



HEALTH AND SAFETY ADVICE & REQUIREMENTS 2026

It is important that you read the following Health & Safety Requirements and review the Health & Safety Risk Assessment for the Kew Midsummer Fete:

<https://kewfete.org/wp-content/uploads/2026/06/1.-Risk-Assessment-Template-Kew-Fete-25.05.26.pdf> paying special attention to the risks and mitigation measures that may be relevant to your activity. References therein to the Responsible Person (RP) could be **YOU**

In particular, please note as follows:

1. All stallholders and operators are required to have Risk Assessments and Method Statements (RAMS) specific to their activities for Kew Midsummer Fete.
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, in-date date tested Fire Fighting Equipment (FFE) and that their staff are trained in the use of these. All LPG (gas) cooking appliances to have been tested and with certification visible for inspection. All flammable materials, including rubbish, to be kept clear of any equipment that poses a fire risk.
6. No charcoal or other fires permitted without prior approval – gas and electrical appliances only. No petrol generators are permitted – diesel only without express consent and adherence to Kew Fete CIC regulations on fuel storage and re-fuelling – contact Health & Safety officer, Alex Duncan, via alex@kewfete.org or telephone 07808 784 827
7. **Electrical equipment** and **Generators** to be in sound condition, protected from rain and have in date and visible Portable Appliance Test (PAT) certificates available for inspection. Generators must be cordoned off from the public and appropriately earthed. Electric cables to be kept clear of walkways or be provided with suitable matting to prevent trip hazards.
8. Exit routes to be kept clear at all times.

9. Those offering the sale or gift of alcohol to operate a **Challenge 25** procedure.
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. **YOU must ensure that all Electrical, Generator, LPG (gas) test certificates and all FFE, if applicable, are available for inspection before the Fete opens to the public. YOU WILL NOT BE PERMITTED TO COMMENCE OPERATIONS if such evidence cannot be provided.**
12. **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