

CIVIC CENTRE

BUILDING USERS' GROUP – 3RD DECEMBER 2009

PROTOCOL FOR CHRISTMAS DECORATIONS

Below are a few general guidelines and good housekeeping pointers in connection with Christmas trees and decorations within the Civic Centre. The purpose of these guidelines is not to spoil the festive spirit within the Civic Centre, but merely to ensure that appropriate Health and Safety issues etc. are suitably addressed so that we all enjoy our first Christmas in the new building.

- Any decorations and or trees within open plan areas of the Civic Centre should be positioned so that they do not obstruct fire exit routes or other access, egress or circulation routes to, from, or within those areas.
- Under no circumstances should Christmas decorations be fixed to any decorated part of the building (including ceilings and fixtures such as blind tracks) by blue tack, drawing pins or adhesive tape.
- Christmas tree lights should be linked to automatic timers so that they are only operational during normal working hours (with the exception of 24 hour working areas) Under no circumstances should lights be left on outwith normal working hours.
- All Christmas tree lights, and other forms of decorative lighting will have to be PAT tested. Building management will arrange for a contractor to come in to PAT test all tree lights and others on 14th December 2009.
- Any tree lights or others brought into the building after this date will require to PAT tested by those persons introducing them. If they are not tested and labelled, they will be removed for safety reasons.
- Lights and decorations that flash or are otherwise distracting in nature should be avoided for obvious reasons.
- All empty boxes and other containers should be appropriately stored away from public view in accordance with the general tidiness policy for the Civic Centre. I.e. not stored in escape routes, civic space, corridors, staircase enclosures etc.

MERRY CHRISTMAS AND A HAPPY NEW YEAR TO ALL STAFF