LIVERPOOL JOHN MOORES UNIVERSITY

Health and Safety Unit

Health and Safety Guidance: Festive Decorations

- Real Christmas trees are not permitted on University premises due to their combustible properties. The purchase of imitation trees should be from a reputable supplier, flame retardant meeting current safety standards and displaying the European CE mark.

- Do not install Christmas tree near to fire exits, on an escape route corridor, or on stairways.

- Fibre optic type trees may have a light source that is a powerful lamp situated in the base unit. These lamps get extremely hot - do not cover the base with cotton wool or other decorative material as the unit will overheat and catch fire.

- Festive lights are permitted but they should be purchased from a reputable supplier and meet current safety standards and display the European CE mark. They are not work equipment but should be incorporated into a PAT management system. **Do not** import them from home or from any places external to the university other than from retail outlets. LED lights should be used in preference to other lighting types as they are safer and more energy efficient.

- Festive lights should be managed on a day to day basis by the staff who have installed them i.e. taking responsibility for switching them off. It should not be left up to Estate Management staff to switch off these lights when the rooms/buildings are vacated at the end of the working day or during the day when rooms are vacated for lunch or meetings.

- Use of extension leads/sockets for decorative items must also be subject to PAT. They must not trail across any routes that form a means of escape or any general accommodation route where it would create a trip hazard. Consider using battery operated lights to remove the use of cables.

- Candles or other naked flame sources **must not** be used under any circumstances.

- All decorations used should be flame retardant.

- Do not place decorations or Christmas cards near to heat sources.

- Do not obstruct cooling fans on computers or printers with decorations or cards.

- University buildings may not have the same level of automatic detection. This must be factored into any decisions about locating the above items.

Issued November 2018