



PEWSEY AND DISTRICT FEAST AND CARNIVAL

Illuminated Procession starts **7:30pm Sat 20th September 2025**
STARTS AT Pewsey Carnival Field, ALL ENTRIES MUST BE AT FIELD BY 7PM.

ENTRY FORM



Visit www.pewsey-carnival.org.uk for more information or contact chairman@pewsey-carnival.org.uk

Please make sure your entry gets to us before **12pm Thu 18th September 2025**. Entries are accepted either by email to webmaster@pewsey-carnival.org.uk or posted to The Old Fire Engine House, Pewsey, SN9 5EX.

Insurance – Pewsey Carnival will provide public liability 5 million insurance for walking classes 1 & 2.

Walking Class (ENTRY IS FREE!)

Class 1	Class 2
Individuals or Groups of Walkers with/without a Hand-propelled cart, NO USE of generators/batteries	Individuals or Groups of Walkers with Hand-propelled cart using a generator/batteries

The walking classes will be judged at the assembly field

Motorised Classes (ENTRY IS FREE!)

Class 3 (smaller floats)	Class 4 (larger floats)
Units less than 9m pulled by a roadworthy motor vehicle, this includes quad bikes. <i>4 float marshals</i>	Units more than 9m pulled by a roadworthy motor vehicle. <i>6 float marshals</i>

Any motorised vehicle used in the procession MUST have notified their insurance company regarding the use of their vehicle in the procession. It is COMPULSORY to carry out a float risk assessment prior to the event.

The Ron Oram cup will be awarded to the best entry. Prizes for 1st-3rd in each class

Safety Regulations for entering Pewsey Carnival Procession

ALCOHOL – Not to be consumed during the procession. FLOAT STEWARDS MUST NOT CONSUME ANY ALCOHOL.

SMOKING- No smoking on or around the floats. Please do not smoke during the procession.

MEDICAL CONDITIONS – any entrant with a known medical condition is responsible for making themselves known to the Organisers and to the Senior First Aider; the latter is to be informed of any prescribed treatments/medications required.

WHEEL STEWARDS – Any cars will require 2 wheel stewards. Class 3 requires 4 wheel stewards (one on each wheelbase) - Class 4 requires 6 wheel stewards (one on each wheelbase). Float marshalls must wear their tabard at all times and must not take part in any other role.

THOSE WHO ARE ON A WHEEL MUST NOT COLLECT MONEY!!

WATER/FLUIDS/PROJECTILES - Do not fire any liquids or projectiles directly at a participant or spectator.

Float/Entry Construction/General Safety

RISK ASSESSMENT - All entries in classes 2-4 must carry out and submit their own risk assessment, covering (as a minimum) vehicles moving in close proximity to the public, getting on and off the vehicle, slips, trips, falling from the vehicle, fire, moving parts, electricity, noise, fumes etc.. Risk assessments **must** be handed into **Carnival officials** before Procession day, **or you will be unable to leave the field**. This is only a starter guide, you must identify your risks specific to your float design and build.

GENERATORS- You are able to use petrol or diesel generators (diesel preferred). **YOU MUST NOT REFUEL WHILST THE GENERATOR IS HOT, OR ON PROCESSION ROUTE. MAKE SURE YOU HAVE ENOUGH FUEL PRIOR TO ARRIVING TO THE PROCESSION FIELD-** you are **NOT** allowed to carry excess fuel on the float.

Where used, generators must be securely mounted on the vehicle with not less than 12 inches (305mm) separating it from combustible material (e.g. must not be boxed in/encased).

BATTERIES AND ELECTRICS- All electrical systems must be certified by a qualified person, be weather-safe, properly secured, and have circuit/earth leakage protection. Batteries must be secure, protected from weather, and accompanied by a **spill kit**.

COMBUSTIBLE MATERIALS – the use of combustible materials in Floats and Costumes is to be kept to a minimum; use the safest alternative material wherever reasonably practicable.

FLOAT/VEHICLE SAFETY - The vehicle and trailer must be roadworthy, taxed, insured, licensed with DVLA, and meet Health & Safety standards. The insurance company of the driver and vehicle must be notified of its use in the procession. Drivers must hold a valid licence appropriate to the vehicle (PSV/LGV/HGV if applicable). The vehicle and any trailer forming part of the float must comply with Section 40A of the Road Traffic Act 1988. All vehicles that are towing a trailer must comply with the weight restrictions and have brakes on the trailers that are designed for the purpose to prevent any collision with the float in front or following. Float vehicle or trailer must be mechanically sound and not be suffering from corrosion or defect that is likely to lead to failure. Any float or equipment carried on the vehicle or trailer should be secured and substantial enough for the purpose.

DÉCOR/DETACHABLE ITEMS- All equipment and displays etc must be securely attached to the float in such a manner that it will not become detached whilst going up or down a hill or when stopping.

NAKED FLAMES / FIREWORKS /FLARES – no form of naked flame, fireworks or flares will be used

SOUNDS – Do not use equipment that can replicate gun fire or emergency vehicle imitation sirens

ENVIRONMENT - No polystyrene bubbles will be used (livestock use the field). All floats must ensure waste/litter is removed.

HEIGHT - Entries to be less than 4.5m including balloons, banners etc, (this is due to electric cabling overhanging the procession route)

SAFETY RAILINGS- To prevent a fall from height, all entries intended to carry any persons on the back of the vehicle, will be required to have adequate safety railings fixed securely.

FIRE EXTINGUISHER – Fire marshals will be present along the procession route, each equipped with fire extinguishers to provide additional safety cover.

CHILDREN - Children under 13 will be seated or safely enclosed throughout the procession

SPEED - The speed of the procession is to be kept to 2mph unless advised by a Carnival Safety Steward to close in gaps.

FLOAT ACCESS - No unnecessary climbing on or off the float during the procession.

Once the procession has dispersed, please make sure float marshals remain alongside the float until it returns to its storage unit/field.

ENTRY FORM

First Name * **Last Name***

Email* **Phone***

Address 1 *

Address 2

Town/City* **Postcode***

Group Name*

Description/Theme **Class Entered***

How many people are in this entry (TOTAL)? *Children must be accompanied by an adult.**

How many on the float?

How many marshalling?.....

How many coin collecting?

As the *organiser*, I confirm that I am signing on behalf of all the entrants in my group and will ensure everyone in the group fulfils the conditions in this form and that the motorised vehicle regulations are adhered to.

I acknowledge that Pewsey and District Feast and Carnival do not accept any liability for any loss or damage including damage caused to or by any person, animal or vehicle. ☐

I understand The Carnival Directors reserve the right to refuse entry or remove any float or participant from the procession at any time if deemed unsafe, inappropriate, or in breach of these conditions listed above. ☐

I confirm that a suitable and sufficient **risk assessment** has been completed for our entry (attached to form) ☐

I confirm that all **drivers are appropriately licensed** for their vehicles and that vehicles are insured, roadworthy, taxed and MOT'd. The Driver has informed their insurance of their participation in the procession and the driver understands their responsibilities. ☐

I confirm that the required number of **wheel stewards/marshals** will be provided, they will wear high-visibility tabards, and will not undertake any other duties (e.g. coin collection). ☐

Signature of group organiser

PRINT NAME:

DATE:

*The information provided on these forms will be kept in line with PADFAC's GDPR policy (found at
pewsey- carnival.org.uk/gdpr)*

STEWARD BRIEFING- PLEASE PASS THIS TO ALL YOUR FLOAT MARSHALLS!

CONTROL ROOM NUMBER (FOR ANY INCIDENTS/SUPPORT REQUIRED- 01672 550 630)

Every float must provide the correct number of stewards.

- Floats over 6 metres: **6 stewards (class 4)**
- Floats under 6 metres: **4 stewards (class 3)**
- Cars/vans without trailers: **2 stewards**

Stewards must wear high-visibility tabards at all times and remain alongside their float at the wheels throughout the procession. They **must not** carry collection boxes, drink alcohol, or take on other roles.

The Role of a Steward

Your primary role is **safety** – protecting the public, participants, and your float.

- ✓ Walk with your float at the wheels at all times
- ✓ Stay alert for hazards (spectators stepping too close, sharp corners, moving vehicles)
- ✓ Keep children and vulnerable people safe
- ✓ Report incidents immediately Control Room number: **01672 550 630**
- ✓ Summon help quickly in the event of an accident or emergency via the control room **01672 550 630**
- ✓ Follow instructions from Carnival officials and SIA

Do's & Don'ts for Stewards

DO:

- Remain courteous, calm, and approachable
- Keep focused on your float's safety at all times
- Report lost children or suspicious behaviour immediately **01672 550 630**
- Help maintain the family-friendly atmosphere of the Carnival
- In the case of a fire, please call the control room immediately **01672 550 630**

DO NOT:

- Attempt to move anyone who is injured – call for help **01672 550 630**
- Allow alcohol, fireworks, flames, or unsafe behaviour on your float
- Engage in arguments with the public – pass issues to Carnival officials (in pink tabards)
- Put yourself in danger – step back and call for assistance if needed **01672 550 630**
- Collect Money- you are there to concentrate on the safety!

Remember

- **Your role is vital** – the procession cannot run safely without you.
- Safety of spectators, especially children, is the top priority.
- Treat others as you would wish to be treated – courteous, helpful, and professional.

Thank you for being part of Pewsey Carnival. Your support helps us deliver a safe, enjoyable event for the whole community.

PEWSEY CARNIVAL - Risk Assessment

Guidance:

What is a Risk Assessment and why do you have to complete one?

A risk assessment allows you to consider whether you have taken the correct precautions to protect you, participants of your float, float driver, general public and volunteers. The purpose of a risk assessment is to make sure as far as possible that no person or property gets hurt or damaged as a result of your entry, participation, and actions.

What do I have to do?

You will need to assess your activity and:

1. Identify any hazards/risks: for example- falling from float;
2. Identify who might be at risk example - float participants, float driver, or spectators and the general public;
3. Evaluate the specific effects of the hazard example – High winds lead to structures becoming unstable
4. Highlight the measures to minimise risk example – all structures will be adequately weighted and removed in high winds

Things to consider:

We have outlined some of the common hazards that your float entry may present, however these are not exhaustive and are a starting point for you.

- | | |
|-------------------------------------|---------------------------------------|
| - Road worthiness of vehicle. | -An electrical install. |
| - Risk of falling from vehicle. | -Risk of Fire |
| - Generator/s. | -How participants sit/stand on float. |
| - Trip hazards on and around float. | -Effect/impact of weather. |
| - Marshaling and communication | -Maneuvering of float. |

See our example Assessment below:

Below is an **example risk assessment** you can use for your entry. Simply identify a potential risk and state how you will mitigate this risk. We have added some to get you started, however, **please note it is your responsibility to identify the risks for your entry and mitigate as suitably as possible. Refer to Procession Entry Form for general safety requirements.**

Event: Pewsey Carnival	Class:	Entry Name:	Completed by:	Review Date:
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No.	Hazards	Possible Effects / Harm	Pre-Control Risk Rating			Existing / Required Controls	Post-Control Risk Rating		
			High	Medium	Low		High	Medium	Low
1	Road worthiness of vehicle	Injury to float participants and spectators							
2	Participant falling from float	Injury to float participants and spectators							
3	Participant/ spectator entangled in wheel of vehicle	Injury to float participants and spectators							
4	Generator causing fire.	Injury to float participants and spectators							

5	Fire caused by electrics and batteries	Injury to float participants and spectators							
6	Fire (General)	Injury to float participants and spectators							
7	Float maneuvering / Collision with another object or person	Injury to member of public.							
8	Access & Egress of Float	Injury to float participants							
9	Adverse / extreme Weather	Injury and ill health to float participants							

