |  | Walking participants to be alert to the possibility of inclement weather and have adequate/appropriate clothing for the conditions.Walking participant will be alert to the possibility of road surfaces becoming slippery |  |  | L |
| 5 | Injury from objects/coins thrown from the crowd | Injury to walking participants |  | M |  | Walking participants to be alert to the possible risk of thrown objects.Participants to report any immediately incidents of projectiles hitting them to marshals/stewards |  |  | L |
| 6 | Sunny, hot weather | Injury to walking participants |  | M |  | Participants to have adequate sun protection and cover if it is a hot, sunny day.Ensure participants have adequate water for participants to drink and/or are aware of local sources of refreshments.Road surfaces can be hot, and tarmac may burn skin – Participants to be aware of potential risks |  |  | L |
| 7 | Emergency vehicle along the route. | Injury to walking participants |  | M |  | Walking participants to be alerted to approaching emergency vehicles or marshal instructions related to approaching traffic.Walking participant will stop and move to the pavement in the event of an approaching emergency vehicle |  |  | L |
| 8 | Medical emergency | Injury to walking participants |  | M |  | Participant to notify marshal/steward or appointed first aider. |  |  | L |
| 9 |  |  |  |  |  |  |  |  |  |