



## 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

- Only fire-retardant decorations and fire-retardant artificial Christmas trees are used.
- Paper decorations, other than mounted pictures, are not permitted in the public areas of the buildings, for example, lobbies, stairwells etc.

#### Electrical equipment.

- Electrical equipment (a light, extension leads etc) must be electrically tested before use.
- If using tree lights, place the tree close to an electrical socket and avoid using extension leads. Always fully uncoil any wound extension lead to avoid overheating.
- Remember to unplug the 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 where children cannot pull them over.
- Glass decorations are not used.

This policy was adopted by	Blackberry Lane Pre-School & Nursery	
On	September 2023	
Date to be reviewed	September 2024	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Mrs A Barnes
Role of signatory (e.g. chair, director or owner)	Manager	Director