



## PROCESSION TERMS & CONDITIONS 2019

If you and your group would like to enter the Kendal Torchlight Carnival procession in 2019 you will have to read, understand and agree to the procession rules set out below. You will also need to have a designated responsible person and recruit at least two mobile procession marshals and one static crowd marshal. There will be a number of forms that the designated responsible person will have to complete and hand in before the procession.

### Torchlight Procession Rules 2019

**Please take time to read these rules carefully and share this information with all participants, especially supervising adults; they are designed to ensure we have a safe and enjoyable evening:**

- 🔥 All entrants must have a Designated Responsible Person (an adult) who has agreed to take responsibility for the safety of the float (see list of responsibilities above).
- 🔥 The Designated Responsible Person is also responsible for ensuring that all participants within their group are aware of and abide by these rules and understand the safety implications.
- 🔥 Please adhere to any instructions given to you by Torchlight Marshals or the emergency services at any time and in any location during the event.
- 🔥 **In the event of an emergency vehicle needing to get through the carnival, please ensure your driver understands that they must **MOVE TO THE LEFT HAND SIDE AND STOP** so that any emergency vehicle can get through.**
- 🔥 Drivers of vehicles/floats should ideally leave no more than 10 metres between them and the vehicle or group in front and should proceed at a speed that allows gentle stopping within that distance. Please let your driver know this.
- 🔥 Please ensure that your driver has performed a risk assessment and knows that **if he/she is in any doubt about the safety of moving, they must STOP**, then re-assess the risk and implement any safety measures so that the risk is reduced to an acceptable level before proceeding.
- 🔥 Kendal Torchlight Carnival is an alcohol free event for participants. This is a zero-tolerance policy. Any person consuming alcohol or intoxicated will be instructed to leave the Carnival. Non-compliance will result in your entry being removed from the Torchlight Procession and the Police may be asked to remove the perpetrator.

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### Torchlight Procession Rules 2019 (continued)

- 🔥 Smoking is not permitted by any person whilst in the Torchlight Procession, and at any time by any participant, marshal, volunteer or by the Designated Responsible Person.
- 🔥 Nothing must be thrown, passed or squirted from floats or vehicles into the crowd. If you wish to hand out promotional items or sweets, etc please do so by hand, ensuring that none fall in the street to tempt spectators, especially kids, into the path of vehicles.
- 🔥 Participants must not get on or off a float/vehicle whilst in the procession other than in an emergency. If you get on at the Leisure Centre you must stay on until it arrives back at the Leisure Centre. This is a zero tolerance policy.
- 🔥 All lorry-based or trailer **floats must have a safety rail** that effectively prevents an adult from falling off the float/vehicle.
- 🔥 All floats carrying or containing children must have a **safety rail and netting that effectively prevents a child from falling off the float/vehicle** including sliding under the rail.
- 🔥 It is the responsibility of the Designated Responsible Person to ensure that all people on vehicles/floats etc are safe and secure at all times.
- 🔥 **Please do not stop to give static displays.** If the procession comes to a natural halt, you may give such a display if you wish, but you must move forward *without delay* when required. Please note; this is a health and safety matter.
- 🔥 **Drivers should proceed at a steady, gentle pace** at all times and should avoid unnecessarily rapid acceleration or abrupt stops to protect the passengers and prevent collisions caused by unexpected stops and starts.
- 🔥 You must **proceed at a pace that limits the gap between you and the group/float in front to 10 metres.** If the gap increases, you must take action to increase your speed to reduce the gap. If the gap increases significantly, you may be asked to move aside to allow others to pass. If you know that you will be slow, please inform the Entrants Coordinator at least six weeks prior to the event.

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### Designated Responsible Person

All entrants must have a Designated Responsible Person (an adult) who has agreed to take responsibility for the safety and management of the float, band, group and all participants in their group. Any or all of these tasks can be delegated to someone with the relevant expertise. It's not intended to be an onerous task - ask if you need advice.

The Designated Responsible Person is responsible for:

- 🔥 Agreeing to and signing the Torchlight Risk Indemnity Form (disclaimer) prior to entry on the night;
- 🔥 Risk assessing the float/entry and ensuring adequate controls are in place to reduce all risks to a reasonable level and ensuring that the group holds public liability insurance;
- 🔥 Complete the Risk Assessment Form, sign and return it with a copy of your Public Liability Insurance to the Torchlight Entrants Co-ordinator.
- 🔥 Ensuring that all participants are aware of what to do in an emergency (See our Emergency Procedures below) and the location of toilets and other facilities;
- 🔥 Effectively managing any emergency response on or as a result of your vehicle, group, band, people, etc
- 🔥 Ensuring that all participants within your group are aware of and abide by Kendal Torchlight Carnival Rules and understand the safety implications and consequences;
- 🔥 Providing one volunteer to act as a Static Crowd Marshal on Torchlight night, ensuring that they attend the Static Marshal Training and that they are present on Torchlight night;
- 🔥 Ensuring that the appropriate number of Mobile Procession Marshals are recruited, trained and accompany the entrant(s) throughout the Carnival procession; A minimum of 4 Procession Marshals are needed for Articulated Vehicles and a minimum of 2 Procession Marshals are needed for other entries.
- 🔥 Ensuring that all Mobile Procession Marshals have received and read the Mobile Procession Marshals Joining Instructions, have attended the mandatory briefing on Torchlight night and act in accordance with their instructions;
- 🔥 Checking driver's documents (insurance and license);
- 🔥 Checking the roadworthiness of the vehicle (this may be delegated to the driver);

### **Designated Responsible Person** (continued)

- 🔥 Ensuring that any generator is safe, secure and isolated/barriered (Note: if you use a petrol generator you must have it inspected and certified as safe for use in the Carnival by Cumbria Fire Service before arriving at Kendal Leisure Centre/your start position);
- 🔥 Ensuring that no spare fuel is carried, and that no refuelling occurs (including on site at the Kendal Leisure Centre). Please use the vehicle's own power take-off or diesel generators if possible.
- 🔥 Ensuring that any electrical systems are safe (can be delegated to an appropriately qualified person);
- 🔥 Ensuring that there are adequate and effective safety rails/barriers on the float and that they are secure and effective (including netting below the safety rail if the float carries children);
- 🔥 Ensuring that the infrastructure of the float is secure, even in windy weather;
- 🔥 Ensuring that all objects on the float are secure, even in windy weather;
- 🔥 Ensuring that any work done on the float is done safely;
- 🔥 Ensuring that all participants behave in a safe manner throughout the procession and in the time prior to and after the procession;
- 🔥 Ensuring that all participants behave in a courteous and polite manner throughout the procession and in the time prior to and after the procession;
- 🔥 Ensuring that participants get on and off the float, vehicle or trailer in a safe manner, on the correct side of the vehicle (away from any potential traffic) and remain on the float for the entire procession;
- 🔥 Ensuring that all children are appropriately supervised at all times;
- 🔥 Ensuring that all participants and their drivers/parents know the location of pick-up and drop-off places (**these must not be at the Kendal Leisure Centre or Kirkbie Kendal School**).

All of the above responsibilities are designed to protect the participants and spectators and ensure they have a safe and enjoyable night. If you need advice or support, please contact the Torchlight Entrants Coordinator by email on [entrants@kendaltorchlightcarnival.co.uk](mailto:entrants@kendaltorchlightcarnival.co.uk)