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**

* 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.
* 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**

* 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**

* Glass decorations are not used.