

**Festive Lighting in the Community**

**Guidance Notes**

 **August 2020**

**Introduction:**

At the Dundee City Council Recovery sub-committee meeting of 10th August 2020 the Council agreed to the establishment of a Festive Fund to allow community organisations to apply for funding contributions towards Christmas lights (including on Christmas trees) and/or festive activities in their local areas.

This document is intended to assist these groups when contracting with a qualified person or company on the various health, safety and legal requirements that must be adhered to when organising their festive lights. The organiser remains the client for the purposes of H&S and CDM regulations. Please be aware of your responsibilities in this regard.

It is appreciated that these requirements may appear complex however the information contained within is intended to assist you with these processes.

The Council can offer support to community groups in order to ensure a consistent approach and have documented the issues that need to be considered in order to ensure your display is safe, legal, well organised and enjoyable for all.

Community groups should follow the advice given in this document however if you have questions or require additional guidance you should contact Festive.Fund@dundeecity.gov.uk in the first instance to seek support.

**What do I need to do?**

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The key to any project is to start early and plan well.

Be flexible in your approach as not all suggestions or ideas may be achievable.

Information on the above issues is contained within the following pages. It is not intended as an exhaustive list but is provided to guide and assist you to safely and successfully plan your community festive offer.

Further and more detailed information can be found in Section 14, Technical Information and you are encouraged to make yourself familiar with this information.

**1 Things to Consider**

What type of installation / lighting do you wish to install? (e.g. tree with lights)

Who needs to be involved? (e.g. coordinating group members, professional technician(s), etc.)

Who will be responsible for co-ordinating all the information required?

What equipment do you need? How much will it cost?

How long will it take to get such equipment?

**2 Timing**

Planning is key. The earlier that you can start the better.

Suppliers may have long lead times for equipment – don’t expect it to be available off the shelf.

If alterations are required to infrastructure e.g. to provide power supplies or wall brackets etc, works have to be planned accordingly and they will require several weeks’ notice in advance.

Consider the timing of your activity and set-up – who are your target audience members? What is the best day/time of day?

Will you require additional lighting at night time?

***The technical information that follows is to help you when contracting with your chosen professional(s).***

**3 What equipment/facilities do you require?**

Decide on what resources you need.

You may require permission from building or structure owners to attach lights or other items and this should be obtained early to avoid disappointment.

If you are intending to erect Christmas trees / lights, consider the best location for these. Please don’t assume that street furniture such as lighting columns, sign poles etc. will be suitable and check with the Streetlighting Partnership (streetlighting@dundeecity.gov.uk) first. Costs for installing any new supplies whether from buildings or street lighting to be met by applicant. The Street Lighting Partnership will be able to confirm any resource for street lighting if new sockets are required.

Seasonal decorations are invariably installed at places with maximum exposure to users and lighting columns are the most common form of support chosen to display these. Not all street lighting columns are suitable and so you must check with the Street Lighting Partnership.

The Council's Street Lighting Partnership will advise of the fee value based on the power consumption requirement identified from the required calculation package details. Please also be aware that anything electrical will have to comply with the IET Regulations (BS7671) and will have to be fully PAT tested accordingly. You must ensure that anyone carrying out any electrical work is fully competent (see section on electrical safety).

Organisers are responsible for maintaining any decorations and associated infrastructure in good repair throughout the period of operation, including its installation and removal.

Arrangements should be made for a weekly visual inspection by a professional and to keep a log of such inspections in addition to other structural or electrical inspections. We suggest you include this in your arrangements with them.

Any damage caused to Council equipment, including damage to the protective coatings, by the organisers, their agents or contractors will be repaired at the applicant’s expense.

You will need to have arrangements in place for emergencies and should have someone available to attend within 2 hours of being called, day or night.

**4 Health & Safety – CDM Regulations**

This type of work falls under the Construction Design and Management (CDM) Regulations 2015. The regulations are there to ensure that you have planned and considered the safety of all involved in whatever way with your event.

The Regulations places the responsibility and legal duty on the person organising or project managing these works for ensuring that the right people are engaged on the various aspects of the work. The emphasis of CDM is on ensuring:

* People engaged are competent
* There is sufficient time to undertake the work
* Information about risks, hazards and special arrangements are shared with all parties
* Risk Assessments and Method statements are in place before works commence
* Where necessary a CDM coordinator is appointed.

A useful starting point is this document produced by the HSE <https://www.hse.gov.uk/pubns/indg411.htm>. Also see section 14 for further links/information.

The installation, maintenance and removal of festive lights within public areas can expose both the person carrying out the operation and members of the general public to electrical, structural or traffic hazards. For this reason, it is essential that any person planning or carrying out these works is competent and qualified to do so. Applicants will need to provide details of a suitably qualified and experienced person, to satisfy this requirement.

We will expect your professional installer to produce Risk Assessments (to show that you have considered what hazards there may be to you, your contractors, volunteers and any members of the public and how to minimise them) as well as Method Statements (to show that you have considered how the installation/removal works can be carried out in a safe and controlled manner).

It is required that you seek professional advice to ensure that you comply with these Regulations. Further guidance can be requested from Design & Property Services via Festive.Fund@dundeecity.gov.uk

**5 Health & Safety – Pedestrian Safety**

Consideration should be given to how you will keep pedestrians safe while attending your display.

Do you need barriers? Stewards? Should the road be closed?

Where a free-standing display is used (lit to ground level), this should be protected by a suitably robust barrier in order to keep the public at least 2 metres away from any part of the display.

**6 Health & Safety – Traffic Safety**

Road Network Management will provide process for road closures and timescales and any associated costs (if appropriate).

All operation within the road should comply with “Safety at Street and Road Works: A code of Practice 2013”

Any features which cross a street must be at least 5.8 metres above the carriageway and 0.5 meters beyond either side of the carriageway. This clearance should be increased to 7.5 metres on freight/principal routes. In all cases, the clearance shall allow for the set sag of any catenary cables crossing the carriageway plus deflection of catenaries under load.

They can be contacted via: CD-TRNetworkManagementTeam@dundeecity.gov.uk

**7 Health & Safety – Electrical Safety**

If you are planning to install festive lighting, it is required that you obtain a copy of the Institution of Lighting Professionals document “PLG06 – Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments” (See Section 14).

For electrical supplies, the use of safety extra low voltage (SELV) supplies should be used wherever possible.

Where electrical supplies are taken from within buildings, all permissions need to be obtained from the building owner.

All electrical works need to be carried out, tested and certified by a competent qualified electrician in accordance with BS 7671:2018 Requirements for Electrical Installations - IET Wiring Regulations before the power is switched on.

The electrician must be registered with a professional organisation such as the National Inspection Council for Electrical Installation Contracting (NICEIC), or The Electrical Contractors' Association of Scotland (SELECT).

Where electrical supplies are requested to be taken from Street Lighting Columns, all permissions should be obtained from the Streetlighting Partnership (streetlighting@dundeecity.gov.uk)

Please note that the following practices will not be permitted:-

* No direct connections into the base of a lighting column (or control pillar)– where required and agreed external boxes with waterproof sockets will be supplied. Electrical contractors will not be permitted to modify or connect into the Streetlighting network (other than via sockets supplied).
* The use of adaptors or other arrangements to supply features or other equipment. All festive lighting equipment should be fitted with a 16Amp “commando” plug.
* Power taken from the top of a streetlight to any trees.
* Power taken from the top of a streetlight to supply decorations mounted on buildings.

All installations must be inspected and tested before being commissioned. Each individual decoration should be subject to an electrical conformance (PAT) test which should form part of the electrical test documentation held by the organisers. This documentation will also include the initial installation and commissioning electrical certification certificates and be retained until a new test document is provided.

Test labels, indicating the date of test and type of test, must be clearly evident in the electrical compartments for each decoration.

In the interests of public safety, where equipment has not been correctly connected to its electricity supply it shall be disconnected.

**8 Health & Safety – Structural Safety**

If attaching anything to lighting columns or buildings you must consult a competent, qualified structural engineer.

Where decorations are to be installed on buildings with existing anchor points, these should be load tested to ensure that they are safe to use, all costs in relation to this must be met by the applicant. Recommendations on tests and load derivation can be found in the advice from the Construction Fixings Association. The CFA has produced a free download Guidance Note: “Anchorage Systems for Seasonal Decorations” (See Section 14). The calculated loading shall comprise the combined effects of static weight of the decorations, cables, fixings, temperature effects and wind loading. Calculated wind loading may be adjusted for seasonal and return period factors to account for the time of year and duration of any installation. Your professional installer will need to carry out these calculations.

If the applicant proposal is for installation of fixings at a new location, the structural requirements become more onerous as they need to additionally demonstrate the building fabric is adequate.

Notwithstanding the result of calculations, durability requirements are that anchors shall not be less than 16mm diameter and catenary cables no less than 8mm diameter. Corrosion protection shall be in accordance with the above-mentioned CFA Guidance Note.

Decorations strung between lighting columns e.g. festoon or catenary decorations will not be permitted under any circumstances.

The specification for new lighting columns rarely calls for them to accommodate an attachment (usually traffic signs) with a surface area of greater than 0.3m², so even new lighting columns should not be expected to carry more than this. Older columns are less likely to be able to accommodate seasonal decorations, because internal corrosion is likely to have reduced the strength of the column. The individual circumstances of each installation must be properly considered and the Councils Streetlighting Partnership will be able to advise you of suitability.

It is rare for a lighting column to have been designed to carry the load of catenary lighting and this will not be permitted in any location within Dundee.

**9 Permission and Obligations**

There are a number of issues here to be considered:

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| Insurance | If you are holding a public event you will be required to hold Public Liability Insurance to the value of £10m. This is to indemnify Dundee City Council against any claim for loss, injury or damage to persons or property or both in any way caused or connected with the event. |
| Aesthetics | Consideration should be given to the location of your display and the environment around it. It is unlikely that permission would be granted for attachments to say, a listed building. |
| Permissions | Permissions may be required from building or property owners and in some cases a wayleave may be required. This is a legal document and will require to be organised well in advance. |
| Safe Clearances | Where equipment is intended to be installed at height, consideration should be given to not only the height required but that there is safe clearance above for anyone installing or working on it.Be aware that festive lights must not obstruct traffic signs or impede driver or pedestrian visibility.Red, green or flashing lights will not be permitted within 10 metres of traffic signals, pelican, zebras or other controlled pedestrian crossings or within a driver sight lines when approaching such features.A clearance of 2.5 metres must be maintained where attachments are erected over a footpath. No part may be nearer than 0.5m to the face of the kerb.If your decorations sit at less than 0.5m from the kerb, you would need to consider traffic that could be compromised by lower mounting heights, such as lorries and busses which would need the height clearance increased to a minimum of 5.7m. Mounting heights will be required for any structural calculations. |
| Traffic Management | Consider if you will require to have traffic management in place– do you need to close the road, even temporarily?Will you need to close the road (even partially) to allow the installation, maintenance or removal of any equipment?If so, you should contact the Councils Roads Network team for further advice. They can be contacted via: CD-TRNetworkManagementTeam@dundeecity.gov.uk |
| Inventory | You will be required to provide information on the type of equipment that you are using and should maintain an inventory (a simple list is fine) of all equipment including manufacturer, model, power consumption, weight, size etc). This information will be required in order to calculate suitability for attachments as well as energy consumption. |

**10 Funding**

All charges involved with the provision of such lighting installations including, but not limited to the design, procurement, installation, testing and ongoing maintenance for the duration of the installation and subsequent safe removal, are the responsibility of the applicant.

**11 Installation**

Consider the best time for installation works to take place and schedule accordingly.

You may require to have a temporary road closure depending on the type of work being carried out and this should be organised with the Roads Network Management Team at Dundee House.

Your submission will need to be accompanied by a full calculation package that includes a list of proposed decorations, where they will go, and should include a layout plan if possible. The list will need to include electrical current, weight, windage, and details of how decorations are to be fixed. Details of the loads that the proposal will exert and demonstration that this can be safely supported by the catenary wires, anchor bolts and the fixings is required. The loads determined from this calculation are those that need to be proof tested.

**12 On the day**

Ensure that everyone knows their role and what is expected of them and most importantly who and how to contact them in case of an emergency and what the procedures are.

**13 Post Activity**

Consider holding a post activity debrief while it is still fresh in your mind. This allows you to take stock of what went well, what went wrong (if anything) and what could be done better or differently for the next time and when documented will help with planning events in the future by yourself or others.

**14 Technical Information & Further References**

The installation, maintenance and removal of festive lights falls under Construction Design and Management (CDM) Regulations 2015. <https://www.hse.gov.uk/construction/cdm/2015/index.htm>

<https://www.hse.gov.uk/pubns/books/l153.htm> (free)

The installations need to be planned and carried out to comply with the current editions, including current amendments, of all appropriate regulations and codes of practice, including but not limited to the following:

1) Section 90 of the Roads (Scotland) Act 1984

2) Safety at Street and Road Works: a code of practice 2013 – available from www.gov.uk

3) BS 7671:2018 Requirements for Electrical Installations - IET Wiring Regulations

4) Institute of Lighting Professionals (ILP) Document PLG 06 Guidance on installation and maintenance of seasonal decorations. Available from <https://theilp.org.uk/publication/plg06-guidance-on-installation-and-maintenance-of-seasonal-decorations-and-lighting-column-attachments/> (Non-members £70)

5) Institute of Lighting Professionals (ILP) document GP03: Code of practice for electrical safety in highway electrical operations.

6) Construction Fixings Association (CFA) Document Guidance Note Anchorage Systems for Seasonal Decorations which can be downloaded from  [http://www.thecfa.co.uk/publications-and-downloads/guidance-notes/](%20http%3A/www.thecfa.co.uk/publications-and-downloads/guidance-notes/)

**15 Contact Details**

General Enquiries: Festive.Fund@dundeecity.gov.uk

Street Lighting Partnership: streetlighting@dundeecity.gov.uk

Health & Safety: health.safety@dundeecity.gov.uk

Road Network Management: CD-TRNetworkManagementTeam@dundeecity.gov.uk