



# Wokingham May Fayre 2025

## Health and Safety

### 1 General

Stallholders are responsible for ensuring Health and Safety as well as Food Hygiene requirements are met. Each stallholder should do a short risk assessment before the event to identify what risks might occur and what they are doing to minimise them. A sample risk assessment form can be downloaded from <https://wokinghamlions.org.uk/mfra> and may be used as a basis for your risk assessment.

You may also wish to consider a Method Statement detailing the operational requirements, and if necessary their timings for your day, particularly if your stall involves a number of different people manning it during the day and/or involves mechanical/electrical activities, or is related to an activity where there is a risk of injury to members of the public.

#### 1.1 Access

- a) Access the areas of the May Fayre by motorised vehicle only when permitted to by the Marshals
- b) Drive at less than 5mph with hazard warning lights on.
- c) Bring your location letter and map with you
- d) Obey instructions given by marshals
- e) Ensure you have good visibility around you

#### 1.2 Setting up

- a) Erect gazebo in marked space - ensuring pedestrian access is maintained and that roadways have a 4 metre clearance zone for emergency vehicle access
- b) Gazebos must be weighted or tied down to avoid wind damage and injuries to members of the public.
- c) Remove vehicles from site ASAP when setting up so as to avoid congestion and its associated risks
- d) Your pitch may not be flat and/or even. To avoid sloping tables bring something that can fit under the legs to level the many tables used are robust
- e) Ensure any electrical items are handled carefully
- f) All equipment and wiring should be positioned to prevent accidents
- g) Cabling laid across areas to be used by the public must be covered to prevent trip hazards or any other danger

## **2 Food Safety**

All Stallholders handling food must comply with our Food Safety requirements, which can be viewed at <https://wokinghamlions.org.uk/mffs>. Wokingham Borough Council may carry out spot checks to ensure compliance.

## **3 Electricity**

We cannot provide an electricity supply. The Stallholder can use a portable generator subject to the following conditions:

- a) It must be declared in advance. We will then allocate a pitch that minimises annoyance to other stallholders.
- b) It must be a silent type (less than 70dBA)
- c) It must be suitable for using outdoors. All electrical connections must be weatherproof.
- d) It must incorporate a Residual Current Device (RCD) to protect against the risk of electrocution
- e) It must be switched off when re-fuelling
- f) There must be a drip tray underneath to prevent ground pollution
- g) A suitable working fire extinguisher must be provided.
- h) Cables must not present a trip hazard.
- i) All portable electrical appliances must be PAT tested.