

Subject: Festive Decorations – Safety Alert

Safety Alert No 7, issued 10 December 2018

In an incident prior to last Christmas a teacher in one of our schools received an electric shock whilst putting up Christmas lights.

While it is realised that many Christmas decorations are now in place, please ensure that when these are being taken down prior to storage, that any electrical decorations (lights, figures, models etc.) are switched off and unplugged before they are handled.

It is important that any festive decorations which require portable appliance testing (PAT), i.e. **anything with an electrical plug**, are presented for testing with other electrical equipment when this is being carried out in your school. Further advice on portable appliance testing in schools can be found at:

<https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors>
(open/download document entitled Portable Electric Appliances)

Any electrical festive decoration must have:

- a current 'in date' test inspection (PAT) label prior to use.
- a CE or BSI Kite Mark.

If the electrical decoration has not been subject to a recent PAT inspection then it should not be used until such times as it has. Care must also be taken to:

- ensure sockets are not overloaded;
- ensure electrical decorations are checked prior to storage and if an item is damaged, or appears unsafe in any way, it should be discarded.