

# Floats

## BRIEFING PACK

July 2008



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## Introduction

Welcome to the Floats Briefing Pack for the Pride London Parade on Saturday 5<sup>th</sup> July 2008, enclosed is essential information regarding float arrangements on the day, and is mandatory reading for all drivers and float / group managers. You will need to sign a form on the day to confirm that you have read and understood the contents of this pack.

In this pack, the term **Float / Group manager** will refer to the person that you have assigned to be in charge of your float or group on the day. This would normally be the person that we have been liaising with, but if it will be somebody different, you need to notify your Pride Official in advance.

## Health and safety

The Health and Safety of all participants in the parade, is our prime concern and nowhere more so than the floats / groups section. The integration of the floats into the main parade has been successfully achieved for several years. We have demonstrated to the authorities that by good planning, the full co-operation of the float participants, and effective stewarding, the integration of floats has not increased the risks to the parade and its participants

The floats themselves will be checked on the day by Pride officials, in conjunction with your driver and float manager, against the Health and Safety checklist (appendix A). This should be seen as a final check as the float organisers are expected to ensure that their float meets these requirements at the planning and construction stage. The Health and Safety checklist is provided to you now so you are fully aware of your responsibilities and have time to make adjustments to your float in advance, if required.

It is a requirement of entry into the Parade that the float manager briefs their participants on the risks associated with floats and ways in which these can be reduced.

## Assembly

Baker Street will be closed to traffic at 9.00am from the junction with York Street down to Portman Square. All side roads into this section of Baker Street will also be closed off. All floats will be lined up either on this section of Baker Street, or on some of the side roads. Please refer to Appendix C for a map of the assembly area.

From 09:00, floats should arrive at Baker Street, from the junction with Marylebone Road. Floats should ensure that they are in the **left hand lane** so

that they can pass through the Pride checkpoint at the junction with York Street. Note that this is the only way into the assembly area. There will be no access from any of the side streets.

Floats should not arrive before 09:00, as the police and stewards will need time to clear the street ready for the floats to arrive. However, you also need to ensure that you aim to arrive no later than 10:00. Any late arriving floats may find themselves refused entry into the Parade. If you are running late on the day, it is important to telephone us so that we can try and keep the checkpoint open for you. However note that the checkpoint can only be kept open for a short period.

**IMPORTANT:** Note that all roads in the area will be severely congested from 08:45, due to the road closures and traffic diversions. This will include Baker Street (north of Marylebone Road), Marylebone Road, Gloucester Place, and all other roads in the vicinity. You therefore need to allow considerable extra time for your journey to the assembly area.

To assist the police and stewards, all floats must display a Pride official vehicle ID. Please print off a copy from Appendix G, preferably in colour, and ensure it is displayed clearly in the vehicle windscreen on the passenger side. In 2005, the police turned a number of floats away because they were not displaying their vehicle ID.

On passing through the checkpoint, you will be directed to a specific position to park your float. Please follow the direction of the stewards carefully.

Floats will be lined up on both sides of Baker Street. Some of the smaller vehicles will be required to enter via Baker Street, and then reverse into parking positions on the side roads. Please park as close to the curb as possible.

**IMPORTANT: As there will be pedestrians in the middle of the road in the Baker Street assembly area, the maximum speed for all vehicles will be 10mph.**



Please be aware that other floats will be moving in the area, so please ensure that your participants are aware of this fact. Boarding or alighting from floats in the assembly area should be performed from the curbside, in order to avoid the risk of being hit by moving vehicles.

A health and safety check will be performed on your float in the assembly area, using the checklist in Appendix A. Your driver and float manager need to be present during the check, and the float manager will need to sign the checklist.

Floats will be inched forward and moved into the final positions between 11:00 and 11:30. All floats must be ready by 11:30, with all their wheel stewards in place.

From 11:30, barriers will be laid down the top end of Baker Street, in between the 2 rows of floats, to create a central line that will be used to assemble walking groups. Walkers will arrive and assemble between the floats between 12:00 and 13:00.

**IMPORTANT: Sound systems may be tested in the assembly area between 09:30 and 12:00, but for no longer than 5 minutes in any 30 minute period. Sound systems must be turned off from 12:00, and may not be turned on again until your float passes the pedestrian crossing on Orchard Street, outside Selfridges.**

## Stewards

All floats are required to **supply wheel stewards** that will walk alongside their float during the Parade, in order to keep pedestrians away from the float. Full size floats are required to have 6 wheel stewards. Smaller floats may be permitted to have less stewards, subject to certain minimum criteria based on the length of your float.

The wheel stewards that you have provided will need to attend a steward training session prior to the Parade starting. Training time to be confirmed. Please ensure that all of your wheel stewards have registered their details, they need to e-mail:

[volunteers@PrideLondon.org](mailto:volunteers@PrideLondon.org)

On the day of the Parade, all of your wheel stewards will need to sign in with a Float/ Zone Manager, they will then be issued with a T Shirt and updated with any last minute alterations. If any of your wheel stewards are late, or do not turn up, your float may be taken out of the Parade. **YOU MUST HAVE THE CORRECT AMOUNT OF WHEEL STEWARDS. (this is set by Westminster council and is a legal requirement) Use Appendix E**

If your wheel stewards are not with your float when they start to be moved forward at 12:00, then your float will be taken out of the Parade line up.

In addition to the wheel stewards that you have provided, there will also be many other stewards both in the assembly area and throughout the Parade route.

Stewards are organised under the following hierarchy:

📄 **Chief Steward**                      **Black T-shirt**

📄 **Deputy Chief Steward**   **Dark Blue T-shirt**

📄 **Area Managers**                      **Green T-shirt**

📄 **Senior Steward**                      **Red T Shirt**

📄 **Steward**                                      **Yellow T-shirt**

**(THESE ARE STILL TO BE CONFIRMED)**

An Zone Manager will manage the wheel stewards and the walking groups that you have provided on the day.

As a contingency measure, it may be necessary to reallocate your wheel stewards to other parts of the Parade on the day. This will only occur if there are insufficient normal stewards to ensure the safety of the event. In such an occurrence, it is preferable to reallocate wheel stewards as opposed to cancelling the Parade.

## The route

**The maximum speed for all vehicles during the Parade is 5mph.**

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On departure from the Baker Street assembly area, the Parade will follow the following route:

- ⇒ **South on Orchard Street.**
- ⇒ **Left turn into Oxford Street.**
- ⇒ **Right turn at Oxford Circus onto Regent Street.**
- ⇒ **Over Piccadilly Circus to continue down Regent Street.**
- ⇒ **Left turn into Pall Mall.**
- ⇒ **Right turn into Cockspur Street, to go by the south side of Trafalgar Square.**
- ⇒ **Over King Charles Island (roundabout) into Whitehall.**
- ⇒ **Continue down Whitehall**
- ⇒ **Right turn in to Whitehall Place**
- ⇒ **Dispersal Area**
- ⇒ **Walkers continue up to Northumberland Avenue**
- ⇒ **Floats go to Whitehall court for disassembly - Stop and make safe**

The Parade finishes on Whitehall Place, where dispersal will be based, walkers and floats will separate.

Walking groups are to continue along to Northumberland Avenue and turn left.

Floats must stop and float participants must disembark, before the float moves off.

The route does not necessarily follow the normal route of traffic, as the streets will have been closed for us.

We expect large crowds along the route, especially on Oxford St and Regent Street. Watch out for people crossing the road in front of the float, and for crowds spilling off the pavement. Your wheel stewards will be instructed to handle this, and we will also have other stewards along the route to control this, but float drivers need to be vigilant as well. Note that stewards along the route may occasionally stop your vehicle to let spectators and tourists cross the parade route. There are 24 crossing points along the route, mainly in Oxford & Regent Street.

**(There will be emergency Access points, labelled A1, A2 & A3)**

**YOU MUST STOP AT THESE POINTS WHEN INDICATED.**

Although we try to avoid it, the parade will inevitably grind to a halt several times. Plan ahead so that if you do need to stop, you can avoid blocking pedestrian crossings or side streets (in case emergency vehicles need to cross the route).

Crowds are more likely to spill onto the Parade route or cross the road if a large gap opens up in front of you. If you need to close a gap that appears in front of you, you will be instructed by one of the Area Mangers.

It may be necessary to divert the Parade to avoid an incident, in which case vehicles should follow the direction of the stewards.

## Dispersal

**ALL SOUND SYSTEMS MUST BE TURNED OFF ON REACHING THE FINISH POINT.**

The Parade finish point is on Whitehall Place.

*On reaching the Parade finish point, walkers will be directed to walk on and turn left into Northumberland Avenue, and floats will be directed to a safe stopping point. TBC*

**After passing the finish point, floats should maintain a minimum speed of 10mph (provided it is safe to do so). This is to prevent a backlog of vehicles building up and preventing other vehicles from reaching the finishing point.**



### Whitehall Place

If you need to stop to offload passengers, or make your float safe for travelling on public roads in normal driving conditions, please drive on until there is a clear space on the left hand side for you to pull into. Do not stop to wait for a closer position – you must maintain a minimum speed of 10mph.



Floats can park on the red route markings while the road remains closed, but must still observe the zebra crossings and not park on the zigzags.

Offloading of passengers should only take place on the pavement side of the float. Float should be at Stand still with the Handbrake on.

If you do choose to stop to offload passengers or make safe your float, **you must move on again within 15 minutes**. You should only stop to quickly let people off the back of your float, and to do the **minimum** necessary to make your float safe to drive on public roads.

Do not attempt to set off again if there are any vehicles moving in the right hand lane. Wait for a large gap before pulling out.

Pride built floats will then drive back to the NCP coach park in Bayswater for disassembly. Other floats will need to drive elsewhere to disassemble.

**You may not disassemble on Victoria Embankment.**

There will be a rubbish collection point in Whitehall Place. Where possible, You must take all your rubbish with you. Rubbish facilities will be available in Bayswater for Pride built floats. If we, or Westminster Council, spot any floats dumping rubbish on or around the Whitehall / Embankment area, you are likely to

face a bill for the clean up. It is also an offence under the Public Highways to litter streets.

Please plan your route away from the Parade carefully. Roads in the West End will still be closed, so you should plan to make a wide diversion if you need to head back to West London. Please avoid use of the Parade or Event areas, as this will cause confusion.

## Timeline

### Friday 4<sup>th</sup> July 2008

**12:00 –** Rigging area for Pride built floats open at NCP coach park in  
**22:00** Bayswater.

### Saturday 5<sup>th</sup> July 2008

**07:00 –** Rigging area for Pride built floats open at NCP coach park in  
**09:00** Bayswater.  
**08:45** Pride built floats depart Bayswater coach park.  
**08:45** Baker Street closed to all traffic south of York Street.  
**09:00 –** Floats arrive at Baker Street checkpoint.  
**10:00**  
**10:00 –** Wheel stewards sign in at your float  
**11:00**  
**10:00 –** Health & safety checks.  
**11:00**  
**11:00 –** Floats moved into their final positions.  
**11:30**  
**11:30 –** Barriers top end of Baker Street / Portman Square in place  
**12:00**  
**12:00 –** Walkers assemble on Baker Street, in between the 2 lines of  
**13:00** floats.  
**13:00** Head of Parade moves off.  
**13:02 –** Floats inserted into the Parade in sections.  
**14:00**  
**14:30 –** Floats arrive at dispersal point.  
**17:00** Pride built floats return to the NCP coach park, Bayswater.  
**18:30** Pride built floats need to be fully disassembled by this time.

## Rules and regulations

Apart from necessary testing of sound systems, music will not be allowed in the float assembly area.

All floats entered in the parade must conform to the Health and Safety Checklist (see Appendix A).

Participants on the floats must not be **"under the influence"** of drugs or alcohol. Persons who appear to be will be asked to leave the Parade.

**All float / walking group participants must be attired in some way!  
Westminster Council will not permit nudity.**

No items of any kind may be thrown from the Float, including fliers, CDs, confetti, condoms etc.

Walkers associated with the floats may distribute promotional material, provided that they are either walking in front of or behind their float, or on the pavement. No-one other than stewards are permitted to walk alongside any float.

Dancers associated with floats must remain 5 metres back from the rear of their float to provide a zone of safety.

Soliciting for money or charitable collections are not permitted, unless Pride Official Collectors, who will be clearly identified.

The Police assist with Public order issues; your first point of contact for Parade issues are the stewards.

The Police may instruct you to move to a safe area. This is not to be questioned but please inform your float manager of an instruction that you have been given.

Please obey the instructions of the stewarding team.

It is not permitted to board or alight from a float during the Parade, except in an emergency.

It is important that floats do not stop unnecessarily during the Parade.

In the event of mechanical failure of your vehicle or other emergency please move your vehicle to the side of the road and inform an Area Manager immediately. Steps will then be taken to stop or divert the remaining Parade around you.

Sound systems have to be kept to a reasonable level on the route. Please cooperate if one of our stewards asks you to turn it down.

Any drinks on board your float must be in plastic containers only.

## Tips

- 📌 Prepare a checklist in advance of things that you will need on the day.
- 📌 Remember to bring with you:
  - 📌 A stepladder, for getting on and off your float.
  - 📌 Pen and paper for making notes.
  - 📌 Gaffer tape, for fixing those last minute decoration problems.
  - 📌 Umbrellas – colour co-ordinated with your float design.
  - 📌 Drinking water.
  - 📌 Sun protection cream.
  - 📌 Fire extinguisher – this is mandatory for all float vehicles.
  - 📌 Vehicle ID (appendix F).
  - 📌 Make sure that your driver, float participants (dancers / models etc) and wheel stewards all know where they need to be and when.
  - 📌 Aim for your float to be ready a few hours before you think it needs to be. It always takes longer than you think to get ready.
  - 📌 Allow plenty of time for the journey to the assembly area, bearing in mind the severe traffic congestion that is expected.
  - 📌 Ensure that your vehicle has been fully serviced. You wouldn't want it to break down during the Parade.

## Appendix A – Health & Safety Checklist

**Float  
Name:**

No	Item	Required Answer
1	Does the vehicle have a valid road tax disc in the windscreen?	Yes
2	Does the driver have full visibility from the driving position?	Yes
3	Driver to produce Full Driving Licence	Yes
4	Is the driver Legally Capable to driving the vehicle	Yes
5	Has the driver read Floats Briefing?	Yes
6	Has the float manager read Floats Briefing Pack?	Yes
7	Are there guard rails/barriers around the edge of the float?	Yes / No
	If not, have all persons on the float been briefed on the safety risk associated?	Yes
8	Are there any items sticking out from the vehicle side?	No
9	Is the height of the vehicle and display within the recommended dimensions? <i>(Maximum height: 14'. Equivalent to the height of a double decker bus.)</i>	Yes
10	Is the display securely attached to the vehicle?	Yes
11	Are there any exposed sharp edges?	No
12	Are the sound system and speakers secured?	Yes
13	Have reasonable sound levels been agreed?	Yes
14	Are the lights secured?	Yes
15	Is the generator secured?	Yes
16	Is there a fire extinguisher on board?	Yes
17	Does the entire float conform to the restrictions on nudity, obscenity and offensive material?	Yes
18	Are there any walkers with the float?	No / Yes
	If yes, have they been briefed not to walk alongside the float?	Yes
19	Are there any glass bottles, or other potentially dangerous loose items on board the float?	No
20	Does the float have sufficient wheel stewards?	Yes

### Signatures

Role	Name	Signature
Float Manager		

## **Appendix B – Contacts**

### ***On the day – Bayswater rigging area (Pride built floats)***

**The following contact telephone numbers are only for use on Friday 4<sup>th</sup> July 2008 & Saturday 5<sup>th</sup> July 2008. (Numbers to be confirmed)**

Pride Built Floats (Bayswater):

Daniel Dar-Nell

Float Manager (Bayswater):

Stuart Small

### ***On the day – Baker Street assembly area & the Parade***

The following contact telephone numbers are only for use on Saturday 5<sup>th</sup> July 2008.

Any Emergency Situations must be referred to:

#### **Chief Steward TBC**

Manager in charge of Assembly:

David Harvey

Float Managers:

Zone A Anthony Thwaites

Zone B David Cairns

Zone C Craig Orrock

Zone D TBC

Zone E TBC

Zone F TBC

Walking Groups Manager

Andrew Sharratt

**If you are running late on the day, please telephone David Hravey or your Float Manager**

## ***Before the day***

If you have any questions, please do not hesitate to contact us.

📧 Contacts for queries on specific topics:

**Carl Smith, Pride Director, [carl@pridelondon.org](mailto:carl@pridelondon.org)**

**Graham Stevens, Float Marshall, [graham.stevens@pridelondon.org](mailto:graham.stevens@pridelondon.org)**

📧 Floats -

📧 [floats@PrideLondon.org](mailto:floats@PrideLondon.org)

📧 Walking Group -

[groups@pridelondon.org](mailto:groups@pridelondon.org)

📧 Sponsoring Pride London 08 -

[info@pridelondon.org](mailto:info@pridelondon.org)

📧 To perform on Pride London stages -

[iwanttoperform@pride;ondon.org](mailto:iwanttoperform@pride;ondon.org)

📧 Market stalls -

[marketplace@PrideLondon.org](mailto:marketplace@PrideLondon.org)

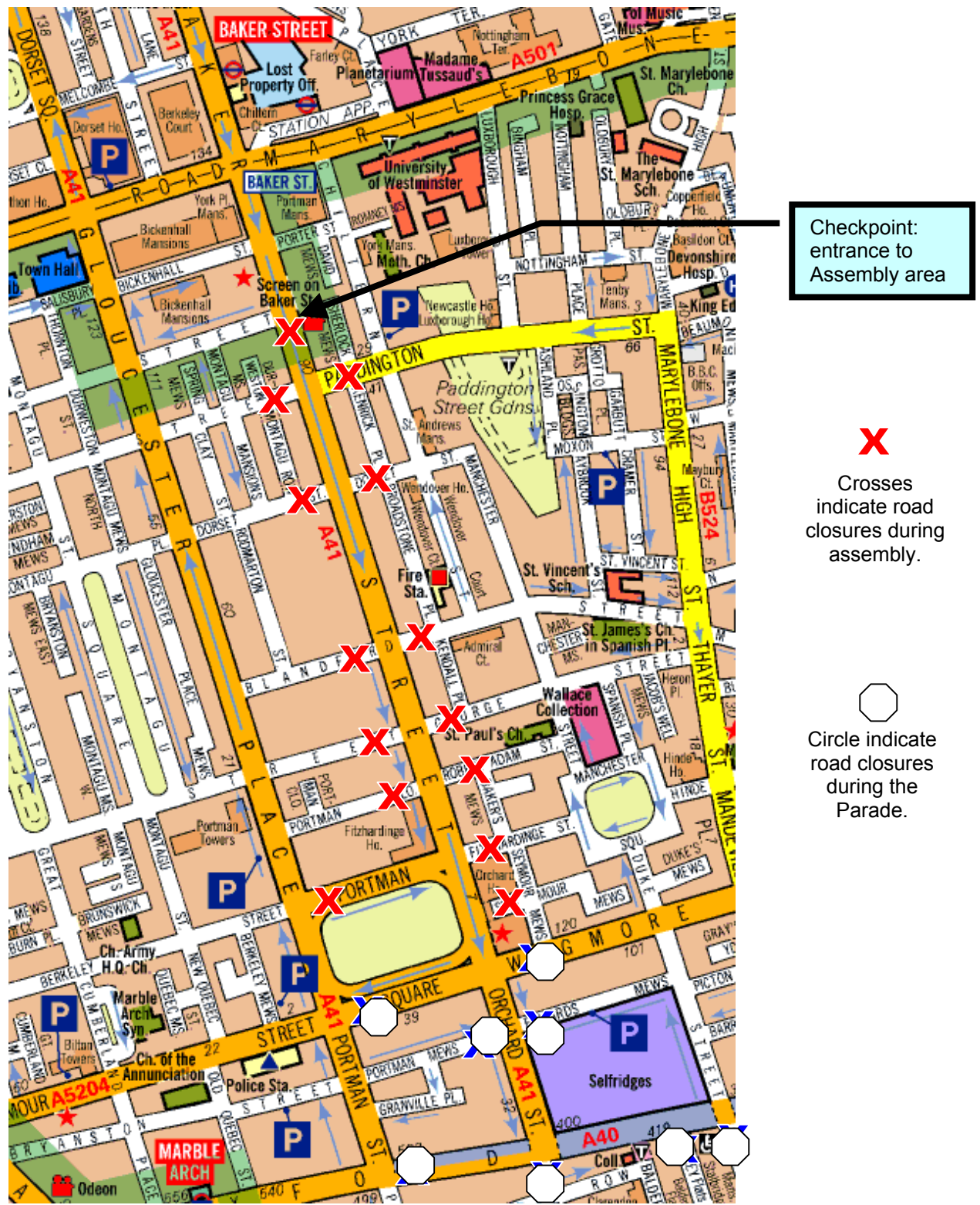
📧 Advertising -

[pj@pridelondon.org](mailto:pj@pridelondon.org)

📧 Volunteers -

[volunteers@pridelondon.org](mailto:volunteers@pridelondon.org)

### Appendix C – Map of assembly area



## **Appendix D – Floats running order**

To be completed...

Will be assembled week commencing 30<sup>th</sup> June 2008

## Appendix E – Wheel Stewards Registration Form

**Wheel Stewards must sign in at 11.00am**

**Float  
name:**

No:	Name:	T Shirt Issued
1		
2		
3		
4		
5		
6		

**Signatures:**

Role	Name	Signature
Area Manager		
Control Point		

## Appendix F – Prompt sheet

- 📄 Arrive early.
- 📄 All wheel stewards must have signed in before 11:00.
- 📄 All float participants should be on board and the float ready to move from 12:00.
- 📄 Sound systems may be tested only during the period 09:30 to 12:00, and for a maximum of 5 minutes in any 30 minute period. Sound systems must then be turned off until passing the pedestrian crossing on Orchard Street outside Selfridges.
- 📄 Do not throw anything from the floats in to the crowd.
- 📄 Do not jump on and off floats during the Parade, except in an emergency.
- 📄 In case of breakdown attempt to move to the side of the road and advise Pride London stewards immediately.
- 📄 At the dispersal point at Embankment, turn off your sound system and follow the directions of the dispersal stewards.
- 📄 In the event of a medical emergency requiring First Aid please advise Pride London stewards who will summon the Red Cross or London Ambulance Service.
- 📄 When leaving the dispersal point, avoid routes through Central London.
- 📄 Please remember, the permission to organise Pride London is based in part on our ability to manage the day safely and ensure that the floats are safe and comply with the restrictions given. Any breach of regulations jeopardises the safety of those taking part and the future of the Pride London Parade.
- 📄 Enjoy the day!!

## Appendix G – Official Vehicle ID



# OFFICIAL FLOAT 5<sup>th</sup> July 2008

*Insert Float Letter & Number(tba)*