



# Risk Management Considerations for Municipally Run Parades

**T**housands of parades are celebrated in municipalities across Canada every year. They are a great way to increase community involvement and foster a sense of pride. Unfortunately, accidents at parades are becoming more common, exposing municipalities to risk and liability.

## Risk Management Considerations

Seven key areas to focus on to help manage risk and ensure safety:

### 1. Provide an Entry and/or Permission Form

- Request contact details.
- Include a section requiring a description of the float entry, such as dimensions (the dimensions must comply with required sizing as set out in the rules).
- Waiver information should be included. Ask all entrants to sign the form before the parade.

### 2. Proof of Liability Insurance

- Require all entrants to submit a Certificate of Insurance.
- Entrants should add the municipality as an additional insured.

### 3. Provide Entrants With Rules & Regulations

- Prohibit throwing any objects from a float into the crowd, including candies and coupons. Breach of this rule will be immediate expulsion.
- State that you will remove any entrant from the parade considered to be under the influence of alcohol or drugs.
- Require participants to ride inside the float. Prohibit sitting on the edge of the float trailer with feet dangling over the side. It is strongly recommended that children be securely seated and supervised.
- Require floats carrying passengers to be constructed with safety railings around the perimeter of the trailer or have passengers seated while the vehicle is in motion.
- All animals must be on a leash and the entrant is required to have a clean-up/pooper scooper crew following the animal.
- Require all floats to have a point duty consisting of four people walking with the float during the parade – two at the front and two at the rear. This will ensure spectators do not approach the float.
- Ensure decorative materials are fire retardant.
- Require floats to be outfitted with tagged fire extinguishers and first aid kits.
- Include details on the duties of the parade marshal(s).

#### 4. Staging, Parade Route & De-Staging

- Police recommend that no riders be on the float in transit to the registration/staging area.
- Riders will only be allowed to ride on their float from the staging area, along the parade route to the de-staging area (end of the parade).
- Once the entrant has reached the de-staging area, all riders must get off the float. The only people left with the float are the driver and one or two passengers.
- All float riders should make arrangements beforehand to have someone pick them up in the vicinity of the de-staging area.
- All floats will be assigned a float number. This number will be affixed on the driver's side of the windshield so officials can identify the float. It is not removed until the end of the parade.
- Float drivers are to remain with their floats in the marshaling area.

#### 5. Parade Marshals

- Ensure the parade marshal is identifiable by a road safety jacket or orange vest.
- Require all entrants to obey the instructions of the parade marshal and their officials. Failure to comply may result in removal from the parade and may jeopardize future participation.
- Allow the parade marshal to remove any individual due to concerns over safety or interference with the parade.
- Alert entrants that the parade marshal will be providing speed of travel instructions, and ask that they adhere to these rules.

#### 6. Crowd Control

- Local police or police services should be present.
- Volunteers should be placed in areas to keep spectators off the parade route.
- Physical barriers such as portable fencing and ropes should be used where necessary.
- Local fire and ambulance service stations should be set up.
- Route should be reviewed by the Fire Department to make sure there are appropriate access points.

#### 7. Rerouting Traffic

- Traffic will need to be rerouted around the parade.
- Alert traffic to road closures caused by the parade. Install signage letting drivers know which roads will be affected and for approximately how long. Drivers can plan an alternative route.
- Install detour signage to help guide traffic around the parade.
- When rerouting traffic, take into account transport trucks. They require a greater turning radius, is the route suitable for them?