



## HEALTH AND SAFETY ADVICE 2018

Please read the attached Health and Safety Risk Assessment for the Kew Midsummer Fete dated 16 April 2018, paying special attention to the risks and mitigation measures that may be relevant to your activity. In particular, please note as follows:

1. All stallholders and operators are required to have Health & Safety Risk Assessments and Method Statements specific to their activities.
2. No vehicle movements outside the permitted times. Entry and exit only via permitted routes, observing maximum 3 MPH speed limit and hazard lights on. Be aware that there will be people on Kew Green when you are setting up or exiting – children/pets to be kept in cars at these times. The one-way traffic route is to be strictly observed – no reversing unless absolutely necessary and please ask a Kew Fete Steward to act as banksman if you need to reverse.
3. You are responsible for ensuring that your gazebos and other equipment are set up safely and securely, suitably anchored to the ground in case of high winds.
4. You are required to ensure that your operation is free from trip hazards or any other perils that could endanger yourselves or the visiting public. All hot equipment (cooking apparatus, generators etc) to be suitably cordoned off and/or out of reach of the public.
5. Risk of fire – for all activities that carry a risk of fire, operators are to ensure they bring appropriate, certificated fire fighting equipment and that their staff are trained in the use of these. All gas cooking appliances to have been tested and certified.
6. No charcoal or other fires permitted without prior approval from Richmond Council – gas and electrical appliances only.
7. No petrol generators are permitted – diesel only without express consent – this is a Richmond Council directive.
8. All electrical equipment to be in sound condition, protected from rain and have a current Portable Appliance Test (PAT) certificate.
9. Exit routes to be kept clear at all times.
10. Kew Fete Committee reserves the right to require operators to modify their activities at any time or, in extreme circumstances, may require an activity to be shut down.
11. **BE SAFE** – Kew Fete stewards (Committee Members) will be there to help you and will be identifiable by yellow high-vis vests. If you have any concerns or become aware of any hazards that require our attention, please notify a Committee Member at the Committee tent or telephone the Health & Safety Officer, Alex Duncan, on 07808 784 827

