

CITY AND COUNTY OF CARDIFF

CODE OF GUIDANCE

CHRISTMAS DECORATIONS

This Code of Guidance addresses the issue of putting up decorations at Christmas and offers the following guidelines which should be observed:

1. Decorations need to be put up in a safe manner decided upon by means of a risk assessment taking account of the room structure and layout. Proper access equipment should be used. e.g. step ladders. Chairs **MUST NOT** be used to stand upon.
2. Decorations should be secured by means of adhesive materials in preference to pins and nails.
3. Decorations should be away from sources of ignition such as hot surfaces and naked flames.
4. Walls and ceilings, which are designed to act as fire breaks, should not be festooned with decorations. If in doubt, ask your supervisor or manager.
5. Pins or nails should not attach decorations to any walls or ceilings containing asbestos. As a guide, buildings less than 30 years old are unlikely to contain asbestos.
6. Decorations, displays and trees should not obscure:-
 - (i) Fire exit signs or other safety signs.
 - (ii) Fire alarm break glass panes.
 - (iii) Fire extinguishers.
 - (iv) Sprinkler heads.
 - (v) Smoke detectors.
 - (vi) Ventilation systems etc.
7. Christmas lights must be electrically tested, and labelled so, by a competent person before use to ensure that they are safe.
8. Christmas lights should be plugged into the nearest convenient socket outlet N.B. the use of multi adapters is strongly discouraged. Care should be taken to avoid trailing cables.
9. When mains voltage is used the risk of injury is high if the equipment is defective, damaged or there is a fault and therefore, Residual Current Devices (R.C.D.) should be used to ensure that the current is properly cut off if contact is made with any live parts.
10. Christmas lights must be switched off and unplugged when the office is unattended.

1.CM.015	Date: 11/00	Issue 1	Process Owner: Christina Lloyd	Authorisation: Phillip Higgins	Page 1 of 2
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