

## 01 Health and safety procedures

### 01.16 Festival (and other) decorations

#### General

- Basic safety precautions apply equally to decorations put up for any festival as well as to general decorations in the setting. Children are informed of dangers and safe behaviour, relative to their level of understanding.

#### Decorations

- Efforts are made in liaison with Tiddy Hall management to ensure that only fire-retardant artificial Christmas trees are used where possible. All relevant risk assessments are carried out.
- Paper decorations, other than mounted pictures, are not permitted in the public areas of the buildings, for example, entrance areas, stairwells etc. unless deemed appropriate and are risk assessed.

#### Electrical equipment.

- Electrical equipment (a light, extension leads etc) must be electrically tested annually.
- If using tree lights, place the tree close to an electrical socket and avoid using extension leads. Always fully uncoil to avoid overheating.
- Remember to unplug the Christmas tree lights at the end of the day.
- Electrical leads are arranged in such a way that they do not create a trip hazard.

#### Location

- Trees and decorations must never obstruct walkways or fire exits.
- Do not place decorations on or close to electrical equipment (e.g. computers); they are a fire hazard.
- Decorations must be clear of the ceiling fire detectors, sprinklers, and lights.

#### Children's areas

- Christmas trees are placed in a suitable area to minimise risk to children.
- Glass decorations are not used.