

## **OPERATIONAL REQUIREMENTS – NOTTING HILL CARNIVAL**

### **INTRODUCTION**

1. The Carnival occurs on the Sunday and Monday of the August Bank Holiday weekend. It is preceded by a "Panorama" event on the Saturday evening at Emslie Hornimans Pleasance in Kensal Road. The Carnival is often attended by over million people, and it creates a very substantial cleansing problem. Normally around 200 tonnes of waste is discarded on the Royal Borough's streets during the event, and the great bulk of this must be removed so that normal life can resume on the Tuesday after the Bank Holiday.

### **CARNIVAL AREA**

2. The following roads are normally used for the Carnival masquerade procession:
  - Ladbroke Grove
  - Arundel Gardens
  - Kensington Park Road
  - Westbourne Grove
  - Chepstow Road (in Westminster)
  - Westbourne Park Road (Westminster)
  - Great Western Road (Westminster)
  - Elkstone Road
  - Golborne Road
  - Kensal Road
3. This Carnival route is reviewed every year by the organisers and other relevant agencies and may be subject to change during the life of the Contract.
4. The Carnival area is wider than the area bounded by the route of the procession. The Carnival area includes all roads and footways in the area bounded to the south by Notting Hill Gate/Holland Park Avenue and the Borough boundary to the east, west and north. Visitors travel to and from the Carnival area via all of the local Underground Stations which are:
  - Notting Hill Gate
  - Kensington High Street
  - Shepherds Bush
  - Latimer Road
  - Holland Park
  - Westbourne Park (restricted access during Carnival)

Ladbroke Grove Station is normally closed during Carnival. The roads from all these locations become particularly heavily littered.

## **STREET TRADING**

5. Street trading takes place throughout the Carnival area with approximately 200 stalls being set up in the Royal Borough. At the end of the Carnival much of the unsold food is abandoned, along with cooking materials such as coals and charcoal, and the trading stalls themselves.
6. The street trading streets may vary from year to year, but broadly speaking the same number of stalls can be expected to be licensed each year.

## **SERVICES TO BE PROVIDED BY THE CONTRACTOR**

### **GENERAL**

7. The Contractor shall deploy sufficient labour, vehicles, and plant to ensure rapid and effective cleansing of the Carnival area before, during, and after the event.
8. The Contractor is strongly advised to base operational planning on past experience and success; radical experiments have failed in the past, with near-disastrous consequences, and the Contractor is advised to avoid risky innovation in this service.

### **LIAISON WITH OTHER AGENCIES**

9. The Contractor shall attend a number of meetings as required by the Authorised Officer, both pre- and post-Carnival, to discuss and agree arrangements with the Police, Council Officers from the Royal Borough and the City of Westminster, the Carnival organisers, and other public agencies.
10. The Contractor shall prepare and supply to the Authorised Officer an operational plan at least four weeks prior to Carnival that sets out in detail the methods of cleansing to be deployed and states the names and contact numbers of the Contractor's key personnel over the Carnival weekend.

### **PRE-CARNIVAL CLEANSING (Monday to Saturday)**

11. The Contractor shall on the Monday prior to Carnival clear all dumps, builders' materials, and other detritus from the Carnival area. The Contractor shall take account of the fact that many residents appear to have a 'clear-out' prior to this holiday period and bulky refuse can be expected to appear all week on the streets. The Contractor shall be prepared for urgent requests from the Police for the removal of items from the streets and adjacent land and property.

12. The Contractor shall remove all skips based at Tavistock Depot on the Friday prior to Carnival and return them to the Depot by the following Tuesday evening.
13. The Contractor shall by the Friday evening prior to the Carnival remove all litterbins in the Carnival area, including Holland Park Avenue and Notting Hill Gate, and shall return all litterbins to their original site by the following Tuesday evening. The Contractor shall take particular care to ensure that litterbins with a cowl are returned to their original locations and not replaced by litterbins without a cowl.
14. The Contractor shall by the Friday evening prior to the Carnival remove all recycling containers that are located on the highway in the Carnival area, including Holland Park Avenue and Notting Hill Gate, and shall return them to their original site by the following Tuesday evening.
15. The locations of recycling containers in the Carnival area as at April 2011 are:
  - Elkstone Road, at the junction with Golborne Road
  - St Marks Road, by the Westway
  - Lonsdale Road, at the junction with Portobello Road
  - West Row, at the junction with Southern Row
  - Walmer Road, in front of Kensington Sports Centre
  - Silchester Road, in car park at rear of Kensington Sports Centre
  - Holland Park Avenue, opposite the Hilton Hotel
  - Latimer Road Station
  - Notting Hill Gate Station
  - Holland Park Station
  - Ladbroke Grove Station
16. On the Friday and Saturday prior to Carnival, the Contractor shall, on instruction from the Police or the Authorised Officer, remove any builders' skips on the highway from the area and take them to a suitable store.
17. The Contractor shall fully cleanse the Market Streets (Portobello and Golborne Roads) on the Saturday evening prior to the Carnival.

### **CLEANSING DURING CARNIVAL (Sunday and Monday)**

18. The Contractor shall thoroughly cleanse all streets listed below following the end of Panorama (normally at around midnight on the Saturday before the Carnival) and before 05:30 on the Sunday morning:
  - Adair Road
  - Adela Street
  - Anderson Street

Appleford Road  
Bosworth Road  
Conlan Street  
East Row  
Golborne Gardens  
Hazelwood Road  
Kensal Road  
Ladbroke Grove (from the northern boundary of the Royal Borough to  
Barlby Road roundabout)  
Middle Row  
Southam Street  
Southern Row  
Wedlake Street  
West Row

19. The Contractor should note that the influx of people to the Carnival area is such that cleansing cannot continue after about 10:00 hours. The Contractor shall adjust shift patterns accordingly.
20. The Contractor should note that the normal restrictions on starting times at the Council Offices are suspended in relation to cleansing operations during the Carnival.
21. The Contractor shall resume cleansing as soon as possible following the dispersal of the crowd on the Sunday of the Carnival, taking account of Police instructions in relation to the maintenance of public order. The Contractor shall ensure that the whole of the Carnival area shall be cleared of bulk litter and refuse on the Sunday night/Monday morning following the first full day of Carnival. The Contractor shall maintain one cleansing crew and vehicle in the Carnival area throughout the night ready to cleanse any street or area as may be required.

## **POST-CARNIVAL CLEANSING**

22. The Contractor shall resume cleansing as soon as possible following the dispersal of the crowd on the Monday of the Carnival, taking account of Police instructions in relation to the maintenance of public order. The Contractor shall ensure that the whole of the Carnival area shall be cleared of bulk litter and refuse on the Monday night/Tuesday morning following the second full day of Carnival. The Contractor shall ensure that this clearance is completed by Tuesday midday. The Contractor shall ensure that all abandoned food – which may comprise considerable quantities of cold semi-solid liquids, grease and other materials that are difficult to handle and/or cleanse – any discarded cooking materials such as coals or charcoal, and any abandoned trading stalls are removed as quickly as possible.

23. In conducting the specified cleansing operation, the Contractor shall give first priority to Notting Hill Gate, Ladbroke Grove, other bus routes in the Carnival area, and the Market Streets (Portobello Road, and Golborne Road) which shall be cleansed so that market traders can begin to set up their stalls without obstruction or other difficulty from 06:00 on Tuesday. The Contractor shall ensure that all the centre islands and channels of Notting Hill Gate are cleansed by 06:30 at the latest. The Contractor shall ensure that all streets in the Carnival area receive an initial sweep before the Tuesday morning rush hour.
24. Following the removal of litter on Tuesday, the Contractor shall ensure that mechanical sweeping takes place repeatedly to cleanse the channels and centre islands of all streets until a satisfactory standard has been achieved in the entire Carnival area. The Contractor shall ensure that all the streets and areas used for street trading (whether licensed or otherwise) are thoroughly cleansed such that all grease, ash etc are removed and then mechanically flushed.
25. The Contractor shall ensure that all Mews in the Carnival area are flushed and disinfected, paying particular attention to corner areas that are may be soiled by urine or faeces.
26. Following the cleansing and flushing operations the Contractor shall ensure that all gullies in the Carnival area shall be promptly cleansed and the pots resealed with clean water. However the Contractor shall not conduct this operation before receiving confirmation from the Authorised Officer as to whether or not the Police wish to inspect any gully for weapons or stolen items, and on request the Contractor shall conduct the cleansing of gullies –manually if necessary – in the presence of a Police Officer.
27. The Contractor shall ensure that the entire Carnival area is restored to the standards required by the street cleansing specification by the Thursday evening following the Carnival.
28. During the two weeks following Carnival the Contractor shall ensure repeated degreasing of street trading sites as required until they are restored to their original state.

#### **POST-CARNIVAL BASEMENT CLEANSING SERVICE**

29. For a period of up to two weeks following the Carnival the Contractor shall, on the instruction of the Authorised Officer, provide a cleansing service to residents whose private basements have been fouled or littered during the Carnival.
30. [Not used]

## **RECYCLING DURING CARNIVAL**

31. The Contractor shall take reasonable steps to extract and separate as much recyclable material as possible from the waste and litter collected before, during, and after the Carnival period, and shall co-operate with the organisers and the Council on such experimental schemes as may be proposed from time to time with the aim of increasing recycling at the event.

## **PUBLIC CONVENIENCE SERVICES DURING CARNIVAL: PERMANENT CONVENIENCES**

32. [Not used]
33. The Contractor shall supply at least one attendant at each site at all times during the opening hours.
34. The Contractor is advised to remove any vending machines which they may have installed in the public conveniences and to ensure that no items of any value are in the attendant's rooms.
35. On the Saturday prior to Carnival the Contractor shall stock the conveniences with sufficient supplies of towels, toilet paper and soap to last the entire next day, taking account of the exceptionally heavy usage that can be anticipated during the Carnival period and the impossibility of re-stocking during the event, and shall ensure that the conveniences are fully restocked before 08:00 on the Monday morning.
36. The Contractor shall ensure that the permanent conveniences are thoroughly cleansed by the time of their closure each day.

**Paragraphs 37 to 45 not used.**

## **PUBLIC CONVENIENCE SERVICES DURING CARNIVAL: PISSOIRS**

46. The Council will provide "Pissoirs" at Carnival; these are temporary structures to accommodate urinals for men that are plumbed into the highway drainage system.
47. If required by the Council, the Contractor shall on the Saturday morning before Carnival transport the pissoirs to their designated sites and erect them. The Contractor shall ensure that, before installation, the gully crew have previously cleared and flushed the gullies at all sites where the pissoirs are to be located.
48. In 2011 pissoirs were located in the following streets but these may be changed during the Contract period:

Powis Mews  
St Luke's Mews  
Southern Row  
Munro Mews

49. The Contractor shall wash down all pissoirs and the surrounding sites, and remove all pissoirs from the Carnival area, no later than noon on the Wednesday following the Carnival. The Contractor shall ensure that immediately following removal the gully crew shall clear and flush the gullies at all sites where the pissoirs have been located.

### **SHARPS**

50. The presence of sharps hidden in waste is a normal if undesirable feature of the waste stream at Carnival. The Contractor must conduct and keep updated a risk assessment on sharps hidden in Carnival litter and other waste, and must train and equip all attendants and street cleansing staff employed, including all temporary staff, to handle sharps safely. The Contractor shall ensure that all temporary public conveniences, sweepers barrows, pedestrian operated mechanical sweepers, and all other vehicles used for street cleansing services at Carnival, carry a sharps container designed to provide for safe storage and transfer of sharps to a designated disposal point. The Council will make arrangements for the receipt and disposal of sharps.

### **IMPACT OF CARNIVAL ON OTHER SERVICES**

51. The Council recognises that the cleansing of the Carnival area can only be undertaken promptly and adequately by the diversion of resources away from other tasks in the Contract.
52. The Contractor shall not be permitted to reduce the household or commercial waste collection service, and all collections scheduled for the Tuesday following the Carnival shall take place. However the special collection (Too Big for the Bin) service shall be suspended on the Tuesday following the Carnival, and the planned schedule of work for any mechanical sweeping, gully cleansing, and footway washing etc may be suspended if necessary for the two days following the Carnival.
53. Furthermore in the period Tuesday to Thursday inclusive following the Carnival the Contractor shall be permitted to divert street cleansing resources to the Carnival area provided that suitable arrangements are made to maintain adequate (if reduced) standards of cleansing in the remainder of the Royal Borough particularly in the high profile roads.