



ST WILFRID'S PROCESSION

OFFICIAL ENTRY FORM



ST WILFRID'S PROCESSION – OFFICIAL ENTRY FORM

Float Title:	
Entrant Name*:	
Name Of Contact:	
Address:	
E-Mail Address:	
Phone Number:	
Vehicle Length / Type:	
Vehicle Supplier:	
Name Of Insurer**:	
Name Of Designated Safety Officer:	

*Name of individual, group, business, or organisation that is entering a float.

**The committee will ask to see a copy of your insurance policy



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Additional Information:

Please use this section to tell us about any information about your float or organisation, including anecdotes & history that can be announced on the PA system as you pass through the Market Square.



SAFETY GUIDELINES FOR THE PROCESSION

PLEASE NOTE: The onus for the safety of all participants, vehicle and spectators lies with the float operators and the driver of the vehicle.

1. Each entrant **MUST** appoint a safety officer who is responsible for completing a full risk assessment & ensuring the health & safety of all participants & spectators who may interact with the float.
2. **ALL** Children under 14 years of age must remain seated or if standing, provided with adequate support & restraints where appropriate.
3. **ALL** vehicle-based floats **MUST** have a secure railing, strap, or rope down both sides of the vehicle to prevent participants falling off the vehicle.
4. All adults should have adequate hand holds if standing.
5. Entrants **MUST** ensure that anything on or attached to the float is secure before setting off & ensure that it is safe at **ALL TIMES**.
6. Any generators, amplifiers or otherwise heavy objects **MUST** be securely strapped to the floor of the vehicle before setting off and at all times.
7. Your vehicle or entry **MUST** have a certificate of insurance that covers the participation in events and processions. (You will need to show a copy to the committee before your entry can be ratified).
8. **ALL** entries **MUST** take out a Public Liability Insurance Policy that covers all participants & spectators that could be injured in an accident caused by or involving your float. (You will need to show a copy to the committee before your entry can be ratified).
9. **ALL** entrants **MUST** setup a clear communication strategy between the driver and participants that is effective in the event of an emergency or a requirement to stop the float. (All drivers will be provided with the phone number for the Safety Officer.)



SAFETY GUIDELINES FOR THE PROCESSION

The onus for the safety of all participants, vehicle and spectators lies with the float operators and the driver of the vehicle.

10. Under **NO** circumstances should any participant or spectator make an attempt to board a moving vehicle and should wait for the procession to come to a complete STOP before attempting to do so.
11. **ALL** entrants with vehicles are required to source appropriate ladders or steps for embarking & disembarking the vehicle ahead of the procession.
12. Please listen to and respect the traffic management team and Marshals at all times as they are responsible for the rolling road closures & will clearly communicate when & where to stop and restart.
13. The Steward in charge of the procession will give **ALL** participants a minimum of 5-minute warning before stopping or starting the procession.
14. Sweets can be handed out to people by participants on foot but under **NO** circumstances should spectators be encouraged to approach a moving vehicle or sweets be thrown from a vehicle to ensure everyone's safety.
15. An event First Aid Team is stationed in the Market Square throughout the event and can attend your float if required. To alert the team, please contact either your driver or speak to a steward or marshal.
16. Any money collected during the event **MUST** be conducted by official St Wilfrid's Procession collectors for the St Wilfrid's Collection.
17. Participants are requested to ensure that their behaviour remains acceptable at **ALL** times & to ensure that respect is given to officials, drivers & spectators.
18. The committee appreciates that alcohol consumption is part of the event but would kindly like to request that moderation is observed in the interests of safety and enjoyment for all.



ADDITIONAL INFORMATION

The onus for the safety of all participants, vehicle and spectators lies with the float operators and the driver of the vehicle.

1. Upon arrival at the starting location on Studley Road, one of the official Stewards or Marshals will provide you with your official float entry number.
2. Please aim to arrive at the start location on Studley Road between 13:00 & 13:30 to ensure that you are in your position and ready to depart with the procession on the Marshals' instruction at 13:45.
3. The judging panel will be seated on the grass area in front of Majestic Wines, ready to inspect your floats for the first time and again on Allhallowgate for a final inspection.
4. Please feel free to acknowledge the judges but remain respectful and avoid anything intentionally or unintentionally leaving you float.
5. The procession will end at 16:30 on the Market Square / Duck Hill, from where, **ALL** participants will be asked to make their way on foot to the Cathedral for the service.
6. Please make your way to the Cathedral in an orderly manner & respect that although the day is fun filled, the Cathedral is a consecrated & holy religious building that **MUST** be respected.
7. At this point, the prizes will be announced & awards presented to those who have won. Every entrant will receive an entrant's award.
8. During the service, please respect the Dean & Clergy & leave in an orderly manner.
9. **ANYONE** causing anti-social behaviour will be removed from the Cathedral & potentially reported to the police.
10. Have a fantastic, fun filled day & good luck.



PROCESSION CHECKLIST

Item	Additional Notes	Done
Does my entry need a vehicle?		<input type="checkbox"/>
Have our group obtained a vehicle with insurance?		<input type="checkbox"/>
Have we decided on a theme?		<input type="checkbox"/>
Have we assembled a team to design, construct & ride the final float?		<input type="checkbox"/>
Do we have all the materials we need to complete our design?		<input type="checkbox"/>
Has our group taken out Public Liability Insurance for the event that covers the procession?		<input type="checkbox"/>
Have we appointed a safety officer for our entry?		<input type="checkbox"/>
Have we completed the risk assessment?		<input type="checkbox"/>
Has the committee been sent a copy of our insurance policy?		<input type="checkbox"/>



HEALTH & SAFETY - RISK ASSESSMENT

EVENT DETAILS

Event Name:	St Wilfrid's Procession
Event Location:	Ripon, North Yorkshire, United Kingdom
Event Date:	
Event Organiser:	St Wilfrid's Procession Committee

ENTRANT DETAILS

Entrant Name:	
Name Of Appointed Safety Officer:	
Name Of Vehicle Provider:	
Risk Assessment Completed By:	
Risk Assessment Completed On:	



HEALTH & SAFETY - RISK ASSESSMENT FORM

No:	What are the hazards?	Who may be harmed & how?	What are you doing to control the risk?	Is anything else required to control the risk?	Who needs to action these risk controls?	Date for completion of risk controls	Control completion date
1							
2							
3							
4							
5							
6							
7							
8							



HEALTH & SAFETY - RISK ASSESSMENT FORM

No:	What are the hazards?	Who may be harmed & how?	What are you doing to control the risk?	Is anything else required to control the risk?	Who needs to action these risk controls?	Date for completion of risk controls	Control completion date
9							
10							
11							
12							
13							
14							
15							
16							



SAMPLE RISK ASSESSMENT

No:	What are the hazards?	Who may be harmed & how?	What are you doing to control the risk?	Is anything else required to control the risk?	Who needs to action these risk controls?	Date for completion of risk controls	Control completion date
1	Embarking & Disembarking Vehicle	All Participants	Ensured adequate ladders are available	Ensure someone is always holding the ladders when people are climbing up or down.	Safety Officer All Participants	01/01/1900	01/01/1900
2	Public safety with moving vehicle	All Participants Spectators Officials	Prevent & discourage people from approaching moving vehicle.	Ask people not to approach moving vehicle.	Safety Officer All Participants	01/01/1900	01/01/1900
3	Accident / incident on moving vehicle.	All Participants Spectators Officials	Formed strong communication strategy with driver & officials.	Shared emergency contact details with all officials, organisers, and participants	Safety Officer All Participants	01/01/1900	01/01/1900
4	Emergency on Float	All Participants Spectators Officials	First Aid Kit & fire extinguisher on Float	Shared emergency contact details with all officials, organisers, and participants	Safety Officer All Participants	01/01/1900	01/01/1900

EXPERT TIP: Think about everything that could go wrong and what you would do to respond to it if it happened.

Look at your structures such as wiring, power & seating and assess the associated risks. If In doubt remove an item!



DISCLAIMER

By completing the forms in this document, I/ we acknowledge that the St Wilfrid's Procession Committee is not responsible for any damage, claims losses or outgoings arising as a result of our entry in the St Wilfrid's Procession.

We acknowledge that it is solely our responsibility to ensure that our float is covered by insurance, (A copy has been sent to the committee) and that a full and complete risk assessment has been completed to ensure the safety of all participants, spectators & officials.

Group / Organisation Name:	
Float Name:	
Entrant Signature:	

Please email the completed paperwork to: hello@stwilfridsprocession.com.