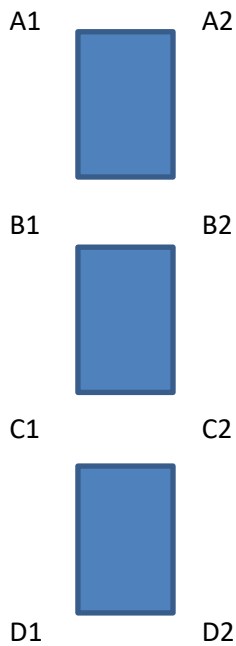


NOTE: Briefing to take place for each Carnival day/ movement activity. Document to be retained as evidence of event.

Carnival Road Crew Briefing Document

Club Name:	
Carnival Attending:	
Date:	
Road Crew Captain:	
Procession Driver:	
Briefing delivered by:	

Road Crew Positions Assigned as follows:



Location	Name	Signature
A1		
A2		
B1		
B2		
C1		
C2		
D1		
D2		
Chaperone		
Chaperone		

Specific Concerns: eg new route/ excessive crowds/ narrow points etc.

Normal Operational Procedure:		
	YES	NO
Sufficient Road Crew present to safely operate entry?		
Sufficient Chaperones present for safety of personnel under 19 ?		
Road Crew fully briefed for assembly, route and dispersal routes?		
Road Crew / Chaperones fully briefed for general and specific duties?		
Stop button system operational?		
Driver pre-movement checks conducted and satisfactory?		
Lights out procedure in place / system functional?		
Radio system working (where applicable) ?		
Hand signals understood / explained		
Emergency procedure discussed with all Road Crew / Chaperones ?		
Driver happy to take responsibility for entry in procession?		

Details of any non-compliance / defect: eg. Broken emergency light etc.
Additional / alternative safety measures employed to mitigate against the above, detailed below: eg. Additional road crew, position B1 answering for B2 due to faulty radio etc.

Signed Road Crew Captain.....

Signed Driver.....