

CHRISTMAS DECORATIONS GUIDANCE

- **Electrical items including Christmas lights** should be checked prior to use and must display a valid PAT sticker. Only LED lights are to be used. If it's not low voltage and it's not PAT tested it should not be used. No Christmas lights/electrical decorations must be left on overnight unattended.
- **Electrical sockets** should not be overloaded to accommodate lights/electrical decorations (multi plug adaptor/extension leads must not be used.)
- **Cables** should not cross the Means of Escape, impede normal travel or create a trip hazard.
- **Decorations** must be fire/flame retardant e.g. foil type (if in doubt, do not use). They must not impede the access to fire alarm call points, fire extinguishers or the Means of Escape (*hang low so as to be caught up on someone or something during evacuation, or hung on the outside of fire doors*).
- **Trees** should be of fire retardant type or have fire retardant coating. Do not position the tree where it could easily be knocked over and affect people's escape or impede evacuation. Think before you locate it. If in doubt ask contact PHW.Facilities@wales.nhs.uk

Please note:

- In an outbreak situation, decorations will not be deep cleaned, they will have to be disposed of.
- No Christmas decorations are to be displayed in clinical areas.
- No Christmas decorations on shared desks as need to be wiped down between users.