



28th September 2019

C/o 2 Kersbrook House, Kersbrook,
Budleigh Salterton, EX9 7AB.

BUDLEIGH SALTERTON CARNIVAL

Event Management Plan

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Introduction

The purpose of this document is to provide an Event Management Plan that all members of the committee and new members of the committee will be able to use and follow during our main carnival event.

In this document we will look at various factors such as Health and Safety, Communications, Lost Children and Licensing.

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

Event Name:	Budleigh Salterton Carnival
Event Location:	Budleigh Salterton
Event Date:	28 th September 2019
Document last updated:	20/01/2019

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 be from The Budleigh Salterton Hub towards Coastguard Road, down Marine Parade, up Fore Street and High Street before continuing along Station Road and Upper Stoneborough Road. A road closure has been submitted to Devon County Council to close the road.

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 on the Day.	07538274888
Martin Prew	Event Safety Officer	Responsible for the Road Closure and Floats on the Day.	
Steve Hagger	Event Safety Officer	Responsible for Walkers at the Hub.	
Tracey Shield	High Street Safety Officer	Responsible for Road Closure in the High Street	

Key event contacts – other

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

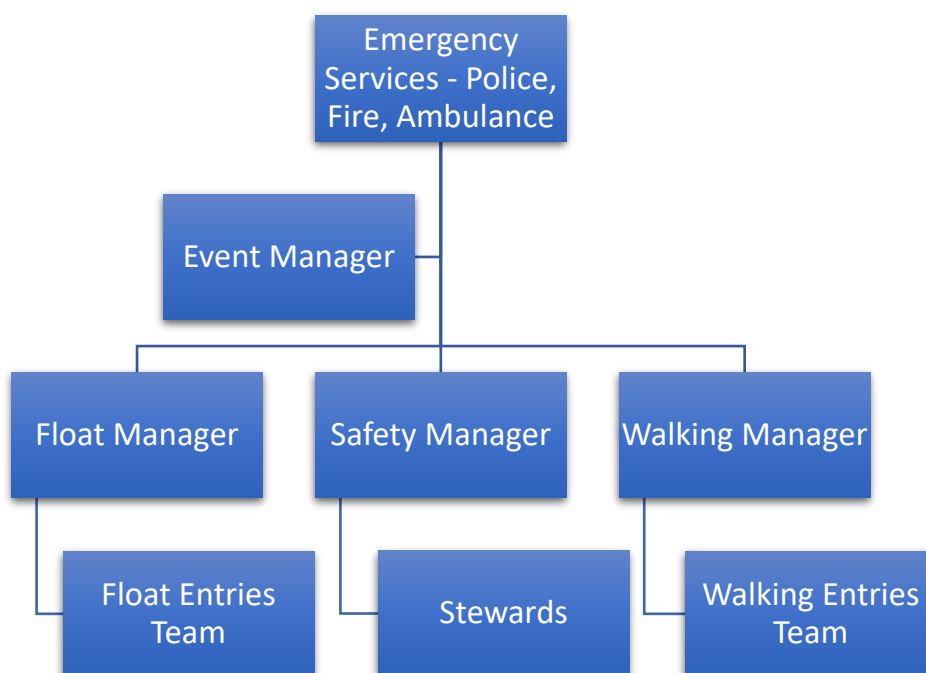
Authorities (fire, police, first aid etc)		
Organisation	Name	Contact details
Police		
Council Highways		
Fire		
First Aid	Devon Freewheelers	
Stagecoach Buses South West		
Acts / Entertainment		
Organisation / Company	Name	Contact details
Balloon Modelling		
Exmouth FM	Andy Green	
Suppliers / Contractors		
Company	Name	Contact details
Lions BBQ		
Toffee Nose Stall		
Pizza Oven		
Chocolate Soup Lady		
Food Festival Stall		
The Feathers Pub		
The Salterton Arms		
The Budleigh Fish and Chip Shop		
The Tea Lady		
Ice Cream Truck		

Staffing

For our event to be successfully run we will require stewards on our road closure and in the main high street and fore street areas. The responsibilities of these staff members are 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 you will find our 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 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 our traffic management plan.

Production Schedule Budleigh Salterton Carnival event – event day

Task	Start Time	Finish Time	Resources/ who	Notes
Brief all Stewards for the afternoon	10:00	10:30	Michael Hilliar, Martin Prew	We will brief those Stewards who are going to helping in the afternoon to escort the floats to the start location
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 of what will happen in the evening at 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 Road and East Budleigh Road Closed	16:00	22:00	Michael Hilliar and Afternoon Stewards	At 16:00 we will close Upper Stonebrough Road 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.
Parade Runs	19:30	21:00	Parade Entries	The parade will start at 19:30 and will finish at 21:00 or when the last float completes the route.

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	22:00	Float entries	The floats will have 1 hours 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

Risk Assessment

Below you will find our risk assessment for the event.

Activity Title	Budleigh Salterton Carnival	Date Of Assessment: 07/07/2017
Location Of activity	Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street and Station Road.	Date Of Event: 28/09/2019

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

	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

	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

	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"> • Where the vehicle will enter the route • Direction of travel • Destination • Expected duration • Exit route and final destination <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

	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 you will find details of the contractors that will be at our event.

Name of Contractor	Contact Details	Risk Assessment Requested
Juggling Man		Yes
Balloon Man		Yes
Fun Fair		Yes
Exmouth FM		Yes
Toffee Nose		Yes
Lions Club BBQ		Yes
Chocolate Soup Lady		Yes
Food Festival Stall		Yes

Security

As we are a small carnival we will not need a professional security firm, there will be police on site however they will be there mainly to 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 aliasing with the Stewards on the route.

Stewarding

At our event we will be mainly using stewards to manage the roads that are closed and to control the crowd. We believe we will need about 40 stewards at the event.

The stewards will be briefed on the following:

1. The route of the carnival including which directions the floats and walkers will be going and what time they will be starting off and where they are starting and finishing.
2. How to place their road sign out and how to communicate with traffic to direct them where they need to go
3. What to do if someone lives in the effected closure and when it is safe to let someone into our road closure.
4. What to do in emergency situations and how they can communicate with the event management team in those situations.
5. How to use radios and what information to pass over the radio system.
6. Also 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 closes 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 what is 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, such as First Aid, Additional Stewards or Emergency Services?

3. The Event manager will then proceed to the area to assist and determine what the next step will.
4. If the incident is medical related, we will invite the first aiders to look at the person and decide the best cause of action. Whilst they are dealing with the situation the crowds will be moved from the area and if needed we will stop the procession.
5. If the incident is fire related, we will ask everyone to clearly leave the area and call the emergency services. We will keep the road closure in place to make sure that no vehicles entry the area and to allow people to leave safely. We will also contact the fire service who will take command of the situation.
6. If the situation is poor behaviour by members of the crowd, we will ask the police to step in a deal with the situation. At no point will a Steward engage with the person causing the problem.

First Aid and medical cover

At our event we have estimated that there will be approximate a 1000 people there, this includes staff, audience and participants. The types of people who may need medical assistance are the elderly who are at a high risk of needing assistance. Other people who may need assistance are people on the floats or walking next to the floats or walking entries.

The main thing that could cause someone any injury at the event is a float running over someone or a sharp object on the float cutting one of the people on the floats. Also, another thing which could cause injury is too many crowds in one area. However, these problems are unlikely to happen as all float drivers know how much distance they need to leave from them and people in front and how much space they need to get around the route. Also, most of the floats will have made sure that their float was safe to operate before allowing anyone to use it.

If someone was to get injured by a sharp object on the float, then this type of incident wouldn't be major and could be treated at the scene by a first aid either by the float team or ours. If someone was to get run over by a float, then it could result in life threatening injuries or even death. To prevent these problems, all floats will be checked by float staff before they allow anyone to access the float. Also, all motor floats will be asked to keep a safe distance to make sure they have space to stop. And anyone walking next to a float must keep clear of grabs close to the trailer and vehicle pulling it.

We believe we will not need to use NHS ambulance services at our event for first aid. Instead we will be using the following professional company:

Company Name	Role of the provider	Skill Mix	Start Time	Finish Time
Freewheelers	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 adult	2 first aiders or first responders	19:00	21:00

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

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

If some needs to go to hospital and it is a minor injury a relation of the affected person should arrange to take the person by car to the nearest hospital which will deal with their injury. If the issue is major then the emergency services will be called to take the casualty to the right hospital. As part of our preparation work we have received written confirmation from the freewheelers that they will be at our event. And when they are on site they will be readily available to the public and staff if needed. To make this possible the medical team will be based at the public hall which is only a minute's walk away and only 5 minute's drive from the start location. If the medical team does need to entry the road closure, we will talk with them and the stewards and make sure they are the only vehicle entering the route. If they must drive towards the floats we will stop the floats to allow the team to get to the person, they need to deal with.

If an air ambulance is needed there are two locations the helicopter can land at, the local green is the first one and is closes to the route. However, the second location, the Budleigh Salterton football club, is a dedicated landing area and has easy 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>Mchilliar</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			
The risk of a fire starting is very low, the only way a fire could start is accidentally, which maybe due to someone not putting our smoking materials properly or if the vents on a generator being blocked. It is rare that someone would deliberately start a fire at our event however this maybe caused by someone setting fire to a rubbish bin.			

The risk to people at the event is again very low, the way a fire could spread and cause injury to people at the event is by conduction, impartially when smoke and embers being to spread. People will be able to evacuate the site by using side streets and main roads. If the fire spreads over the stalls, then people will be asked to move away from the area to allow the fire service access to deal with the situation.

To reduce the source of ignition we would ask that stallholders wherever possible replace naked flame and radiant heaters with fixed convector heaters and restrict the movement of and guard portable heating appliances. We would also ask if they do need to use naked flames to control the use of the flame. We would also ensure electrical, mechanical and gas equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions; We would also ask all caterers that they ensure cooking and catering equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions

To reduce the risk of fire caused by fuel we would do the following:

- 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;
- reduce 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 are not allowed to go, and 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 should 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 we as the organisers would 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
20/01/2019	Michael Hilliar	<i>Mchilliar</i>

Inflatable Play Equipment

We do not attend to have any inflatable play equipment at our event, however if this changes we will make sure that:

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. We will find out when the equipment was last fully inspected.
4. We will make sure the equipment is clearly marked with limitations of use such as maximum user height and weight.
5. We will also ensure that the company is a member of a relevant association such as BIHA or AIMODS.

Fun Fairs

We will be trying to invite a fun fair to our event, when we invite fun fair companies to come to our event we will be checking that their rides are part of the Amusement Device Inspection Procedures Scheme.

We will also make sure that they provide us with a copy of their In Service Annual Inspection papers and we will update our event management plan with these.

We will also make sure that the operator confirms to us in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Temporary Structures

We as the event organisers will be using our own gazebo at the event, we do have cover for this under our Public Liability section of our insurance policy. As this is our own product the risk assessment for this product is included in our own risk assessment.

Animals at the event

We do not plan to have any animals at our event.

Communications

In this section we will look at three main areas for our event:

- Letting residents and businesses in the surrounding area know about your event plans before the event
- Internal communications on the day of the event
- Communicating with your audience on the day.

Event communications – surrounding residents

As per previous years we plan to let residents know about our plans by doing a leaflet drop to all the homes that will be affected. The leaflet informs residents of the date and time of the carnival and includes a list of roads that will not be assessable during the procession. We will also put up road signs to inform which roads will be closed and posters along the route so that people can see when the carnival will be.

We will also be writing and having a meeting with the local businesses to inform them when the carnival will be and what time and this is currently being arranged by the chamber of commerce.

And finally, we have been and will continue to use social media to promote the event and provide details of when and what time the event will be.

Event communications – internal

We will communicate with our staff and stewards using radio's which will be supplied and delivered to us before the day of the event. On the day of the event will be having a briefing with all Stewards and committee members to advise them how to use the radio's.

We will also make all stewards 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.

We will also make sure that stewards are aware of the procedures to follow during an emergency by going through our emergency procedures with stewards at the briefing.

Event day communications – audience

During the day of the carnival we will use social media to communicate with the 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 as well of any changes through our radio communication and they will also be able to direct people to medical facilities if needed.

Lost Children

If we have a lost child, we will adopt the following procedure and all staff will be trained to follow this procedure.

Firstly, if there is a lost child the steward who finds the child will radio the hub. At the hub there will be two people who are both DBS checked who will come to the steward to collect the child. They will then take them back to the hub which will be our designated area and will be signed posted as such. Of course, this will only happen if the child is not reunited with their parents or carers within 20 minutes.

When a child is taken to the hub we will put an announcement out on Exmouth FM 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, we will ask the parent to provide ID that they are the person they say they are and we will also ask them to describe the child including what they are wearing before they can collect the child.

If the child is not willing to go with the parent or guardian, then we will contact the police and inform them of the situation so that they can be present at the scene. We will of course record all incidents and details of what happened, when it happened and what the outcome was.

Suspect Packages

If one of our stewards is notified of a suspect package or finds a suspect package the steward must inform the event management team who will contact the police and advise them. We would then stop the event and ask members of the public 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 we will then get the floats and walkers back to the start location where the event will terminate.

Licensing

Temporary Event Notice (TEN)

As we are not having any entertainment, alcohol for sale or hot food or drink on sale after 11pm we do not need a Temporary Event Notice.

Insurance

As an event organiser we have an insurance policy with Graham Sykes Insurance. A copy of which can be found below. As you can see we have Public Liability up to £5 Million and Employers Liability for our Stewards. In our policy it does state that third parties do not need their own insurance however we do encourage all stallholders and those taking part in the carnival to have their own insurance. And we will receive copies of theses from those people who have it.

Need new insurance policy.

Provision of food

Below is a table containing all the food and drink providers we will be having at our event:

Company	Name	Contact details
Lions BBQ		
Toffee Nose Stall		
Pizza Oven		
Chocolate Soup Lady		
Food Festival Stall		
The Feathers Pub		
The Salterton Arms		
The Budleigh Fish and Chip Shop		
The Tea Lady		
Ice Cream Truck		

Site considerations

Site Plan

Below is our site plan for the event.



Toilets

We plan not to have any portable loos as there will be plenty of public toilets on the route. We will also have access to the public hall, which has toilet facilities and also the Budleigh Hub has toilet facilities which we can use.

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

Our media spoken person is our chairman Mr Michael Hilliar. He and the committee will decide who is able to take photos at the event as well as any video's. It may not be possible to stop members of the public taking photos, but we will have an official photographer.

Vehicles on site

During the event the only vehicles which will have access to the site will be the carnival floats themselves unless an emergency happens. At that point emergency vehicles will have access to the route.

The only other vehicles which will be on site during the event and not during an emergency will be the Devon freewheelers vehicles as they will need these to administer any first aid.

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.

We suspect, because of the nature of the event, there will be approximately three coaches coming to the event who will be delivering two groups of majorettes and one coach delivering a band for the event. We 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, 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 just to 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 we suspect there to be 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, is this only a prediction of how many extra cars may come to the event. As this is the first year we are basing this on the worst-case scenario.

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 to Bridge Road. 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, talks with Stagecoach will be held and this document will be updated once these talks have taken place.

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

We will manage waste by contacting East Devon District Council and arranging for street scene to provide additional bins along the route for the collection of rubbish. We will also ask them to come back the next day and give the streets a clean to make sure any rubbish is removed from the site.

Recycling

Again with recycling we will contact East Devon District Council to see if they can arrange any additional recycling facilities.

Weather

If there are severe weather issues the committee will see if the event can be delayed for 30 minutes or an hour to see if the weather passes. If the weather doesn't improve then 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 hand the effects of weather.

We will be checking on the weather from a week before and the hours before the event to make sure that it is safe to go ahead. We will use the Met office weather system to check these results.

One weather system which could also affect the carnival is the winds along the seafront. If there is a heavy gale, of more than 30 MPH, then the event may need to be delayed or cancelled as this could affect the driving ability of some of the floats which could put the public in danger.

If severe weather happens the committee will have a meeting to discuss if the event continues or if it will need to be delayed or moved to another day. If the event does get changed to another day all routes will be reopened and the Local authority will be informed of the committee's intentions. We will also inform people attending the event by posting this on Facebook and contacting the local radio station, Exmouth FM.