



Nuneaton Carnival

Helping *local* charities for over 80 years

Patron: The Rt Hon The Viscount Daventry

www.nuneatoncarnival.org
e mail: geoff@gentrycars.co.uk

From the office of

Geoff Beston
Gala Manager (Trade & Food)
8 Higham Lane,
Nuneaton., Warks
CV11 6AG

Tel: 024 7638 8562
Mob: 078 0497 3999

Dear Carnival Friends

October 2011

Please find enclosed a 2012 Nuneaton Carnival Gala entry form, risk assessment and checklist.

For **trade space** the cost for stall based traders depends on the size of pitch required, but the current **minimum donation** required is:

- £25 for a 3m X 3m pitch
- £35 for a 6m X 3m pitch
- £50 for 6m X 6m and above). If this is a problem, please ring me to discuss.

Large **rides and food concessions** by agreement (please telephone for details).

Applications after May 7th cannot be accepted, and payment should be sent with your application.

The conditions for attending are quite simple, but rigorously enforced. Both charity and trade space holders must hold valid public liability insurance cover (minimum £5m).

All caterers at the event must comply fully with the requirements of the Food Safety Act 1990 and be registered with an appropriate Local Authority. I will require a copy of your EHO report from your local authority. You must also comply with the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto, and must hold the relevant food safety certificate.

If you intend heating, cooking etc on the field and use either gas or electricity then I will require a copy of your gas or electricity test certificates.

You will also need to include a copy of your hazard analysis form that deals with the transportation, storage, cooking etc of your food to ensure the safety of those attending.

All 'rides' and attractions that require testing must have the relevant test certificates. We rent the ground from Nuneaton and Bedworth Borough Council and their current policy is that only ADIPS certification for rides will be acceptable. They will not accept FESS certification at this time. If it is due to expire before the event include the current one and ensure that the ride is tested and the latest certificates are forwarded to me before the event.

A risk assessment will also be required for all entries. There is an attached risk assessment to get you going. If you have already completed your own then please forward that to me with the application. If you do not have one and wish to use the one attached then please read it, amend it to suit your business so that it is relevant and return it with your application.

Nuneaton Carnival provides **space only** in all instances. There are no services on site.

NUNEATON CARNIVAL - Sunday June 10th 2012

Supported by



and many, many others

Please note that following guidance by Council Officers, no generators can be allowed onto the field without prior agreement. All generators should be suitably earthed and a CO₂ extinguisher should be provided in the immediate vicinity, no refuelling is allowed on the Gala field. Generators should not be situated inside vehicles. They should be in close proximity of your stall/vehicle etc and must be fenced so as to ensure the safety of others.

Once I have received your payment and completed entry forms I will acknowledge receipt but you will not be confirmed as being allocated a space until all the paperwork is signed off by the local council event officer.

Please visit our website at www.nuneatoncarnival.org for more information.

Best wishes

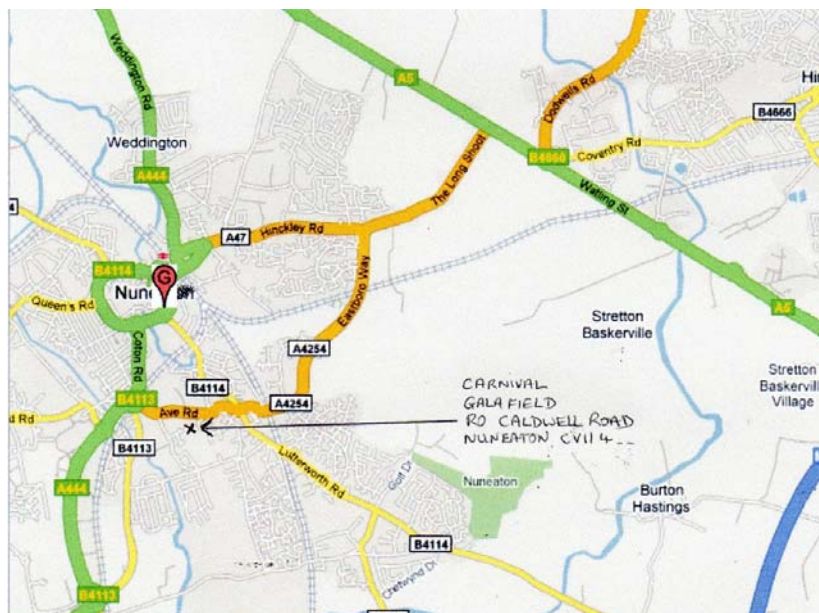
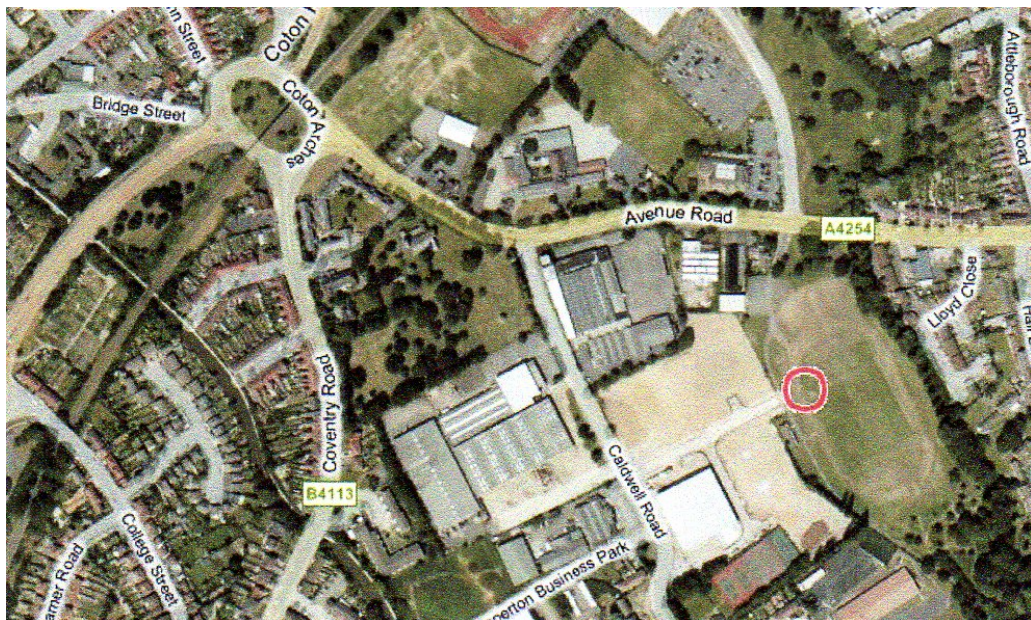
Geoff Beston

Geoff Beston
Gala Field Manager (Trade and Food)

PTO

Nuneaton Carnival Gala Field Location 10th June 2012

Post code: CV11 4NF
Grid Reference: SP 366 906
Entrance off Caldwell Road



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NUNEATON CARNIVAL GALA INFORMATION 2012

TRADE and DISPLAY STANDS

The theme for 2012 is "Britain at its Best".

The Gala Field is located off Caldwell Road opposite the Pingles Leisure Centre and has FREE entry for the public on the day. In addition to attractions and charity stalls there will be a large funfair and arena displays.

COSTS The cost for stall based traders depends on the size of pitch required (in multiples of 3m x 3m, but the current minimum donation required is:

- £25 for a 3m x 3m pitch
- £35 for a 6m x 3m pitch
- £50 for 6m x 6m and above.
- Fees for large rides and food concessions by agreement (please telephone me for details).

No services (gas, electricity or water) are provided anywhere on site. Portaloos are provided during the event. Where trader's vans do have to be parked on the field they should purchase enough space to do so.

Payment should accompany your application and all cheques should be made payable to Nuneaton Carnival Limited please.

ARENA DISPLAYS - Grass surface arena, PA system with radio mike / music facility.

TIMINGS - access to field from 7.30am, Procession judging of walkers at 12 noon in arena, first display at 2pm, last display ends around 5.30pm. NO overnight security before or after the event.

INSURANCE – For all trade stands copies of Public Liability Insurance and risk assessment required (not employer's liability please!) with entry form showing amount of public liability cover (minimum £5m on date of Carnival). Further details may be required in some cases; particularly for food and sweet outlets, where valid and in date Food Hygiene, LA registration and Product cover will also be required.

RISK ASSESSMENTS You should complete a risk assessment for your activity and include it with your application. You may modify and sign the attached generic risk assessment if appropriate.

GENERATORS Diesel generators preferred and must be pre-arranged. Earthing point and CO₂ extinguishers required in vicinity. Petrol generators are only allowed if no refill is required during the event. They must be fenced so as to restrict access from members of the public.

VEHICLES There is no on-field parking during this event (other than blue badge holders or by arrangement). Free parking is very close to the entrance of the field and all vehicles should be removed after unloading. Where traders vans do have to be parked on the field they should purchase enough space to do so.

FINAL DETAILS AND FIELD PASSES WILL BE SENT OUT IN MAY 2011

Help Line: contact Geoff Beston, Gala Field Manager (Trade & Food)
Tel: 07804 973999. E mail: geoff@gentrycars.co.uk
Address: 8 Higham Lane, Nuneaton, Warks CV11 6AG

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Please complete the entry form below and post or e-mail (preferred) all the forms attached.

NUNEATON CARNIVAL GALA ENTRY FORM – 2012

| | | |
|---|---|--|
| Group/ Business Name: | | |
| Contact Person: | | Signature: |
| Full Address: | | Home Tel: |
| | | Work Tel: |
| | | Mobile: |
| Post Code: | | E mail: |
| Status (please tick grey box) → Trade <input type="checkbox"/> Promotional <input type="checkbox"/> Leisure <input type="checkbox"/> Catering <input type="checkbox"/> | | |
| Stall/ Stand/ Display description (e.g. Tombola, hook a duck, Go Karts etc): | | |
| Frontage Required: (please tick grey box) | | |
| 3m X 3m <input type="checkbox"/> | 6m X 6m <input type="checkbox"/> | 6m X 3m <input type="checkbox"/> Other: (please specify in metres) |
| | | Frontage: metres |
| | | Depth: metres |
| NB: Standard pitch will accommodate 3m X 3m gazebo. Please use multiples of this where possible (eg 9m X 12m) | | |
| I have enclosed; a) Payment b) Completed risk assessment c) Public Liability Insurance (£5m) or NMTF card (valid for 10June) e) ride safety certificates (if applicable) (please tick grey box) → <input type="checkbox"/> | I am also a Caterer/ selling sweets and have enclosed my ; a) Local Authority registration b) Hygiene Certificates (current) c) Product liability details (please tick grey box) → <input type="checkbox"/> | I will require a vehicle on site and have accommodated this into the space purchased (please tick grey box) → <input type="checkbox"/> I understand that petrol generators are not allowed without prior approval but I wish to bring a diesel powered generator(s) (please tick grey box) → <input type="checkbox"/> |
| Vehicles - Please note that vehicles are only allowed to remain on the field by arrangement and for blue badge holders. Free parking on hardstanding is available within 300 metres of the field. Where stock holding vans do have to be parked on the field you should purchase enough space to do so | | |

Please post or email to: Geoff Beston, 8 Higham Lane, Nuneaton, Warks CV11 6AG
geoff@gentrycars.co.uk

****Generic/Own risk assessment attached****

Risk Assessment for stall based activities at Nuneaton Carnival Gala Field Event 2012
Only to be completed and signed if you do not have your own risk assessment

Sheet 1 of 3.

| | | | Score | | |
|---|--|--|--------------------|--|------------------|
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Stalls or objects falling onto crowd | Public (P) Staff (S) Exhibitors (E) Others (O) | Stallholders check stalls at all times for obvious problems, particularly if weather conditions poor. Place large/ unstable or potentially dangerous objects to rear of stall or remove completely. Stallholders check tables/ gazebos/ goods for stability. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Catering Food Poisoning | P,S,E,O | All caterers to have Food Hygiene Certificates and Public Liability Insurance (copies provided to organisers with application) and also on display to be checked beforehand. If this is not possible they will be asked to leave the site. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Vehicle striking stationary objects or people on field | P,S,E,O | Clear field of vehicles while field officially open to public. Allowed vehicles (disabled stallholders only) to be parked stationary in identified area, with engines off. All vehicle movement on Gala Field before 12:00 Hrs and after 17:00 Hrs unless otherwise specified. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Unloading vehicle carrying equipment to venue, and setting up stall | S,E | Park adjacent to stall with other stallholders in mind. Carry only what you are capable of. Ask for the assistance of others. Ensure table can support weight. Clearly mark any loose cables, ropes and obstructions. Remove vehicle to off-site parking before 12:00 Hrs. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Injuries from holes, fixtures and location items | P,S,E,O | On arrival at venue familiarise yourself with emergency procedures and exits. Be aware of additional risks from slippery ground, guide ropes and gazebo poles. Keep boxes and belongings under tables safely. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |

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Sheet 2 of 3

| | | | Score | | |
|--|---------|--|--------------------|--|------------------|
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Receipt and collection of cash and cheques. Assault by robbers resulting in injury or mental trauma. | S,E | All monies/cheques received from the public to be put in safe container, as soon as practicable, keeping only small amounts visible to the public.. Where large amounts are envisaged, measures should be taken to periodically remove notes off-site for safe keeping. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Fire Generators Cooking Equipment | P,S,E,O | Check fire prevention equipment (CO2 extinguisher/ Fire Blanket) is present and kept close to generators where applicable. Ask Marshalls for advice if unsure. Catering stalls with cooking facilities to have fire extinguishers and blankets | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Heat exhaustion -standing all day (with or without fancy dress) | S,E | Ensure plenty of (free) fluids available. Wear a hat if sunny or hot. Stall is sufficiently manned to take breaks/ sit down and have a drink & something to eat. Location of First Aid area and toilet/ facilities known by all stallholders | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Animals -Loose on site, affecting performers and public safety. Public bitten during petting of animals. | P,S,E,O | Only reputable organisations with appropriate training and experience can keep and show animals on the Gala Field. (By previous arrangement only). Ensure animals used to crowds and Gala Field settings, and are suitable for access to children. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| Lost Children. | P,S,E,O | Keep child (or reporting parent) close to stall area and inform PA system immediately. A Marshall (Identified by green tabard) will take the child to the PA control area in the first instance. and then taken to HQ (Boy's Club) to be cared for by designated Marshall. | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |

Additional risks identified by stallholder

Sheet 3 of 3

| | | | Score | | |
|--------|---------|------------------|--------------------|--|------------------|
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| | | | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| | | | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |
| | | | Score | | |
| Hazard | To whom | Control Measures | Likelihood to harm | | Severity of harm |
| | | | Rare | | Minor |
| | | | Unlikely | | Moderate |
| | | | Possible | | Significant |
| | | | Likely | | Serious |
| | | | Almost certain | | Major |

Declaration. (Risk Assessments for stallholders. To be signed by all applicants)

I (We) the undersigned identify that the above risk assessment is appropriate for the stall that I have requested at Nuneaton Carnival Gala Field Event 2012 on Sunday 10 June. I agree to abide by all the control measures I have identified, and to make further controls for risks not identified above, or as determined later by me in respect of the activities I am planning to undertake at this event. If the generic risk assessment is not fully appropriate for the stall based activity proposed, I (We) have made appropriate amendments, or provided a full risk assessment of my own.

I (We) take full responsibility for identifying and controlling any risks arising from my proposed activity, and for any incident or loss arising, under any circumstances, from our activities at the event.

Signed

On behalf of

Date: