

Gatwick Airport Directive

Title: Fire Safety and Seasonal Decorations (Including Christmas Decorations)		Ref No: GAD/F:23/16
Issue Date: 28/11/2016	Effective Date: 25/11/2016	Expiry Date: 24/11/2017
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
Introduction:		
<p>This directive replaces Ref. No. GAD/F38/15 which should now be destroyed</p> <p>In order to mark various seasonal celebrations it is customary for people to add decorations to areas within Gatwick Airport. It is important that these decorations do not adversely affect the safety of those who occupy the building by creating a fire hazard. Every company at Gatwick Airport must ensure that the precautions set out below are observed whether the decorations are in their own area or in common areas.</p>		
Programme:		
This directive is effective with immediate effect		
Operational Impacts:		
<p>Candles are not permitted under any circumstances. All decorations must be made from flame retardant materials and evidence must be retained as proof of certification. Where there is doubt about the performance of decorations the Fire Safety Manager may require random samples for fire testing.</p> <p>Decorations may not be placed in kitchen areas or external smoking areas.</p> <p>Decorations may not be placed where they can interfere with smoke extract or ventilation systems.</p> <p>All decorations to be kept well away from sources of ignition including light fittings and electric motors.</p> <p>Large displays of (Christmas) cards should be discouraged.</p> <p>Any decorations must be kept well clear emergency exit routes, fire alarm call points and must not obscure any fire exit, emergency lighting or safety signs or equipment.</p> <p>Any decorations that are attached to the ceiling need to be securely fastened and clear of light fittings.</p> <p>No decorations may be attached to or prevent the operation of, smoke curtains, fire doors, fire shutters or within 500mm of any functional part of a life safety system including sprinkler and detector heads.</p> <p>Christmas trees</p> <p>No "Live" trees are permitted within airport buildings due to the very high fire loading that they deliver. All artificial trees must be of an inherently non-flammable and clearly marked fire retardant. Certificates to confirm compliance with the above must be kept available for inspection by the Airport Fire Service, Local Authority Fire Service and EHS department. Siting of trees or any other decorations must comply with all the notes above. On occasions and particularly where no evidence concerning the certification of materials is available EHS staff or Fire Safety Manager may require random test samples in order to establish the characteristics of a given decoration.</p> <p>Electrical Equipment</p> <p>Any lighting provided as part of a seasonal or temporary decoration and any mobile driven units must be subjected to portable appliance testing. Evidence of such testing should be available for inspection when requested by Airport Fire Service or other GAL management staff. All lighting sets and mobiles or any other electrical device should be connected to a supply benefiting from a residual current device (RCD).</p> <p>All wiring must comply with the current IEE requirements</p> <p>Multi-way adaptors may not be used.</p> <p>Trailing leads from electrical equipment must not present a trip hazard.</p> <p>All fuses must be of the correct rating and replacement fuses must match the existing.</p> <p>Electrical displays in public areas should be low voltage typically 12 Volt DC. All electrical decorations must be switched off when the area is to be left unattended.</p>		

Large Scale Seasonal Decorations

Where an entire building or large parts of a building are to be decorated as part of a "themed scheme" the whole scheme will need to be risk assessed. The Fire Safety Manager shall be consulted regarding the change in risk level within the building as a whole. Positioning of large feature displays in public areas should be approved by the Fire Safety Manager prior to installation.

Further Information:

Any questions or queries should be directed to the Fire Safety Manager on (01293) 501064 or 07975593358

Signatory

Chris Woodroofe

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation:

Has consultation on this Directive taken place? No

Distribution:

FULL