

A thick, dark blue vertical bar is positioned on the left side of the page. From the bottom of this bar, several thin, curved lines in shades of blue and grey extend upwards and outwards, creating an abstract, organic shape.

# Budleigh Salterton Carnival

29 September 2018

Event Management Plan

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## Introduction

The purpose of this document is to provide an Event Management Plan for all current members of the committee (and future members of the committee) to use and follow during the carnival event.

In this document various factors will be covered such as Health and Safety, Communications, Lost Children and Licensing.

Below is a table which summaries what event this document covers and when this document was last reviewed and updated:

<b>Event Name:</b>	Budleigh Salterton Carnival
<b>Event Location:</b>	Budleigh Salterton
<b>Event Date:</b>	29 <sup>th</sup> September 2018
<b>Document last updated:</b>	18/07/2018

## Event Management

### Event Overview

The event is a Carnival which will take place on the last Saturday of September and will consist of floats and walking entries of various sizes. All floats and walking entries will be escorted by their own team members around the route.

The route will start at The Budleigh Salterton Hub moving into Coastguard Road, and along Marine Parade, up Fore Street and High Street before continuing along Station Road and Upper Stoneborough Lane. A road closure has been submitted to Devon County Council to close the various roads.

### Key event management contacts

Below you will find the key contact people on the committee and their roles and responsibilities.

Name	Role	Responsibility	Mobile Number
Michael Hilliar	Event Safety Officer	Responsible for the Road Closure and Floats	07538274888
Martin Prew	Event Safety Officer	Responsible for the Road Closure and Floats	
Steve Hagger	Event Safety Officer	Responsible for Walking Entries	
Tracy Shiel	Event Safety Officer	Responsible for the Road Closure	

## Key event contacts – other

Below you will find information regarding the Authorities and Entertainment who will hopefully be attending our event.

Authorities (fire, police, first aid etc)		
Organisation	Name	Contact details
Police	Maria Griffin (Events Planning Officer, D&C Police)	01392 281564
Highways	Jayne Crook (Neighbourhood Highway Technician, Devon County Council)	01392 385734
Fire Service	comments@dsfire.gov.uk	01392 872200
First Aid	Devon Freewheelers	0300 800 0105
Buses	Stagecoach South West Martin Gibbon	01392 427711 <a href="mailto:martin.gibbon@stagecoachbus.com">martin.gibbon@stagecoachbus.com</a>
Entertainment/Street Traders		
Organisation / Company	Name	Contact details
Balloon Modelling	Les Ellis	01803 845501
Juggler	Dan Brazier	07855 451355
Exmouth Air FM	Andy Green	01395 542547 Ext.2
Barnstaple Town Youth Marching Band	Andrew/Joy Cann	andrew.cann1@btopenworld.com
Street Heat Samba Band	Wendy Petrie	stretheatsamba@googlemail.com
Seaton Majorettes	June Millman	june.m@talktalk.net
Honiton Majorettes	Dawn Enticott	honitontwirlstars@tiscali.co.uk
Lyme Regis Majorettes	Jane Tate	janetatelm@aol.com

Suppliers / Contractors		
Company	Name	Contact details
Lions BBQ	Geoff Paver	01395 445298
Toffee Nosed Sweets	Rob Scott	07840 585838
Pizza Dragon	Jenna Wellman	jennawellman@hotmail.com
Chocolate Soup Company	Ingrid Reynolds	07792 069990
Food Festival Stall	Willi Rehbock	rehbock@btinternet.com
Smartacups	Leigh Brooking	leigh.brooking@gmail.com
Ice Cream Van	tbc	

### Staffing

For the event to be successful, stewards will be required at each road closure and in the High Street and Fore Street areas. The responsibilities of these staff members is outlined **below**:

Staff Type	Responsibility
Stewards	Responsible for making sure road closure remains in place before, after and during the event.
High Street Team	Responsible for making sure the High Street and Fore Street areas are safe.

### Organisational Structure



## Programme and Production Schedule

Below is the event program and production schedule:

Production Schedule Budleigh Salterton Carnival event – pre event					
Date	Task	Start Time	Finish Time	Resources/ who	Notes
28/09/2018	Set out signage	14:00	19:00	Michael Hilliar	Signage to be placed at key locations on the procession route and division route as per the traffic management plan
28/09/2018	Set out no parking cones	19:00	20:00	Michael Hilliar	Place out yellow cones in locations listed in the traffic management plan

Production Schedule Budleigh Salterton Carnival event – event day (29/09/18)				
Task	Start Time	Finish Time	Resources/ who	Notes
Brief all Stewards for the afternoon	10:00	10:30	Michael Hilliar, Martin Prew	Stewards, who will be escorting the floats to the start location, will be briefed
Brief all Stewards for the evening	10:30	11:00	Michael Hilliar, Martin Prew	All stewards who will be helping in the evening will receive a briefing regarding what will happen in the evening, what time and how to communicate to the event organisers
Radio Repeater set up	13:00	15:00	Michael Hilliar, Martin Prew	The radio provide will provide us with a repeater which will need setting up and switched on ready for the radios to be used at 16:00.
Upper Stoneborough Lane and East Budleigh Road Closed	16:00	22:00	Michael Hilliar and Afternoon Stewards	At 16:00 we will close Upper Stoneborough Lane and part of East Budleigh Road to allow the floats a safe area to set up.
Closure of East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street, Station Road	19:00	22:00	Michael Hilliar, Martin Prew and Evening Stewards	At 19:00 all the carnival roads will be closed allowing the carnival to start at 19:30. Martin Prew will go around the route and make sure all road signs are out in their correct locations.
Procession	19:30	21:00	Float and Walking Entries	The procession will start at 19:30 and will finish at 21:00 (or when the last float completes the route)

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Production Schedule Budleigh Salterton Carnival event – post event					
Date	Task	Start Time	Finish Time	Resources/ who	Notes
29/09/2018	Float Dismantle on Site	21:00 (approx)	22:00 (approx)	Float and Walking Entries	The floats will have 1 hour to clear the site this will involve them dismantling their floats and preparing them to leave on the road.
29/09/2018	Clear road signs and cones	22:00	23:00	Michael Hilliar, Martin Prew and Stewards	All signs and cones will be collected up and stored at the lock up.



## Health and Safety

Below is the risk assessment for the event

<b>Activity Title</b>	Budleigh Salterton Carnival	<b>Date Of Assessment:</b> 07/07/2017
<b>Location Of activity</b>	Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street and Station Road.	<b>Date Of Event:</b> 30/09/2017

Brief Description of Event
<p>Members and participants of Budleigh Salterton Carnival Committee will undertake to run a traditional carnival procession. This will involve a number of different types of entries including mounted vehicle towed units, walking entries, collection vehicles and other powered vehicles deemed necessary to run the procession. Control of the procession is through the Budleigh Salterton Carnival Traffic Manager who will be assisted by stewards.</p> <p>Additional support is provided by the Devon Freewheelers who will be on hand to provide first aid if required.</p>

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
1	Vehicle and Carnival traffic on the procession route	Spectators, members of the public, Stewards	Non-procession traffic prior to road closures	M	H	L	Road closures will be in place at all junctions to introduce a sterile area along the procession route. All major junctions will be manned with minor side roads having stewards in the vicinity.  Road closures will be implemented 15 minutes before the procession starts and will be confirmed clear before the procession can move off.	L
			Non-procession traffic after road closures	L	L	M		L

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	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
	Vehicle & carnival traffic on the procession route (continued)	Spectators, members of the public and Stewards	Procession vehicles during the carnival	L	L	L	Stewards will be placed along the route with consideration being given to higher risk areas and pinch points. Stewards will have mobiles and radios to communicate with each other.	L
			Non-procession Traffic after the road closures have been lifted	H	H	M	Removal of road closures will only be implemented once all crowds have dispersed and the area has been inspected by the traffic manager and deemed safe to do so. All road closure removals will be confirmed by radio or mobile phone before they can be removed.	L
2	Crowd interaction with procession route	Spectators, members of the public and Stewards	Potential injuries to members of the public who are standing off the pavement too close to the procession traffic	H	M	M	Stewards will be placed along the route with consideration being given to higher risk areas and pinch points. Stewards will have radios and mobiles to communicate with the traffic manager.	L
			Children running out to pick up dropped coins	M	M	L	Stewards are briefed to be especially observant of children suddenly running out in front of procession vehicles to collect change that has fallen on the road.	L

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	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
3	Potential projectiles from coins thrown on to collecting carts	Spectators, members of the public and Stewards	People injured by thrown coins	M	L	L	All collection trailers used in the procession will be of sufficient height (not exceeding 5 metres) to prevent coinage being accidentally thrown over the trailers. Stewards are also briefed to look out for people deliberately throwing objects in an unsafe manner and to contact the traffic manager for assistance if required. All collection trailers have extending sides to catch as many coins thrown short as is practically achievable without exceeding the 3.35 metre width limit. Collectors follow the collection trailers picking up stray coinage to minimise the risk.	L
4	Impact with procession vehicles	Spectators, members of the public and Stewards	Crowds moving forward and potentially encountering vehicles in the procession	H	M	M	All stewards have been pre-briefed to ensure they maintain a safe area between the crowds and the side of the procession vehicles to minimise the risk of contact and potential injury. This is especially important with small children who may sit on the kerbs in front of the crowd. Stewards in the area brief children and parents of the potential dangers of being close to large slow-moving vehicles in the procession.	L

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	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
5	Non-procession individuals and groups on the route	Children and collectors	Interference of the procession and potential entanglement with vehicles	H	M	M	Collectors are sent out ahead of the procession to ensure they are not close to any vehicles.	L
6	Emergency services require access to procession route	Emergency services personnel, Spectators, members of the public and Stewards.	Potential injury caused by procession vehicles and emergency vehicles using the same route	H	L	M	<p>All procession vehicles travel in the centre of the road during normal operation. In the event of an emergency vehicle requiring access to the route during the procession the traffic manager will use the radio systems or mobiles to notify all stewards: -</p> <ul style="list-style-type: none"> <li>• Where the vehicle will enter the route</li> <li>• Direction of travel</li> <li>• Destination</li> <li>• Expected duration</li> <li>• Exit route and final destination</li> </ul> <p>In the event of a vehicle entering the route, stewards will notify the traffic manager and procession vehicles will pull over to the left once it is safe to do so and stop. Once the emergency vehicle has passed, the procession vehicle can return to the middle of the road unless requested not to do so by a steward. Ambulances will only enter the route as a last resort as the Devon Freewheelers will conduct initial treatment and diagnosis. If deemed necessary the whole procession will be halted until the route has been cleared, this instruction will be from the procession direct via the radio system or mobile.</p>	L

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	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
7	Public Disorder	Spectators, members of the public, Stewards and Emergency services	Any public disorder that has the potential to affect the crowds or procession entries safety	M	L	L	All public order issues are to be dealt with by the relevant emergency service. Stewards should not intervene or become involved with the incident. Stewards should help move crowds away from the incident if it is deemed safe to do so and does not increase the risk of safety with regards to moving procession vehicles	L
8	Loss of steward communications	Spectators, members of the public and stewards	Unable to contact stewards and keep them informed of changing conditions and issues	H	L	L	In the event of communication failure between the stewards a list of mobile phones is available. If a single radio failure occurs, spare radio sets are available and can be sent out to the effected stewards using a runner. Stewards experiencing radio difficulties should contact the next available radio stewards to ensure the traffic manager is aware of the problem and can take necessary action to remedy the situation.	L

**Personal Protective Equipment required:**

All stewards will wear personal high visibility clothing as required for their roles and will be identified with a unique number for identification purposes which will be issued to the steward at the time of signing on.

**Emergency Instructions & First Aid:**

Most stewards are suitably qualified and experienced people who have received relevant training.

All personnel undertaking a steward role will be briefed prior to the procession by the traffic manager in relation to the emergency procedures and first aid arrangements dealt with by the relevant emergency service. All stewards are issued with written instructions at the time of signing on outlining Budleigh Salterton Carnival procedures and requirements.

**Further control measures required? If yes, list with actions**

This risk assessment must be reviewed at the venue prior to the event taking place and any findings recorded and, where necessary, the additional control measures implemented.

**Add Additional Findings Here**

## Risk Assessments – contractors

Below are details of the contractors attending the event.

Name of Contractor	Contact Details	Risk Assessment Requested
D Brazier - Juggler	07855 451355	Yes
L Ellis - Balloon Modelling	01803 845501	Yes
Exmouth Air FM	01395 542547 Ext.2	Yes
Barnstaple Town Youth Marching Band	andrew.cann1@btopenworld.com	Yes
Street Heat Samba	streetheatsamba@googlemail.com	Yes
Seaton Majorettes	june.m@talktalk.net	Yes
Honiton Majorettes	honitontwirlstars@tiscali.co.uk	Yes
Lyme Regis	janetatelrm@aol.com	Yes
Lions Club BBQ	Geoff Paver – 01395 445298	Yes
Toffee Nosed	Rob Scott – 07840 585838	Yes
Pizza Dragon	jennawellman@hotmail.com	Yes
Chocolate Soup Co	Ingrid Reynolds – 07792 069990	Yes
Food Festival Stall	rehbock@btinternet.com	Yes
Smartacups	leigh.brooking@gmail.com	Yes
Ice Cream Van	tbc	Yes

## Security

As this is a small carnival, the Committee feels there is no need for a professional security company. Police will be on site, however they will be there to mainly deal with disorderly behaviour using their own methods to deal with these situations. They will be able to communicate with the Event Management team by liaising with the Stewards on the route.

## Stewarding

The event will mainly be using stewards to manage the roads which are closed and to control the crowd. The Committee believe there is a need for approximately 40 stewards for the event.

The stewards will be briefed on the following:

1. The route and direction of the carnival procession and start and approximate finish times
2. Placing of the signs and how to communicate with drivers re: directions etc
3. What to do if a resident living inside the route area needs access
4. What to do in emergency situations and how to communicate with the event management team
5. How to use the radios and what information to pass over the radio system
6. Training on what to do if there is a lost child at the event

## Emergency Procedure

In the event of an emergency the following procedure will be implemented:

1. Stewards closest to the incident will radio the event management team. They will use the code word **Emergency** to indicate to the team and other stewards that there is a problem.
2. The event management team will then ask for details of the situation and the steward will then advise them the following:
  - a. What has happened?
  - b. Where it has happened?
  - c. How it happened (if possible)
  - d. Do they require additional services? Additional Stewards, First Aid or Emergency Services?
3. The Event Manager will then proceed to the area to assist and determine what the next step should be.
4. If the incident is medical related, the Event Manager will ask the first aiders to look at the person and decide the best cause of action. Whilst they are dealing with the situation the spectators will be moved from the area and if needed the procession will be stopped.
5. If the incident is fire related, we will ask the spectators to leave the area and the emergency services will be contacted. The road closure will be kept in place to make sure that no additional vehicles enter the area and to allow people to leave safely. The fire service will then take command of the situation.
6. If the situation is poor behaviour by members of the crowd, the police will be asked to deal with the situation. At no point will a Steward engage with the person causing the problem.

## First Aid and Medical Cover

The Committee has estimated that there will be approximately 1000 people attending the event, including staff, spectators and participants. The following categories may need medical assistance:

- elderly spectators
- people on the floats or walking next to the floats
- walking entries

The following could cause someone any injury at the event:

- a float running over someone
- a sharp object on the float cutting one of the people on the floats
- too many people in one area

These problems are unlikely to happen as all float drivers know how much distance they need to leave between them and the entry in front and how much space they need to get around the route. All entrants are instructed to make sure their float is safe to operate before allowing anyone to use it.

If someone were to be injured by a sharp object on a float, this type of incident would probably not be classed as major and could be treated at the scene by a first aider. If someone was to get run over by a float, this may result in life threatening injuries or even death. To prevent this, all floats will be checked by float staff before anyone is allowed to access the float. All motorised floats will be asked to keep a safe distance to make sure they have space to stop. Anyone walking next to a float must keep clear of grabs close to the trailer and vehicle pulling it.



The committee feels it will not be necessary to use the South West Ambulance Service at the event but will be using:

Company Name	Role of the provider	Skill Mix	Start Time	Finish Time
Devon Freewheelers Unit 15 Durham Way Heathpark Ind Est Honiton EX14 1SQ	The ability to recognise and manage common conditions; competence in the use of Automated External Defibrillators (AED) safe manual handling of patients' evidence of Disclosure and Barring Service (DBS) checks or local equivalent, in accordance with current government standards evidence of training in the safeguarding of children and vulnerable adults	2 first aiders or first responders	19:00	21:30

The intended receiving hospital for casualties from the event would be:

- Minor injuries – Exmouth Hospital
- Major Injuries – Exeter R D and E

If someone needs to go to hospital and it is a minor injury, organisers will ask a relative of the injured person to take the person to the nearest hospital which can deal with their injury. If the issue is major, the emergency services will be called. As part of the preparation work, the Committee has received written confirmation from the Devon Freewheelers that they will be at the event. When they are on site they will be readily available for the public and staff. To make this possible the medical team will be based at the Public Hall which centrally located. If the medical team does need to access the road closure area, the Event Manager will talk with them and the stewards to make sure they are the only vehicle entering the route. If they must drive towards the floats the procession will be stopped to allow the team to get to the injured person.

If the Devon Air Ambulance is required, there are two locations it can land:

- The Green on Station Road is closest to the route
- Budleigh Salterton Football Club, Greenway Lane is a dedicated night landing site and has good access for medical vehicles

## Fire safety

Below you will find our Fire Risk Assessment.

Risk Assessment – Record of significant findings			
Risk Assessment for		Assessment undertaken by	
Venue/event	Budleigh Salterton Carnival	Date	04/07/2018
Location	Budleigh Salterton Town Centre	Completed By	Michael Hilliar
		Signature	<i>M C Hilliar</i>
Identify fire hazards			
Sources of ignition	Sources of fuel	Sources of oxygen	
Cooking and catering equipment	Flammable liquids	Chemicals	
Smokers' materials	Flammable gases	Oxygen in the air	
Lighting equipment	Tents and marquees	Oxygen tanks	
Obstruction of equipment ventilation	Upholstered seating and textiles		
Vandalism	Vehicles in car parks		
Mechanical friction			
Vehicle catalytic converters			
People at risk			
Employees and volunteers who work alone e.g. stewards People who are unfamiliar with the town People with a disability Unaccompanied children and young persons People with a language difficulty People with impairment due to alcohol, drugs or medication Other people in the vicinity of the main route			
Evaluate, remove, reduce and protect from risk			
<p>The risk of a fire starting is very low. The only way a fire could start is accidentally, which maybe due to someone not properly putting out smoking materials properly or if the vents on a generator are blocked. It is rare that someone would deliberately start a fire at the event however someone could set fire to a rubbish bin.</p> <p>The risk to people at the event is very low. A fire could spread and cause injury to people at the event by conduction, when smoke and embers spread. Spectators will be able to evacuate the area by using side streets and main roads. If the fire spreads over the stalls, spectators and stall holders will be asked to move away from the area to allow the fire service access to deal with the situation.</p> <p>To reduce the source of ignition we will ask stallholders to, wherever possible, replace naked flame and radiant heaters with fixed convector heaters and restrict the movement of and guard portable heating appliances. They will be asked that, if they do need to use naked flame, to control the use of the flame. They will also be asked to ensure that all electrical, mechanical and gas equipment installed, used, maintained and protected in accordance with the manufacturer's instructions. Caterers will be asked to ensure cooking and catering equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions</p>			

To reduce the risk of fire caused by fuel the following will be carried out:

- ensure that display materials (including artificial and dried foliage), props, scenery and stands, are fire retardant, or have been treated to give some fire retardancy
- keep stocks of flammable materials, liquids and gases on display in public areas to a minimum. Keep remaining stock in dedicated storerooms or storage areas where the public will be prohibited. Keep the minimum amount required for the operation of the business
- ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been treated to give some fire retardancy
- ensure safe practice with respect to refuelling generators. Use of petrol generators will be discouraged, wherever possible, in favour of diesel generators
- ensure adjacent marquees, temporary structures and other fire hazards are sited an adequate distance apart

To reduce the risk of fire starting from oxygen the organisers will do the following:

- not allow the storing of oxidising materials near any heat source or flammable materials
- controlling the use and storage of oxygen cylinders, ensuring that they are not leaking

**Assessment review**

Assessment review date	Completed by	Signature
04/07/2018	Michael Hilliar	<i>M C Hilliar</i>

### Inflatable Play Equipment

It is not intended to have any inflatable play equipment at the event. However if this changes organisers will make sure of the following:

1. The operator can provide a copy of the current PIPA test certificate for the equipment
2. The operator carries out checks on the equipment as required by EIS7
3. The operator can prove when the equipment was last fully inspected
4. The equipment is clearly marked with limitations of use, such as maximum user height and weight
5. The operator can show membership of a relevant association, such as BIHA or AIMODS.

### Fun Fairs

A fun fair has been invited to attend the event but at the date of this document no confirmation of attendance has been received by the organisers. If there is a fun fair at the event, the organisers will ensure the following:

- rides are included on the Amusement Device Inspection Procedures Scheme
- a copy of their In Service Annual Inspection papers is supplied – this event management plan will then be updated with this information
- the operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

### Temporary Structures

Event organisers will be using their own gazebo at the event, which is covered under the Event's Public Liability Insurance and risk assessment.

### Animals at the event

There are no plans to have any animals at the event.

## Communications

There are three main areas covered here:

- Informing residents and businesses in the surrounding area of event plans before the event
- Internal communications on the day of the event
- Communicating with spectators on the day

### Event communications – surrounding residents

Organisers plan to inform residents of plans by doing a leaflet drop to all affected homes. The leaflet informs residents of the date and time of the carnival and includes a list of roads which will not be accessible during the procession. Road signs will be erected to inform residents and visitors which roads will be closed. Information posters will also be put up along the route.

Organisers will be writing to local businesses to inform them of timings etc; members are liaising with the local chamber of commerce.

Organisers have been and will continue to use social media to promote the event and provide details of timings etc.

### Event communications – internal

Organisers will communicate with the Event Team and stewards using radios which will be supplied and delivered prior to the day of the event. On the day of the event there will be a briefing with all Stewards and committee members to advise them how to use the radios.

Stewards will be made aware of the organisational structure and all Stewards will know who to contact if they need to report an incident or need to ask and question or pass on information to the management team.

Stewards will be made aware of the procedures to follow during an emergency by going through the emergency produces with stewards at the briefing.

### Event day communications – audience

On the day of the carnival organisers will use social media to communicate with members of the public to inform them if the carnival will be going ahead or if there are any changes to the timings or schedule of the event.

During the early evening Exmouth FM will be present at the carnival and we will use them to communicate any important information regarding safety, or changes to the programming of the event.

All stewards will also be able to inform members of the public of any changes via radio communication and they will also be able to direct people to medical facilities if needed.

### Lost Children

If there is a lost child, organisers will adopt the following procedure – all staff will be trained to follow this procedure.

The Public Hall, in Station Road, will be the designated Lost Child centre and signposted as such. If there is a lost child, the steward who finds the child will radio the Public Hall. Two stewards (who will be DBS checked and based at the Public Hall) will collect the child from the steward. The child will then be taken back to the Public Hall. This course of action will only happen if the child is not reunited with their parents or carers within 20 minutes.

When a child is taken to the Public Hall the Event Manager will put an announcement out on Exmouth Air PA system and across the Stewards' radios so that all stewards can keep an eye out for the parents of the child. At no time will the child be left with one adult.

If a parent turns up to collect the child, the parent will be asked to produce ID to prove they are the person they say they are. Before they can take the child, they will also be asked to describe the child, including a description of what they are wearing.

If the child is not willing to go with this person, the police will be contacted and informed of the situation so they can be present at the scene. A record of all incidents (including details of what happened, when it happened, the outcome) will be kept.

### Suspect Packages

If a steward is notified of a suspect package or finds a suspect package, the steward must inform the Event Management team who will contact the police. The event will then be stopped and members of the public will be asked to move away from the area.

No stewards or event team will approach the suspect package and the area will remain under the event management team's control until the police arrive to take over. Once the police have taken over the situation will be in their control and the event team will follow their rules and procedures. Once the area has been made safe all floats and walking entries will be asked to return to the start location where the event will end.

## Licensing

### Temporary Event Notice (TEN)

As there is no entertainment, alcohol for sale or hot food or drink on sale after 11pm organisers feel there is no need for a Temporary Event Notice.

## Insurance

The event is insured by Covea Insurance plc; a copy of which is at the end of this document. There is Public Liability cover up to £5 Million and Employers Liability is in place for the Stewards. The policy states that third parties do not need their own insurance however organisers have encouraged all stallholders and those taking part in the carnival to have their own insurance. Organisers have requested copies from those who have it.

## Provision of food

Below is a table containing all the food and drink providers attending the event:

Company	Name	Contact details
Lions Club of Budleigh Salterton	Geoff Paver	01395 445298
Toffee Nosed Sweets	Rob Scott	07840 585838
Pizza Dragon	Jenna Wellman	jennawellman@hotmail.com
Chocolate Soup Company	Ingrid Reynolds	07792 069990
Food Festival	Willi Rehbock	rehbock@btinternet.com
Smartacups	Leigh Brooking	leigh.brooking@gmail.com
Ice Cream Van	tbc	

## Site considerations

### Site Plan

Below is our site plan for the event.



## Toilets

There are no plans to provide portable toilets. There are plenty of public toilets on the route. Participants will access to the Public Hall and the Budleigh Hub which have toilets etc.

## Spectators and viewing areas

All those who will be watching the event will be able to stand on the pavement. No members of the public will be able to stand or sit in the road or on the edge of the pavement. There are no set viewing areas.

## Media

The media spoken person for the event is the Chairman of the Organising Committee, Michael Hilliar. He and the committee will decide who is able to take photographs and videos at the event. It may not be possible to stop members of the public taking photos, but organisers hope to have an official photographer at the event.

## Vehicles on site

During the event the only vehicles which will have access to the site will be carnival floats and emergency vehicles (including the Devon Freewheelers).

At no point will any public vehicles need to move onto the site during the event.

## Traffic, transport and parking

Due to the nature of the event most people will be travelling to the event either by car or by foot. There may be some who will travel by bus however this may be very low, if any. There is no river transport or air transport which needs to be considered.

Organisers anticipate there will be approximately three coaches coming to the event who will be delivering two groups of majorettes and a band. Organisers believe these vehicles will be 57 seaters which could potentially bring an extra 171 people to the town.

Because of these coaches we could see an increase in the number of cars with parents coming to the event to support their children. If we base our figures on a full 57-seater coach and have one vehicle per family we will see at least an extra 171 cars in the town.

If we then think about this further, if all those vehicles turn up and have all five seats filled there will be additional 855 people at the event.

Of course, this is a worst-case scenario and not all parents will come and some will car share or possibly travel on the coach, this will reduce the amount of people coming to the event.

We suspect there will be many cars coming to the town, ranging from support vehicles for the carnival floats to those watching the carnival. We suspect if we had an average of 20 floats and three support vehicles per float there would be 60 vehicles to just support the floats. Again, if we use the average of 5 seats per vehicle we could see up to 300 people helping at the start location (of course, this figure would be adjusted once we have more information on how many floats are coming to the event).



Before the event starts we anticipate an increase in traffic coming to the town to watch the event and an increase in the number of cars leaving the town after the event. We predict there will be an extra 100 cars coming to the town which will increase the number of people by 500 (if we base this on a five-seater car). Of course, once the event has finished these same cars will be leaving the town.

Again, this is only a prediction of how many extra cars may come to the event.

There will be an impact to buses to the town, due to the location of the holding area at Upper Stoneborough Lane and East Budleigh. The local 357 bus around the town and the 157 buses to and from Sidmouth will be unable to serve the stops in this part of town. The event organising team will be in contact with Stagecoach to discuss the best route to direct the buses.

During the main procession, no buses will be able to serve the following locations: West Hill, Station Road, High Street, Fore Street, Coastguard Road, East Budleigh Road, Upper Stoneborough Lane. Again, the event organising team will be in contact with Stagecoach and this document will be updated if necessary.

During the event, we anticipate an increase in footfall to and from the event, we suspect we will see at least an extra 1000 people entering the High Street before the event and an extra 1000 leaving the High Street after the event. Again, this is only a prediction.

## Environmental considerations

### Waste management

East Devon District Council will be contacted before the event to arrange StreetScene operatives to provide additional bins along the route for the collection of rubbish. They will also be asked to come back the next day to make sure any rubbish is removed from the site.

### Recycling

East Devon District Council will also be contacted to see if additional recycling facilities can be provided.

### Weather

If there are severe weather issues the committee will see if the event start time can be put back to see if the weather passes. If the weather does not improve the committee will cancel the event and rearrange it for later in the year, if possible. The event does run on main roads and the road network should be able to handle any adverse weather.

Organisers will regularly be checking weather forecasts, supplied by the Met Office, in the run up to the event to make sure it is safe to go ahead.

One weather type which could affect the carnival would be high winds, particularly along the seafront. If there is a heavy gale then the event may need to be delayed or cancelled as this could affect the driving ability of some of the floats which in turn could put the public in danger.

If severe weather happens the committee will have a meeting to discuss if the event should continue, or if it will need to be delayed or even moved to another day. If the event does get changed to another day all routes will be reopened and the relevant Authorities will be informed of the committee's intentions, as well as spectators (using social media and Exmouth Air).