

RICHMOND MAY FAIR

PUBLIC HEALTH and SAFETY GUIDELINES FOR STALLHOLDERS and SERVICE PROVIDERS 2025

IMPORTANT NOTICE:

These guidelines must be fully complied with to ensure the safety of public visiting the Fair and those working and volunteering as Stallholders on the day.

The Local Council Department of Environmental Health reserves the right to inspect Stallholders & Service Providers on the day of the Fair. Please ensure you have a copy of all valid documentation required, with you.

It is important that you read this information carefully and take full responsibility for compliance.

If you have any questions regarding these guidelines, please contact rmfcommittee@gmail.com. We will be happy to help!

Thank you!

The Richmond May Fair Committee

Tents and Marquees

It is the responsibility of all Stallholders to ensure their gazebos and other equipment are set up safely / securely and suitably anchored to the ground in case of high winds / poor weather conditions.

Tents and Marquees must be:

- made of flame-retardant material to BS3120.
- proofed using a proprietary product e.g. FLAMBÉ.
- provided with a water type fire extinguisher, if required by law.

Vehicles and combustible materials, including rubbish, must be kept away from tents and marquees.

Fairground Attraction Service Providers (“Service Providers”)

Games and attractions which could result in danger to the participants or to the public, will not be allowed.

Service Providers:

1. must hold a current, valid Inspection / Safety Certificate for the fairground equipment. Valid certificates must be provided at the time of booking;
2. must provide full training of all fairground equipment to all operators and attendants prior to the Fair. Written confirmation of the training conducted and names of personnel attending on the day will be required to be submitted to the Fair Committee 14 days in advance of the Fair; and

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3. who are required to be compliant in other areas that not specifically addressed in these guidelines, must fully disclose the details to the Fair Committee and provide evidence that they are fully compliant in all respects.

Catering

- Any stalls involved in any form of cooking must have a fire blanket and at least one fire extinguisher on-site throughout the day.
- The only types of fuels permitted are electricity and LPG (propane or butane). Generators must be diesel.
- Open-air catering, such as barbecues, must be kept a safe distance from all tents and marquees and other combustible materials and must comply with manufacturer's operating guidance. Only BBQ's compliant for use under tent cover may be placed within tented areas, and they must be well ventilated, as indicated by manufacturer's guidance. They must be safely fenced off from public access (by at least 1 metre) within the stall site.
- Stallholders must fence off any adjoining seating areas provided for their customers and at a safe distance away from combustible materials. Stallholders should place clearly visible signs up to indicate that their seating is only for their customer's use and not for general public use.
- LPG containers must not be stored inside tents and marquees and must be effectively protected from being tampered with by any member of the public.

Rubbish and waste

- All rubbish must be responsibly and properly disposed of throughout the day of the Fair and when the Fair ends.
- Stallholders should not allow waste to accumulate. Rubbish must be collected into plastic recyclable sacks and taken to the commercial bins marked on the site plan or home for disposal.
- Stallholders must not leave rubbish beside the commercial bins if they are already full.
- Food and organic waste must be removed from the site by Stallholders at the end of the day and disposed of sensibly. It must not be put in any of the commercial bins on site or designated recycling sites marked on the site plan/map.
- Broken glass must be cleared up immediately and safely disposed of. Stallholders are also asked to clear and dispose of any litter in the vicinity of their stalls.

Vehicles

- During unloading/loading vehicles must be parked as instructed by the official Fair Stewards who will be wearing high-viz vests on the day. No vehicles are allowed on the Green after 9.30am, except for emergency service vehicles.
- Vehicles must be removed when requested and must never be parked in or near any entrance/exit. Vehicles doing so will be promptly removed at the owners' expense.

Poisonous and toxic substances

- No poisonous and toxic substances shall be used, sold, or disposed of at the Fair.

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Electrical equipment

- Stallholders & Service Providers must ensure that all of their electrical equipment is in sound condition, protected from rain and must have a current Portable Appliance Test (PAT) certificate.
- Stallholders & Service Providers should expect spot checks to be performed during the Fair set up.
- Stallholders & Service Providers not complying with these guidelines will be asked to conform immediately or cease trading / working.

Electricity Generators

- It is the Stallholders & Service Providers responsibility to check that all electrical equipment they are using is fit for purpose and in accordance with safety standards / regulations.
- Only diesel-powered generators can be used on the site.
- Stallholders / Service Providers must have at least one fully charged; date-validated carbon dioxide (CO₂) fire extinguisher close to the generator.
- Generators must be fenced off from the public and placed as close as possible to the stall and away from any fire hazard. They must be earthed locally with an earth-spike.
- Generators must not be refueled whilst running and any fuel must be stored safely and securely. Fuel must not be stored in a tent.
- All power cables at ground level must be appropriately rated and covered with protective safety matting to prevent anybody walking nearby, tripping on loose cables and/or wires.
- Power distribution from the generator must be via a Residual Current Circuit Breaker (RCCB).

Gas Cylinders

- It is the Stallholders / Service Providers responsibility to check that all gas-powered equipment, interconnections, and the gas cylinder(s) are fit for purpose and/or conform with manufacturer's guidelines.
- There must be at least one working, fully charged, date-validated, carbon dioxide CO₂ fire extinguisher and a fire-retardant blanket, located close enough to the cylinder(s) and any gas-powered equipment, that can be quickly accessed and used in the event of a fire to ensure it doesn't get 'out-of-control'.
- The only gas fuels permitted are LPG (propane or butane).
- It is stallholder's responsibility to ensure that valves on gas cylinders are kept firmly closed ('hand tight') when not in use [i.e. not attached to a BBQ/approved device].
- Spare gas bottles should be stored outside of tents/marquees, kept upright and securely on the stallholder's site, away from public access (or in a vehicle offsite).
- There will be an inspection of all generators, gas cylinders, fire extinguishers and associated peripheral equipment. If any equipment fails to meet the required criteria, then the organisers will not be able to permit its use on the site, unless satisfactorily replaced immediately.