

The Northfleet Carnival Association – Participant Guidelines



Thank you for your interest in The Northfleet Carnival, we are looking forward to a brilliant day that is fun and safe for all.

We are The Northfleet Carnival Association, working as The Northfleet Carnival, which is organised and run by The Northfleet Carnival Organising Committee (The Committee).

The following guidelines have been produced by The Committee. They are not exhaustive and may not cover every aspect of your entry; however, we have attempted to take all aspects into consideration. We have based the information on experience of previous Carnivals, common sense and information given to us. If there is anything you are unsure about, please do not hesitate to contact us for clarification.

Please remember your group is responsible for your part in the Carnival. The Committee, do their utmost to consider the safety of all those involved and do an overall Risk Assessment as well as having Public Liability Insurance which covers all aspects of the Carnival, apart from floats, which come under the users own insurance.

Due to insurance criteria we have identified below some points you must adhere to and some information you may find useful before and during the event. Detailed timings will be issued prior to the event and these must be strictly adhered to if the parade is to be a success.

If you have any questions, please contact the chair of The Committee nfcarnival@outlook.com

Safety

The committee has an appointed safety coordinator Kirsty Yates, whose duty it is to ensure that all entries are safe and reach a minimum standard. The committee have the right to refuse entry into the parade. The Committee are here to help and guide you and to ensure that floats are safe and suitable for the Carnival.

Insurance

Walking participants are covered by the Northfleet Carnival Association public liability insurance.

All floats / vehicles must comply with the Road Traffic Act 1988 and ensure they are covered by their organisations own public liability insurance. Your insurer is likely to require the number of people on your float, details of the vehicle type and a copy of the safety guidelines.

Please ensure that the insurers of the vehicle are made aware that you intend to use it as a parade float on 25th June 2022.

Any entry is the sole responsibility of the participant, group, club, business or organisation entering and not the responsibility of the Northfleet Carnival Association.

Entry into the carnival parade is at your own risk and the Northfleet Carnival Association accept no liability for loss or damage or injury to any person, vehicles or property.

If you have any further questions, please just ask.

Each float / group will need to ensure:

- A safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and the Event Manager/safety coordinator. This person will also be responsible for checking in on arrival at the meeting point on carnival day
- You, any transport and or participants, are ready to depart the assembly point by 12:30
- Children have an adequate number of adult supervisors - as a minimum we suggest 1 adult to 8 children
- That the adult must be suitably qualified and have the permission of any parent/guardian to supervise minors and children in their carnival entry.
- That children who are on a float are seated or secured at all times when the vehicle is in motion
- No objects are thrown from any vehicle – this includes water/sponges/confetti/paper/sweets
- The consumption of alcohol is strictly prohibited during the parade
- All electrical items are fitted safely, waterproof (in the event of bad weather) and are suitable for outdoor use. All equipment should be inspected before use and able to do the job required
- All vehicles should carry at least 1 suitable fire extinguisher
- All people mounting and dismounting the vehicle must be done once the vehicle is stationary and the engine switched off. Participants will only be able to mount/dismount once the parade has completed, at the rest point or in emergency circumstances
- You are equipped for the weather - hopefully we will have a lovely sunny day but please be prepared for rain/wind/high temperatures and please dress/prepare accordingly
- All vehicles must be suitably decorated in accordance with your theme, entries which have made little perceivable effort shall not be permitted to join the parade

Drivers must ensure

- The vehicle or towing vehicle and trailer must be in a legal and roadworthy condition. The trailer must not exceed the maximum towing capacity of the towing vehicle
- They follow the instructions and direction of the Carnival Personnel at all times.
- They keep up with the parade and not allow significant gaps to build up, whilst also keeping a safe distance between other vehicles and parade entrants
- They are aware of spectators trying to cut across the parade ahead of them, and crowding to the side
- The vehicle is kept in a central road position where possible
- The vehicle insurance company are aware of the intention to use the vehicle as a float in a parade.
- They carry a valid license and insurance for the vehicle they are driving

Vehicles – Floats

Each group needs to provide:

- Float walkers – a minimum of 2 maximum of 6 must be provided, these participants will need to wear a hi-vis jacket / tabard and will need to walk on either side of the lorry and they will need to be visible to the driver at all times during the parade – this is to highlight any issues immediately and to stop anyone trying to mount or dismount the vehicle whilst in motion.
 - Care should be taken to ensure you have adequate ropes and/or rails in place to stop any passengers from being thrown should the vehicle have to break or stop abruptly whilst in the parade. We recommend 1 square metre per person as nominal load capacity to avoid overcrowding
 - A suitable stepladder or similar for the boarding and alighting of the participants.

- A suitable guard rail/barrier or other restraints to prevent persons falling from floats. In addition, no one on a float should be able to excessively lean over the edge of the float.
- A maximum number of people to be carried given due regard to the vehicles size and type.

Vehicular Entries – Cars

- All vehicles must carry appropriate insurance for the vehicle
- The vehicle must be in a legal and roadworthy condition
- The driver must sign in on arrival at the designated meeting point
- The driver must follow instructions given by Carnival Personnel, keep a safe distance from other vehicle/pedestrians in front at all times
- The driver must keep up with the parade and not allow significant gaps to build up between vehicles and other parade entrants

Pedestrian Entries – any person not in or on a motorised vehicle

- Please make sure all participants are able to complete the route.
- Please keep a safe distance from all moving vehicles. Keep all children in a group and make sure that they have adequate adult supervision. We suggest a minimum recommendation of 1 adult to every 8 children
- Each group must appoint a safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and The Northfleet Carnival Organising Committee
- Please wear sensible footwear, suitable weather protection and be fit enough to complete the route
- Costumes can be very hot to wear and can cause dehydration for the wearer, please have an adequate supply of water
- Please provide a responsible adult chaperone if your entry is a large costume

General Information

Identification

All vehicles/entries will be given an official number card to be displayed during the parade.

First aid

There are numerous first aiders' amongst the Committee, Security and Stewards.

Water

Please ensure to supply your own water/fluid for your float entry or band.

Weather

The Carnival and Parade will go ahead in all conditions unless deemed unsafe by the safety officer so please ensure all eventualities are prepared for (sun cream/waterproofs etc)

Collecting Buckets

There will be collecting buckets in use during the parade; all collections made must be passed to The Northfleet Carnival Association at the end of the route. All monies collected will be counted, entrants collecting for their group will receive a cheque for their amount collected, and the remainder donated to charity. *ONLY the Northfleet Carnival Association is authorised to collect

money from spectators during the parade route the chosen charities for 2022 are: The Poppy Appeal, predominantly focussing on local veterans who require assistance.

Confirmation

A form will be sent to the Committee of your parade entry, which will need to be signed and returned to the Safety officer to confirm that you accepted the conditions set out. This will be a separate document that will be issued prior to the event and will include detailed timings and meeting points.

Rights

The Carnival aims to be fun and isn't a platform for demonstration of political views or strong beliefs, the Committee reserves the right to refuse an entry considered to be a Health & Safety issue, detrimental to the well-being of people and animals, inappropriate and offensive or contrary to the Law.

By taking part all participants must fully understand that they are taking part in the Parade entirely at their own risk.

The Committee reserves the right to refuse any entry or to alter the class of any entry.

The Committee accepts no responsibility for loss, injury or accidental damage to persons or property, however caused.

The carnival is a fun day for any age and by following the guidelines set out above we can ensure it is safe for all as well.

Most of all, we want you to all have a great time and enjoy yourselves!

If you have any questions or concerns, please contact us

Many thanks for participating and best wishes

Northfleet Carnival Organising Committee
nfcarnival@outlook.com

