

Parade Good Practice Guide



Thank you for choosing to hold your Parade in Aberdeen.

Aberdeen has a tradition of holding Parades to celebrate and promote a number of artistic, civic, cultural, political, religious, sporting and community activities and this guide is intended to support Parade organisers in Aberdeen by empowering them to organise their events effectively, safely, legally and in line with the standards expected by Aberdeen City Council.

Prior to planning the Parade, organisers are advised to read the [Small Events Guide](#) which is intended to introduce common considerations, key planning tools and general good practice to assist organisers to deliver safe and successful events in Aberdeen.

What is the process and timescale for organising a parade in Aberdeen?

Organisers are required to contact Aberdeen City Council's Licensing Team at the start of the planning process to notify them of their intention to hold a Parade. To help organisers, and to ensure that the information provided is consistent, Aberdeen City Council have produced [standardised notification forms](#).

These forms should be completed in full and then emailed to licensing@aberdeencity.gov.uk

Once received, the Licensing Team will review the application before distributing it to consultees, including Police Scotland and the Council's Roads team, for comment. If there are issues or objections, organisers will be contacted by the Licensing Team to discuss issues and work to find solutions which are agreeable to all involved parties. If such an agreement cannot be reached, then the application will be reviewed by Aberdeen City Council's Licensing Committee who will make the final decision on whether (and how) the Parade can take place.

Further Information on the process can be found [here](#).

There is a minimum notification period for Procession Notifications, however event organisers are advised to plan their Parades in-line with the timescales detailed in the [Small Event Organiser Journey Flow Chart](#).

If organisers have any questions about the process then they can contact the Licensing Team at licensing@aberdeencity.gov.uk or by calling 01224 522449.

What is the cost of organising a parade?

Although there is no cost associated with the Procession Notification there will often be other costs associated with organising a Parade. The costs incurred will vary and are unique to each Parade. To assist organisers, some common costs are listed below: -

- Cost of closing a public road*
- Stewarding
- Communication equipment
- First Aid cover
- Promotion
- Dressing & branding
- Entertainment elements
- Health & Safety measures
- Vehicle hire

- Public address systems
- Mobile generators
- High visibility tabards for staff and volunteers.

* In order to close a public road, organisers will be required to apply for a Temporary Traffic Restriction Order (at a cost of £875) and to employ a competent Traffic Management contractor to install the traffic management plan on the ground. This cost will depend on the scale of the works required, but as an example the costs incurred to close Union Street, between Albyne Place and Castlegate, are in the region of £3,000.

Aberdeen City Council advises organisers to consider these costs and budget their Parade during the early planning phase. Advice and guidance on budgeting can be found within the [Small Event Guide](#).

For many events, the cost of a Parade can be prohibitive and unless financial support or sponsorship can be found, alternative plans may be required. If the original proposal seems unachievable with the finances available then it is advised that organisers consider whether a shorter route, or a route which does not require as much (or any) traffic management is an option. Alternatively, organisers may consider whether the format of the event can be adapted to reduce the costs whilst still achieving the overall objectives of the event.

How can Aberdeen City Council help?

Aberdeen City Council's licensing team are responsible for the administration of Public Parade Notifications and will be organiser's direct contact throughout the process. The Licensing Team will provide advice and guidance where they can and act as a way finder, signposting organisers to other departments where specific advice is required.

Choosing the right route for your parade

Parades can take place on any route deemed to present suitable levels of risk to the public and participants and appropriate levels of impact on residents, business and transport users.

The most common route for large scale Parades, such as Celebrate Aberdeen, Armed Forces Day and Aberdeen's Christmas Light Switch on Parade, is along Union Street, travelling from Albyn Place to Castlegate. This is a popular Parade route due to its central and prominent location through the City Centre and its ample viewing space for spectators along the route.

It is recommended that you contact Aberdeen City Council's Roadworks Coordination Team to discuss your event and any specific needs such as a road closures, directional changes, no waiting restrictions or taxi drop off points on 01224 522290 or 01224 522298 or email RoadworksCoordination@aberdeencity.gov.uk.

Understanding your responsibility as a parade organiser

Event organisers have a legal responsibility to plan, manage and monitor their events in order to reduce risk and ensure, so far as reasonably practicable, the health, safety and welfare of their employees and those persons not in their employment, such as attendees and participants.

It is important that the individual, organisation or organising committee responsible for the event understand this, accept this and put measures in place to reduce the risk of accident or injury to those at the event.

Further information on the legal duties held by employers and event organisers can be found [here](#):

Put the right team together to share the workload

Organising an event can be a time-consuming and challenging project and when the to do list grows and deadlines near, stress can become dangerous. This is especially true for volunteer event organisers who will be required to juggle other work and life commitments as well as the event project.

The risk to the individual suffering stress cannot be understated and it is therefore essential that the workload of the event project is assessed and managed to reduce the likelihood of stress and stress related incidents.

Those responsible for the Parade are advised to lighten the load by putting a team together to help plan, coordinate and manage the Parade. Tasks should be delegated to other competent individuals, organisations or companies to ensure that the workload is managed safely, and the required tasks carried out to a suitable level. To safely manage your event, it is essential that specific roles and responsibilities are not just delegated but are also communicated and coordinated effectively. Detailing specific roles, responsibilities and deadlines in writing will help to ensure tasks are carried out in good time and members of the team understand their role(s).

Further advice and guidance on setting up effective teams can be found [here](#).

Insuring your parade

Even when measures are developed and put in place to ensure that the event is well planned, managed, resourced and risk assessed things can still go wrong and that's why it is essential that event organisers have appropriate insurance cover in place.

Public Liability Insurance is a type of insurance which covers claims by members of the public for compensation for injury or death, cost of loss or damage to property and the legal expenses associated with a claim. Although your organisation may have a Public Liability Insurance policy for their day to day business, it is unlikely that it will cover the event activity (unless that is your day to day business), organisers are advised to write to their insurer to confirm whether their standard insurance is enough and check that it covers the event activity.

Risk assessing your parade

In order for the organiser to ensure that those involved in the event are safe from foreseeable harm, event organisers must carry out a risk assessment. A risk assessment is simply an assessment of the risk created by, or present at, the event and a recording of the measures taken to reduce, remove or replace these risks.

The Health & Safety Executive advise that a 5-step approach is used to assess risks:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risk and decide the control measures
4. Record the findings and implement
5. Review and update if necessary

It is important that a competent person carries out this assessment and that they consider the risks which are specific to the plans and format of the proposed parade. For example Parades which feature torches or open flames or which utilise floats or other vehicles will need to have these elements risk assessed as well as the general risks associated with the Parade.

Further information on risk assessments as well as examples of common risks found at outdoor events can be found [here](#).

Stewarding and Marshalling

It is important that Parades have a sufficient number of stewards in place to help reduce risks and maintain the integrity of the event. For smaller Parades it may be suitable for the stewarding duties to be carried out by volunteers, identified by high-vis vest. For Parades which present greater risk, specific crowd control requirements or specific licensable duties will need to be carried out by appropriately trained and qualified professionals.

To determine the appropriate number of stewards and volunteers required for the event and whether any activities will require specific training or licences, Aberdeen City Council advice organisers to review the Aberdeen City Council [Stewarding guide](#).

Many events utilise volunteers to support and deliver their event and whilst Aberdeen City Council are supportive of their use, organisers are advised to carefully consider the:

- Roles in which volunteers will be asked to work
- The limitations of volunteer's authority in dealing with issues & incidents
- The risks involved to both the volunteer and to the integrity of the event.

Volunteers will be able to undertake the same duties as non-licensed stewards but are likely to have received no formal training and therefore organisers may need to spend additional time briefing, training, supervising and supporting volunteers in order to ensure they are effective and safe.

Event organisers should be aware that volunteers are less reliable, less accountable and are more likely to no-show than paid staff. Organisers are advised to think carefully about developing events which solely rely on volunteers. Aberdeen City Council will often use volunteers in non-essential customer facing roles where their duties extend to providing additional general event information to attendees whilst trained and licensed stewards are employed to carry out any essential roles or roles which require specific training and/or licence.

Regardless of whether the stewards are engaged on a voluntary or professional basis, it is essential that the key information and role specific responsibilities are communicated to the stewards on the ground. This information can be communicated in numerous ways including, at a pre-event steward briefing, online site safety briefing or by providing stewards with specific written briefing sheets for each key position and role. It may also be necessary to reinforce these briefings during a "walk round" to ensure that stewards in key positions understand their site-specific role once in position on event day.

As well as being suitably accredited and trained for their event specific role, all stewards should:

- Be provided a robust, effective and tested communication system as required to coordinate and manage the event*
- Be provided with suitable instructions, supervision and support
- Have good command of the English language
- Be provided with the appropriate PPE for their allocated duties
- Be identifiable in uniform
- Be briefed on event specific procedures and arrangements including; event safety and security, fire arrangements, emergency procedures, customer care, event facilities and welfare provision, counter terrorism measures and procedures and reporting procedures

*Advice on communication considerations is contained within this guide

First Aid

Even when measures have been taken to reduce risks, accidents will still happen and it's important that event organisers satisfy themselves that the event has suitable first aid cover to provide immediate treatment to those who require it.

Event organisers should also ensure they are comfortable that the medical supplier(s) are competent, have the appropriate qualification, facilities, equipment and support to cover the event sufficiently and that they understand their responsibilities and the event's protocols.

To give comfort that your supplier is competent you may choose to use a recognised / specialised supplier, such as the British Red Cross or St Andrews First Aid, as they will ensure their staff are PVG checked, suitably trained and provided with the correct equipment needed for the risks posed by your event.

Alternatively, you may utilise a member of your group or organisation to cover the first aid requirements at your event.

At minimum first aiders should hold a valid certificate in Emergency First Aid (1 day) or First Aid at Work (3 days). As well as holding the appropriate certificate First Aiders should:

- Be willing to carry out the role of First Aider
- Experienced in dealing with similar incidents as those which could potentially occur at your event
- Able to carry out assessments and recognise common conditions and symptoms
- Able to remain focused, calm and confident in an emergency
- Reliable
- Physically able to carry out their duties including the handling of patients
- Allocated no other duties at the event*
- Work in pairs
- PVG checked

*In most circumstances First Aiders should not have a dual role as they need to be available to respond to incidents and accidents without delay.

Further advice and guidance can be found [here](#).

Protecting children, vulnerable adults and dealing with missing persons

It's not uncommon for children or vulnerable adults to become separated from their parents/guardians at events and, this can be a very worrying and stressful situation for all involved. It is important that event organisers develop plans to support those involved, to resolve these situations quickly and to ensure the missing person's safety.

Organisers are advised to read Aberdeen City Council's comprehensive guidance on dealing with [missing and found persons](#) and if they are unsure should contact Police Scotland on 101, or 999 if the situation is deemed to be an emergency.

If your event is likely to attract children then you must put measures in place to ensure that they are safe, protected from harm, that there are facilities in place for them and that their welfare needs are addressed - guidance on protecting children and vulnerable adults from harm can be found [here](#).

Welfare

Organisers need to consider the welfare of participants depending on the numbers taking part, any participants who require specific assistance and the demographic of those taking part. It is good practice for organisers to ensure that participants have access to toilets and a sheltered location to prepare in advance to the Parade forming up. It is recommended that organisers cover these requirements by seeking permission to use a building (such as a school, community centre or church) in close proximity to the forming up and registration areas for the Parade.

Organisers should also consider how they communicate with participants in order to reduce the need for welfare, for instance organisers may advise participants to arrive wearing appropriate clothing for the conditions anticipated or not to arrive under the influence of alcohol.

Managing the parade: Zone Managers and Group leads

As well as putting a team together to organise the event, it is important that organisers consider the support required to manage, coordinate and control the Parade on the day.

Aberdeen City Council advise that organisers consider zoning their Parade in to manageable sections, with a competent Zone Manager allocated to supervise and lead each section and the activities within that zone.

It is also good practice to request (or stipulate) support from each participating group, who can help ensure a successful event by nominating a group lead who will be responsible for their group, help manage the Parade and be the nominated link between the group and the Zone Manager. For large groups or groups featuring children it may also be useful to ensure that each group is also supported by nominated and clearly identifiable marshals.

These supervisors, group leads, and parade marshals should be well briefed on their roles and responsibilities, the Parade's plans and procedures, what to look out for, common issues and incidents they will be likely to face. They should also be briefed on any requirements specific to their zone or group. Supervisors should be advised to maintain a safe distance between groups on foot and any vehicle in their section of the Parade and to try and keep the formation of the Parade by monitoring and conducting the pace of the groups under their control to prevent gaps from forming. When gaps appear it can be difficult to manage them out without slowing or stopping the front of the parade.

It is important that the Parade organisers, zone supervisors, group leads, and parade marshals are easily identified, and consideration should be given to having colour coded high-vis vests to distinguish the roles of those involved in the management of the event.

Communications

For events to be effectively managed and to allow for the measures detailed previously to be implemented, information needs to be shared between key partners, including Parade organisers, zone supervisors, traffic management suppliers, stewards, group leads and first aid staff in real time to allow for appropriate decisions to be made, resources allocated, and management plans implemented. This requires a management structure, and communication plan to be developed for the event.

The most effective method of communication at outdoor events is the use of dedicated two-way radios as they allow for secure communication between partners. For small Parades it may be appropriate for face-to-face communications and mobile phones to be used but it should be noted that this method will most likely be ineffective in dealing with incidents where coordination is required or when time is of the essence.

Organisers are advised to test the signals before the event to give themselves comfort that their communication system will work over the whole length of the route. The composition of buildings in Aberdeen can have an impact on the effectiveness of radios and mobile phones and organisers may be required to install a repeater aerial, which strengthens and extends the signal.

If you decide to use mobile phones it is advised that they are fully charged, have a backup battery power bank, and have all the key numbers pre-programmed or easy to hand for the associated partners such as the traffic management company, the link Police Scotland officer, lead medical and lead steward/marshal.

In an emergency, the organiser should have a means of communicating with their participants and any spectators to relay any safety messages. It may be that the organiser arranges for a number of loud hailer to be available and allocated to each zone supervisor or they could have messages relayed using any PA system being used at the Parade.

Further information and guidance on Event Communications can be found [here](#).

Managing the parade: Pre-event information, registration, forming up and standing down

Registration arrangements

For the Parade schedule to run on time, it is important that organisers consider the time, the processes, and the instructions required to adequately register, assemble and organise the various elements of the Parade.

It is advised that organisers develop a process of registering groups when they arrive onsite. This will allow organisers to coordinate the event, to keep track of individual elements, to give groups detailed instructions as they arrive onsite and offer them the opportunity to ask any questions they have. For Aberdeen City Council's parades, it is common for a school hall to be hired to facilitate the registration; This facility also offers an area of shelter and for dressing and preparation before the Parade begins.

Ideally, a member of the team should be allocated to managing this registration process and to allow them to manage this process effectively, they will need to be suitably briefed and provided with:

- A list of all participating groups
- Details of each group's nominated lead
- Contact details for the group lead
- The Parade order plan
- Information relating to anticipated FAQ's, and
- Clear instructions to give to group leads once they have registered (e.g. where to form up and when to be ready to disembark).

Pre-event information

Organisers should consider how they will communicate these access instructions, registration arrangements and other key information about the Parade to participants. The information required will depend on the format and arrangements of each individual Parade, but Aberdeen City Council advise that this pre-Parade information, which should be sent on the weeks leading up to the event, considers the following information:

- Key details of the Parades (aim, date, time, route, theme etc.)
- Access instructions for participants (parking, arrival time, where and who to report to)
- Registration instructions for group leads (where, when, how)
- Confirmation of group lead's roles and responsibilities

- First Aid and Welfare arrangements
- What to do if they have an issue (first aid, missing person etc.)
- Forming up process and time
- House rules, expected behaviour and responsibilities of participants (e.g. children accompanied by an adult, no smoking, no alcohol, no flames, appropriate behaviour/clothing, no flyering or advertising handouts etc.)
- Request for information relating to any participant's accessibility or medical needs
- Advice on appropriate clothing for anticipated weather conditions
- End of Parade arrangements
- Details of stipulation that by participating, participants give permission for photographs to be taken and used by the organiser

Organisers may also consider the need to have each participant carry a medical / emergency contact form. This will ensure that if anyone becomes separated from the guardian or group or become unwell organisers, or any medical responder, can access information on their specific medical needs or contact their guarding.

Forming up

Once groups are registered, organisers should have arrangements in place to form up the individual elements prior to the scheduled start time.

It is good practice for organisers to produce a Parade order plan which will organise the elements of the parade, allocating a number to each participating group. To compliment the plan corresponding markers should be placed in the area allocated for forming the Parade. These numbered markers could be placed on cones, marker boards, flags or street fixings* as available and appropriate. These markers and parade order plans will allow the registration lead to instruct group leads of arrangements and for the group leads to get their group to their allocated spot without additional direction or instruction from the Parade organiser.

*These must be removed after the event.

Zone managers should be also be provided with the Parade order plan to allow them to monitor, coordinate and control the section under their control. Aberdeen City Council have found that a process of the registration lead notifying Zone Managers, by two-way radio, as each of their groups arrive, makes this process easier

It is important that organisers allow enough time for both registration and Parade formation. The time required will depend on the size and scale of each event. For Aberdeen's Christmas Parade, which involves 37 individual elements including floats, multiple costumed walking groups and street theatre performers, Aberdeen City Council begin registration an hour and a half before the Parade and allow 45 minutes to an hour to form up.

Standing down at the end of the Parade

As well as developing plans, procedures and staffing arrangements to manage the start of the parade it is important that organisers give consideration to the management of vehicles, participants and spectators at the end of the parade. Plans should be put in place to ensure segregation of moving traffic and pedestrians.

Walking participants should ideally be guided to an area of safety off of the carriageway, where they will be stood down by their group lead. Vehicles should be held until it is safe for them to move to the location allocated for them to be dismantled. Only once vehicles are stationary should persons on the float be allowed off (using the appropriate ladder or ramp).

At the end of the Parade, it is likely that participants and spectators will hang around before slowly and sporadically dispersing. It is important that vehicles are not allowed to move through any area used by pedestrians as this causes risk of accident. Roads should remain closed and sterile until the public and participants are off the carriageway and all Parade floats have been removed from the road or parked legally and safely. Stewards, group leads, and volunteers should be used to sweep the site, encouraging pedestrians off of the roads to allow for roads to be reopened sooner.

It is important that roads are reopened in accordance with the agreed TTRO. Aberdeen City Council often allow between 30 - 45 minutes at the end of their Parade to allow for the public to disperse and floats to be dismantled and removed. Organisers may need to use stewards, volunteers and staff to sweep the roads and encourage the public to move to areas suitable for pedestrians and allow the roads to reopen.

Traffic management considerations

Aberdeen City Council, as the Roads Authority under the Roads (Scotland) Act 1984, retain powers to facilitate road closures in Aberdeen. If the proposed Parade requires any changes to the normal road operations (including; road closures, waiting or parking restrictions and / or directional changes) organisers will be required to apply to Aberdeen City Council for a Temporary Traffic Restriction Order (TTRO) or a Stop Works Sign.

Organisers are advised to get in touch with Aberdeen City Council's Roadworks Coordination Team at their earliest opportunity to discuss their preferred Parade route and seek confirmation of whether a TTRO or Stop Works Sign is required for their event. At this stage the Roadworks Coordination team will be able to provide information and advice on the event's traffic management requirements and discuss any concerns they have with the proposed route. The Roadworks Coordination Team can be contacted on 01224 522290, 01224 522298 or at RoadworksCoordination@aberdeencity.gov.uk

Once the route and has been agreed in principle with the Roadworks Co-ordination Team, the event organiser will be required to submit a TTRO application or a formal request for a Stop Works Sign.

It is important that the Parades TTRO application includes all measures and closures required for the event, including

- The closure of any side roads required to "form up" in advance of the planned Parade
- The Parade route itself and
- Any closure required to allow for the safe dispersal of participants or float derig at the end of the route.

Parades often require at least an hour to form up at the start and 30 minutes to 45 minutes to disperse at the end of the event.

If the Roadworks Coordination Team confirm that a TTRO is required, organisers will be required to submit their application no later than 8 weeks prior to the closure. Organisers can find the application [here](https://www.aberdeencity.gov.uk/services/roads-transport-and-parking/roadworks-and-street-occupation) <https://www.aberdeencity.gov.uk/services/roads-transport-and-parking/roadworks-and-street-occupation>

The Safety at Street Works and Road Works Code of Practice states that only appropriately trained and competent persons should be engaged to design, install and remove traffic management controls; this means that organisers will not only need to apply to amend traffic operations but will also need to employ a professional contractor to install the measures on the ground.

Organisers can utilise Aberdeen City Council's Roadworks Operations team or any other suitably qualified private contractor.

The cost of closing roads or amending normal traffic operations can often be one of the highest costs incurred by an organiser, so it is important that this is accounted for in the event budget and forecast from the offset. The cost of the TTRO application is £875. The cost of implementing the traffic management will depend on the scale of the works required, but as an example to assist organisers understand the finances required, the costs incurred to close Union Street, between Albyn Place and Castlegate, is in the region of £3,000 in 2019).

Communication and Collaboration with the Traffic Management Contractor

It is important that organisers and the contracted traffic management supplier cooperate and communicate effectively to ensure the needs, roles and responsibilities are clearly defined and that works are carried out as required.

Organisers and contractors should develop the traffic management plan, in line with the TTRO/Stop Works application, and agree the:

- Scope of the works
- Timeline of works
- Roles and responsibilities of each party,
- The methods of communication between organiser and TM Contractor

Aberdeen City Council advise organisers to arrange to meet their contracted Traffic Management lead to reaffirm arrangements and requirements before works commence. Once both contractor and organiser are happy, the road closure will be installed by the contractor, who should confirm once the road closure is in place and when it is safe for the organiser to occupy the road, only then will the Parade begin to be formed up.

Maintaining the integrity of the road closures

It is important for the integrity of the Parade, and safety of those taking part, that once the road closures are installed that they remain in place and are not compromised until the Parade is finished and the closure lifted by the Traffic Management Contractor.

One way of giving comfort that the road closures are maintained is to position a steward, volunteer or traffic management operative at each TM point. This will reduce the likelihood of drivers breaching the closure and give the organiser early notification if issues occur.

It is important that anyone allocated to TM point duties are safe and supported. To reduce risk and improve their effectiveness, Aberdeen City Council advise that they are briefed, advised not to put themselves in danger, where deemed necessary are buddied up and are also provided with a method of communicating with the organisers where support can be provided or issues escalated to the appropriate decision maker.

Using vehicles as part of the Parade

Floats are a common feature of Parades adding colour, excitement and vibrancy to proceedings but with them comes considerable risk to those involved in the Parade and those spectating. As a result, organisers are required to assess and mitigate these risks.

Aberdeen City Council advise organisers to arrange for a competent person to carry out a risk assessment specific to the use of vehicles as floats and to take cognisance of the following good practice when developing their plans and procedures for their events:

- All vehicles should be legal, roadworthy and fully serviced:
 - MOT'd
 - Insured
 - Taxed
- Vehicles should be driven at crawl speed at all times
- Drivers must be competent, appropriately licensed and confident driving their vehicle in the busy surroundings of a Parade
- Drivers should keep a safe distance between their vehicle and pedestrians at all times
- Vehicles should be driven following the central road positions, where possible and safe to do so
- All vehicles should have a co-driver to support drivers, act as spotter and reduce risks of drivers falling ill and losing control of the vehicle
- Vehicle doors should be kept locked at all times to prevent unauthorised access
- Keys should never be left unattended in the vehicle
- Stewards / volunteers, wearing high-vis, should be positioned at a safe distance around each vehicle (at each wheel, front and back) to maintain a safe distance between the public, participants and the vehicle and to monitor anyone crossing the Parade
- Drivers and stewards allocated to their vehicle should be introduced and briefed on procedures and signals for stopping the vehicle as and when required. They should also agree positioning around the vehicle to ensure the driver can maintain sight of those allocated to the vehicle.
- Walking elements should be kept at a safe distance from the vehicle, remaining out of driver blind spots and at a safe distance from exhaust fumes

Considerations for making the float safe:

- Floats should be secured with handrails or fencing around the outer edge to prevent falls
- Participant rules should be developed and communicated to reduce risk and encourage safe behaviours
 - No items should be thrown or given out
 - Children to be accompanied by an adult and seated at all times
 - Vehicle capacity should not be breached
 - Movement should be kept to a minimum whilst the float is moving
 - No one should be allowed to get on or off the float whilst it is in motion
 - No alcohol will be permitted and no person under the influence of alcohol, or other substances, should be permitted to take part
 - No naked flames, smoking or vaping
 - Participants should be dressed appropriately for the forecasted conditions
- Vehicles should be managed by a key contact responsible for monitoring and enforcing house rules – this could be a nominated member of the group responsible for/using the float.
- All electrical equipment must be PAT tested and fit for purpose
- Consider access arrangements, such as the use of a ladder, for participant accessing and egressing the float.
- Ensure a ladder is available on each float in the event of emergency or incident where someone is required to get on or off – when the vehicle is stopped of course.
- Only battery power or Diesel generators should be used
- Electrical equipment should be weather proofed
- Vehicles should be equipped with a fire extinguisher, the type to be appropriate for the fire risk presented by the float and fully accessible on the float (not in the driver's cab)

Considerations for dressing the float:

- All construction material should be made of, or treated, so to be effectively flame retardant
- Decorations must not impact the driver or co drivers' line of sight, mirrors or side view windows

- Decorations should not impact or interfere with wheels, exhaust or other key components of the vehicle
- The float should be assessed upon completion to ensure that no risks are present, such as; sharp edges, overhanging elements, trip hazards, unsecure or structurally unsafe elements

Weather

One thing that event organisers have no control over and can cause major disruption as well as potentially put participants at risk, is the weather. Aberdeen's weather can be temperamental so organisers are advised to hope for the best but plan and be prepared for the worst.

Wet weather can impact outdoor events all year round and will not only dampen the mood of those working or attending the Parade and reduce attendance, but it can also create additional hazards around the Parade site such as surface water which can make areas unusable, platforms, floats and pathways slippery underfoot and any areas of grass can become muddy. Wet weather can also increase the risks associated with using temporary electrical systems.

Many Parades involve large carnival style costumes which can be very difficult to handle in windy conditions and can put spectators, participants and other entertainers at risk. Floats, which have been dressed can also be vulnerable to high winds and organisers are advised to ensure that all dressing is appropriately secured or removed prior to the Parade. Organisers may consider giving additional room for costumed elements or removing them from the Parades altogether.

Depending on the activity being carried out and the weather conditions on the day, those in costumes can become very hot, can quickly overheat or suffer symptoms due to dehydration.

Music

Regardless of whether the music is being played live or is from recorded sources organisers should be aware that they may be required to pay a licence fee for the use of certain music.

PPL PRS Ltd is a joint venture between the UK's two music Licensing organisations. PPLPRS Ltd. collect licensing fees from venues and events which feature pre-recorded or live music in order to ensure that writers and performers are fairly rewarded for their works.

PPL collect on behalf of performers and record companies whilst PRS for Music is a society of songwriters, composers and music publishers. All events which feature pre-recorded or live music will be required to apply for a licence.

Event organisers are recommended to contact PPLPRS to discuss their Parade requirements during the planning stages of their event. <https://pplprs.co.uk/>

Organisers will be responsible for ensuring that the noise levels at the Parade are suitable and safe and should satisfy themselves that music elements will not cause hearing damage or nuisance to participants, stewards or spectators. Further Information on Noise Management can be found 3.23

Cleaning up after yourselves

It is the organiser's responsibility to return the route back in the condition it was found and in a state fit for being reinstated as a public highway.

Aberdeen City Council ask that organisers do all they can to prevent leaving the parade route in an untidy condition and will be expected to remove all waste and infrastructure prior to the roads being reopened. It is not acceptable for refuse bags to be left by street bins and all waste must be removed or placed within the appropriate bin.

If organisers are using confetti, then they should arrange for additional cleaning of the route prior to it being reinstated back to a public highway. Aberdeen City Council arrange for street sweepers to follow the parade in order to ensure that the highway is cleaned as the parade passes.

Please note

The contents of this document and the other guidance provided is for general guidance only and will not necessarily include all the information that will be relevant to your event.

This document is not intended to constitute legal advice and should not be relied or treated as a substitute for specific advice relevant to particular circumstances. Organisers are advised to conduct further research or contact the city events team where clarification or greater understanding is required, as the information in each section is intended as introductory only.

