

Newry, Mourne and Down District Council

PROCEDURES FOR THE SAFE USE OF PLAY INFLATABLES IN/ON COUNCIL PROPERTIES.

1.0 PURPOSE OF THE PROCEDURES

The purpose of these procedures is to ensure a consistent approach in supporting council staff as well as community and voluntary organisations in the management and safe use of play inflatables on council properties.

Inflatable play equipment, including bouncy castles, is regularly used across Newry, Mourne and Down District Council, both indoors and outdoors. Inflatable play equipment can make a significant contribution to both the success and enjoyment of many different events and activities, but also pose potential risks to health and safety, and can expose the Council to claims liability. Thus, whilst their use is not to be deterred, it does need to be managed to ensure, so far as is reasonably practicable, that risks are minimised.

2.0 AIMS OF THE PROCEDURES

This procedure has been produced to provide best practice advice on the considerations and control measures in relation to the safe use of all inflatable play equipment, whether Council owned, hired in and/or provided under contract, and is applicable to all relevant Newry, Mourne and Down DC employees and establishments (including those which are run by local communities on the councils behalf).

The primary guidance on the safe use of inflatable play equipment is contained in the British Standard BS EN 14960:2006 Inflatable play equipment safety requirements and test methods, which came into effect in May 2007 and which, whilst not imposing a statutory duty, represents best practice.

In addition the following Health and Safety legislation also applies to the use of inflatable play equipment:

- The Health and Safety at Work (NI) Order 1978
 - The Management of Health and Safety at Work Regulations (NI) 2000
 - Provision and Use of Work Equipment Regulations (NI) 1993
 - Fire Precautions (Workplace) Regulations (NI) 2001
 - Electricity at Work Regulations (NI) 1991
 - Control of Substances Hazardous to Health Regulations (NI) 2003
 - Confined Spaces Regulations (NI) 1999
 - Manual Handling Operations Regulations (NI) 1992.
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3.0 SCOPE

3.1 Types of Inflatable:

The types of inflatable devices that will come within the scope of this guidance note will include dry inflatables for internal and/or external use, including:

- a. open-sided, often referred to as flatbeds (distinguished by their lack of walls);
- b. open-fronted, often referred to as 'castles' (these have walls on all sides except one);
- c. totally enclosed e.g. disco bouncers (all sides enclosed by an inflatable dome)

3.2 Applicability:

The guidance provided is to be consulted by any NM&DDC employees or community association who manage premises on the council's behalf with responsibilities for:

- a. purchasing/hiring of inflatable equipment;
- b. erecting and dismantling inflatable equipment;
- c. supervising the users of inflatable equipment; and
- d. ensuring the safe use of inflatable equipment.

4.0 DEFINITIONS.

- a. **Inflatable Devices:** Equipment consisting of air-filled structures designed to allow users to bounce, slide or climb on them. They are made from flexible fabric, inflated by air, and rely on air pressure to maintain shape.
- b. **Controller** – The person, organisation, responsible staff member or hirer having the overall control, including responsibility for maintenance, of the inflatable device
- c. **Operator** -The person, who must be over the age of 18, appointed by the controller to be in charge of the operation of the inflatable at any time when it is intended to be available for public use.
- d. **Attendant** - Any person, who must be over the age of 16, appointed to work under the control and direction of an operator to assist in the operation of the inflatable device. Please note where the attendant is a NM&DDC Council employee they must be aged 18 or over.

5.0 DUTIES OF CONTROLLERS AND OPERATORS

5.1 Risk Assessment:

Where any inflatable devices are to be deployed and/or used then a suitable and sufficient risk assessment must be carried out, and appropriate control measures identified and implemented to minimise risks, so far as is reasonably practicable.

A Generic Risk Assessment (GRA) for bouncy castles is attached at Appendix 1, which provides a ready template and guide, but it must be made site specific for it to be valid. Any manufacturer's information, instructions, manuals, etc. should be referred to, and applied as appropriate, when carrying out such assessments.

5.2 Responsibility for Risk Assessments:

Where an inflatable device is to be used and operated by NM&DDC staff then they must carry out the risk assessment, ensuring it is suitable and sufficient, and such must be reviewed if there is any reason to suspect it is no longer valid i.e. any change in circumstances.

Where non NM&DDC staff are to use/operate an inflatable device, but will do so on NM&DDC property, or on behalf of NM&DDC at an event, then it is reasonable to require that they carry out the risk assessment, but the relevant NM&DDC staff or community association who manage a council owned community facility i.e. those responsible for organising and/or controlling the event, have a duty to ensure that it is completed, that it is suitable and sufficient, that the relevant control measures are implemented, and that it is reviewed as required.

5.3 Checks when purchasing or hiring:

Where any inflatable play devices are to be purchased and/or hired in, including renting them as part of a package, then only reputable manufacturers/suppliers should be used (they should be registered with their local council), and you must ensure, so far as is reasonably practicable, that the inflatable device(s) comply with the current BS/EN standards for design and fire safety.

For devices manufactured after January 5th 2002, a declaration by the manufacturer that the inflatable has been manufactured to the appropriate design and in an appropriate manner must be obtained on purchase.

Before contacting potential suppliers gather all required user information to hand i.e. indoor or outdoor event, size of site, floor surface, anchor points, estimated number of users including age and heights, duration of use, etc. This should ensure the supplier can advise on the most suitable equipment. (See Appendix 2 for checklist of questions to ask suppliers)

6.0 INSPECTION, MAINTENANCE AND MODIFICATION

The Provision and Use of Work Equipment Regulations (NI) 1993 and BS EN 14960:2006 require that inflatable devices to be inspected at suitable intervals to ensure that safe conditions are maintained, any deterioration in the device is detected, and any appropriate remedial action is taken in good time. Details of all inspections and daily checks carried out should be recorded (this may be done in the operators manual and/or can comprise an inspection certificate).

6.1 Annual inspection:

Each inflatable should be thoroughly inspected at least once in every 12 months. This procedure needs to be carried out by a competent person e.g. a member of a registered inspecting body.

6.2 Pre- operational check sheet:

Checks should be carried out before each individual event, using the advice provided by the manufacturer in the operations manual. These should include checking that:

- The site remains suitable, with crowd control measures in place if appropriate;
 - Anchorages are intact, protected where necessary, and ropes are not worn or chafed;
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- The anchor system secures the inflatable device to the ground;
- There are no significant holes or rips in the fabric or seams;
- The correct blower specified for the device is being used and the air pressure is sufficient to give a reliable and firm footing;
- There are no exposed electrical contacts, there is no wear on electric cables, and plugs, sockets and switches are not damaged;
- If an internal combustion engine is used, that the fuel cap is placed firmly on the fuel tank and any reserve fuel container is suitable and remains in a safe position;
- Bolts and screws of the blower are properly secured and that robust guards are secured over the air inlet and outlet;
- The blower/inflation tube connection is in good condition and is firmly fixed to the blower; and
- The blower is positioned correctly, adequately protected or guarded and is not causing a tripping hazard. The public must not be allowed to use an inflatable until any defects identified in the daily check have been rectified.

A pre operational check sheet and annual checksheet is attached in Appendix 3 for reference. However, this list is not exhaustive and, due to potential variation between events, use and/or sites, it is imperative that the risk assessment process, as described in this guidance, is carried before the event as this should ensure that any specific risks are identified and adequately controlled.

6.3 Standards:

As of 30th March 2007 The European standard EN 14960:2006 has the status of a British Standard, referred to as BS EN 14960:2006 Inflatable play equipment- Safety requirements and test methods and so represents the standards (best practice) that should be met.

All inflatable play devices should have been modified, as and if required, to conform to the draft CEN 136 standard by 1st January 2005 and/ or to comply with the BS EN 14960:2006.

6.4 Inspection schemes:

There are 2 voluntary inspections and tagging schemes currently recognised by the Health and Safety Executive in relation to inflatable play devices, which both use the CEN 136 standard as their benchmark, these being:

A. PIPA Performance Inflatable Play Accreditation scheme, who inspect and tag inflatable play devices and allocate a unique reference number that stays with that piece of equipment. PIPA mainly deal with inflatables that would be found at galas, fetes, hired for use at domestic parties, etc. and they populate a website that provides details of registered suppliers, checked equipment, which can be accessed at www.pipa.org.uk

b. ADIPS, Amusement Device Inspection Procedure Scheme, is very similar, but in the main deals more with inflatables found at traditional fairgrounds, theme parks, etc. They also have a website which can be accessed at www.adips.co.uk

6.5 Modifications:

Safety-critical modifications are those where failure of the modified component or system would lead to a significant risk of injury to public or employees. They could include changes in the operating

parameters of a device, such as changing the height restriction of users. If in doubt, take advice from a competent person. Where a safety-critical modification is made (including the replacement of a component which departs from the original design specification), the modification needs to be carefully considered. The conclusions and justifications should be recorded in the operations manual before the change is made. If a device is CE marked, alteration may invalidate the declaration of conformity and the device may need to be reassessed against the relevant standard.

7.0 SAFE OPERATION

7.1 Anchoring/ Weighting:

Manufacturers and Health and safety executive instructions regarding the use of anchorage points and weighting must be followed paying particular attention to applications for indoor and outdoor use.

7.1.1 Outdoor Considerations Anchoring/ Weighting

- The device is to be secured to the ground with ground stakes, where the ground is suitable.
- Some equally effective alternative methods can be used on hard standing, e.g. attaching the anchor ropes to fittings already in the ground, or to sandbags/other weights – providing they are capable of taking the load (each anchor point should have the equivalent of 163kg as per H&S guidance).
- An inflatable can be tied to a vehicle or other movable machinery, providing the vehicle or machinery is immobilised and under the control of the operator.

7.1.2 Indoor Considerations for Anchoring/ Weighting

The inflatable will not blow away when indoors, but it could move across the floor and it could overturn. An inflatable with a small base and high sidewalls is particularly prone to overturn if there are tall users and they make a concerted effort to run from side to side throwing themselves against the walls. This type of action on any small inflatable will at least cause the inflatable to move sideways of position and threatening to pull the blow-tube off of the blower. This propensity can be combated by the use of weights tied to the anchor-points, or by attaching the anchor-points to gym bars. Sideways movement can be counteracted by placing rubber mats under the inflatable. Likewise, a rubber mat must be placed under the blower to keep it still.

7.2 Blower Units:

- Users of inflatables should not be able to make contact with the blower unit. A safe distance can be achieved by use of an inflation tube of at least 1.2m when positioned on a wall side and 2.5m on any open side.
 - A blower unit must never be placed internally unless designed to do so.
 - Special care should be taken when using operating blowers. For instruction on the safe use of Electrical and Petrol Blower refer to Appendix 4.
 - Be aware of the deflation time of the structure as this will impact on the evacuation procedures in the event of a problem with the air supply, there are certain devices that can considerably increase this time, contact the manufactures for more information.
 - Fitting of an auditory alarm to the blower unit should be considered to alert the operator of any failure in the fans electric (or other) power supply.
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- Indoor blower units should not be used outdoors and vice versa.

7.3 Siting:

- The controller or operator should ensure that the inflatable device is sited well away from possible hazards such as overhead power lines or other obstacles with hazardous projections (e.g. fences). Consideration should also be given to the height of ceilings and/or ceiling protrusions.
- If the ground surface is abrasive, oily or dirty, a ground sheet should be used to prevent wear and tear of the base material.
- An inflatable should not be used when the winds, or gusts of wind, are in excess of the maximum safe wind speed specified by the manufacturer.
- The industry recommends a maximum wind speed of Force 5 on the Beaufort scale of 30-38 kph / 19-24 mph (a fresh breeze when small trees in leaf begin to sway).
- Hard landing surfaces should be adequately covered by soft landing material such as dense gym mats, or equivalent of at least 25mm thickness but not more than 125mm, for a recommended distance of at least 1.2m from the open side.
- Safety mats should be flame resistant especially when used indoors.

7.4 Supervision:

- The controller (person, organisation or hirer with overall control) should determine the minimum number of attendants and their positions in relation to the inflatable in order to ensure the device can be operated safely, this can be achieved through risk assessment and manufacturer's guidelines
 - At least this number of attendants must be on duty at all times when the device is in operation.
 - Attendants must be aged 16 or over, whilst the operator must be 18 or over. Please note where the attendant is a Newry, Mourne and Down District Council employee they must be aged 18 or over.
 - The entrance/exit areas should be kept clear of onlookers so that the operator or attendant has a clear view and can ensure that users enter/exit safely;
 - Operators must ensure users are kept off the device when it is being inflated or deflated.
 - The device should be deflated when not in use.
 - The operator and attendants should watch the activity on the inflatable constantly.
 - A whistle or other signal should be used to discourage horse play and action should be taken at the first sign of any misbehaviour.
 - Somersaults and rough play should not be allowed.
 - It is the operator's responsibility to ensure that the equipment is not overloaded with users.
 - Larger, more boisterous users should be separated from smaller ones e.g. consideration must be given to the separation of age groups.
 - The number of users at any one time should be limited to allow each user enough room to play. Manufacturer's guidance should be consulted for recommended numbers and there should be separation of age groups. Numbers may need to be further restricted e.g. when being used by people with disabilities.
 - Operators must ensure that people cannot gain access to the back and sides of the inflatable to grab at users through the sides, or throw objects in. Barriers may be used to prevent access to these areas.
 - Unless specifically procured for their use, adults should not be allowed on the inflatable, except when the risk assessment (carried out prior to the event) identifies a need e.g. to assist an injured child or to assist an individual with a disability.
(See appendix 5 for guidance for staff supervision)
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7.5 Crowd Control:

- If large crowds are expected in the immediate vicinity of the inflatable, then crowd control barriers should be provided by the controller.
- Barriers should be at least 1m high and be capable of withstanding people leaning on them, or being pushed against them.

The perimeter fence should be 1.8 to 2.5 m from closed sides and 3.5 to 4.0m from the open side. The gateway should be 1.0 m wide. The method of operation drawn up by the controller should ensure that users are admitted to the inflatable in a controlled and safe manner.

- Where the public does not have access to the sides or back of the inflatable, or crowd pressures are not anticipated, then a lower standard is acceptable.

7.6 Rules for Users:

As a general rule, the height of the users should not exceed the height of the inflatables outside walls when the user stands on the bouncing surface. Walls of 1.8m or higher (measured from the bouncing surface) are sufficient for users of any height.

Operators and attendants should ensure:

- That users remove footwear (except socks) and any other hard, sharp or dangerous objects (such as buckles, pens, purses, badges etc.);
 - Glasses are best removed;
 - Users do not consume food or drink or chew gum on the device;
 - Users do not obstruct the entrance or exit of any inflatable device;
 - Nobody plays on the step or front apron of a bouncy castle;
 - Users do not climb or hang on the walls; and
 - Users who do not conform to height restrictions are not permitted to use the device.
- (See appendix 6 for hire agreement)

8.0 TRAINING

The controller should ensure that all operators receive effective training in the working of the device including:

- The method of operating the device;
- Safe methods of assembly/dismantling, where applicable; and
- How to make a daily check;

The controller should ensure that all operators and attendants receive effective training in the operation of the device including:

- Safe entry/exit for users;
 - Safe anchoring of the inflatable;
 - Crowd control measures, and barriers;
 - Measures to be taken in the event of power failure; and
 - Procedures for reporting accidents, defects or breakdowns.
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9.0 WHAT TO DO IF DEFECTS ARE FOUND

- If at any time a defect is found which could possibly lead to danger the public must not be allowed to use the device until the cause has been identified and defect remedied. This may include checking all similar components. These should be reported to centre manager if council owned or to the operator.
- If there is any doubt about continued safety, the device should not be used until a competent person has confirmed that it is safe to do so.
- Keep records of all incidents and significant defects in the operations manual, and of any action taken, which may be useful if you need to:
 - give details to HSE, your trade association, insurers, the designer, manufacturer, importer or supplier;
 - discuss the safety implications with a competent person; or
 - provide a detailed accident history to a buyer; or
 - Defend any alleged negligence, claims, etc.

10.0 CONSIDERATIONS FOR TOTALLY ENCLOSED BOUNCERS

In totally enclosed structures the following additional requirements should be satisfied:

- Signs should indicate exits, meeting the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996;
- An independent support system should be provided for any lighting, emergency lighting and loudspeaker systems;
- The electrical installation should, as a minimum, conform to the requirements of BS 7671, IEE Wiring Regulations (16th Edition);
- Structures designed to accommodate more than 15 people should have more than one exit so that the inflatable can be evacuated quickly. Deflation time should be sufficient to allow the structure to be safely evacuated;
- Emergency lights should be provided as a back-up if a lighting system is installed. The discharge period for the lighting, following supply failure should be sufficient to allow for the complete evacuation of the structure.
- Systems should be fully charged prior to use of the inflatable. Lighting should be proved each day before a totally enclosed inflatable is put into use;
- Electrical cables should be kept adequately secured away from any users or spectators; and
- Electrical equipment exposed to the weather should be protected to BS EN 60529 or be located inside a weather-proof hut or cabin.

11.0 SUMMARY:

Inflatable play equipment can contribute to both the development and enjoyment of users, especially children, and the use of such should be encouraged where appropriate. However, such equipment does also carry inherent risks and these should be managed, using a risk assessment approach, to ensure that they are minimised so far as is reasonably practicable.

If any controllers, operators and/or assistants, have any doubts regarding the safe use of such equipment they should contact their line manager or the Health and Safety Department without delay.

APPENDIX 1: GENERIC RISK ASSESSMENT

ACTIVITY COVERED:	BOUNCY CASTLES – GENERAL		
Reference No:	104	Version:	2.0

GENERAL HAZARDS	Risk Rating			Who at Risk	
	Low	Med	High	Emp	MoP
Changeable weather conditions					
Loss of pressure – failure of fabric, power to blower					
Slips, trips, falls					
Inappropriate behaviour					
Inadequate separation – age and size					
Manual handling					
Fire					
Inappropriate clothing and footwear					
Entrapment ----- Electric					

PRIMARY LEGISLATION/REFERENCES:
Health and Safety at Work (NI) Order 1978
Management of Health and Safety at Work Regulations (NI) 2000
Puwer Regulations, Manual Handling Regs
HSE Info Sheet – Safe use and operation of Play Inflatables, including Bouncy Castles

CONTROL MEASURES	Check
PLANNING:	
For equipment post Jan 2002 – Declaration of Operational Compliance issued	
Number and maximum size of users to be determined from manual	
Where there are large crowds (over 50) crowd barriers to be used	
Identify and supply suitable landing mats i.e. suitable impact absorbency	
If external contractors being used ensure all relevant checks are carried out	
PHYSICAL:	
Ensure castle is properly anchored.	
Ensure any hard landing is covered by mats extending 1.2 metres from open side, which are adequately secured	
Blowers to be sited out of any possible contact by user and guarded if necessary	
Castle to be only used outside when wind is less than Force 5 – fresh breeze	
Ensure users remove footwear except socks and any other hard objects (pens, badges)	
Do not allow users to obstruct entrance or exits or play on step or apron	
Keep entrance and exit areas clear of onlookers	
No climbing or hanging on to walls	
No food or drink to be consumed	
MANAGERIAL/SUPERVISORY:	
Ensure that correct number of attendants are supervising at all times (at least one) and/or an adult that will present throughout the period of use has responsibility for safe use	
Ensure that bouncy castle is not overloaded with users and that there is size separation	
Ensure that the castle is inspected pre use and maintained to operations manual	
Ensure defect, accident and incident reporting system is in place, including relevant remedial action	
TRAINING:	
General Health, Safety and Fire Induction and Refresher Training	
Effective training on assembly and dismantling, method of operation, entry and exits etc.	

Appropriate manual handling training	
First aid training as applicable	
Provide basic health and safety instruction to adults where they alone will be supervising the activity i.e. during children's birthday parties, etc.	

SITE/TASK SPECIFIC RISK ASSESSMENT

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:	
Max number of people involved in activity:	
Frequency and duration of activity:	

Additional hazards identified (whether site or activity orientated):			
Additional control measures required:		Who to action and by when:	
Assessment of Remaining Risks:	Low	Medium	High

Circumstances which may require additional information:

Circulation of risk assessment:							
Operative:		Manager / supervisor:		Dept H&S Notice Board:		H&S Advisor:	

Assessment completed by:				
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Name:		Date:		Signature:	
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Review record:				
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Next review due:		Reviewed by:		Date:	
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APPENDIX 2: CONDITIONS TO BE MET WHEN HIRING A PLAY INFLATABLE.

When enquiring about play inflatables ensure you give the potential supplier as much information as you can e.g. if it is to be an indoor/outdoor event, the size of the site, the scale of the event and the likely age of the users. This information will help the supplier to determine the appropriate play inflatable to suit your needs.

In addition to giving information you should ask the right questions to ensure that the supplier is providing you with equipment that is up to standard. The following questions should enable you to hire a quality product. If the hirer answers no to any of the essential criteria then they should not be hired for your event.

Questions	Essential criteria
Is the equipment certified under PIPA, ADIPS or RPII schemes with test certificates/tags available? (within last 12 months)	
If not certified under the above scheme, when it was last subjected to a full inspection by a competent person who is recognised by an accredited third party. Documents to be provided	
If not certified under the above scheme, what interim inspections are carried out, by whom, and what evidence is available?	
Does it come with full instructions on its safe operation and/or a manufacturer’s manual?	
When fully set up (including the safe distance required for the blower unit) will the inflatable still fit on my site?	
Are the inflatables and generators PATT tested	
Is the equipment clearly marked regarding limitations if use i.e. maximum number of users, user heights, etc.?	
What fault reporting procedures are in place, and what action is then taken?	
What insurance arrangements are in place (do they have public liability insurance)?	
Questions	Desirable criteria
Is the potential supplier registered with a recognised association i.e. Association of Inflatable Manufacturers, Operators, Designers, Suppliers (AIMODS) www.performancetextiles.org.uk ; National association of Inflatable Hirers (NAIH) www.niah.co.uk ; British Inflatable Hirers Association (BIHA) www.biha.co.uk ? Note that such can usually be verified using the websites	

Note: Obtain copies of certification in advance, especially with regards to testing.

APPENDIX 3: Pre operational check sheet

PLAY INFLATABLE TYPE /NAME: -

DATE OF HIRE: -/..../.....

CUSTOMER NAME:-.....

SAFE OPERATION - SET UP CHECKS			
Pressure	Yes	No	Action taken
Is the correct blower specified for the device being used?			
Is the air pressure sufficient to give a reliable and firm footing?			
Are bolts and screws to the blower properly secured?			
Are guards secured over the air inlet and outlet?			
Is blower inflation tube connection in good condition and firmly fixed to the blower?			
Has casing been provided over plug and socket connections to prevent accidental power loss? (Recommended)			
Siting and location	Yes	No	Action taken
Has structure been placed on clear area of ground e.g. free of debris/stones etc.?			
Have checks been carried out on the proximity of overhead cables, fences and trees etc.?			
Has structure been placed on flat ground? (No more than 5% gradient)			
Has maximum wind speed been checked for structure? (As per manufacturers advice)			
Anchorage			

Is inflatable adequately secured to the ground?	Ground stakes <input type="checkbox"/> Anchor ropes <input type="checkbox"/> Sandbags <input type="checkbox"/> Other weights <input type="checkbox"/> Other <input type="checkbox"/>		
Do anchor points pose a tripping hazard to users?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Action taken
Electrical checks	Yes	No	Action taken
Have electrical cables been secured away from users?			
Has a residual current device (RCD) been supplied? (Recommended)			
Are cables protected from water damage? <i>Equipment exposed to the weather should be protected to BS EN 60529</i>			
Access / egress	Yes	No	Action taken
Have safety mats been provided at exits? Hard landing surface such as grass, dense gym mats or equivalent material at least 25 mm thickness but not >125 mm, extending at least 1.2 m from the open side.			
Customer safety advice			
Have written safety instructions been provided to the customer including advice on supervision? Recommended	Y/N	If no has verbal advice been given? Y/N	
Has the following information been supplied to customer? -Age of users permitted -Maximum number of people permitted on the inflatable Manufacturer operations manual should specify this information.	Y/N Y/N		

Has customer been offered a demonstration? Recommended	Y/N
Staff Training	
Details of any staff training e.g. Safe set up and operation/Post use checks /Safety advice to customer	

POST USE CHECKS			
Visual	Yes	No	Details/Any action taken
Physical Damage e.g. to seams?			
Signs of Wear & Tear?			
Plugs, sockets and switches intact?			
Extension Leads/cabling damage free?			
Blowers and tubing damage free?			
Any exposed electrical contacts found?			

Operator :-

Date:-

Hirer-

Date-

SAFETY AND MAINTENANCE RECORD

PLAY INFLATABLE NAME :-

MAINTENANCE RECORDS	
Repairs	
Details of Repairs Required	
Details of action taken	Date inflatable deemed safe for hire/....../.....
Modifications or alterations	
Details of modifications/alterations required.	
Are any modifications/alterations to be carried out safety critical?	Y/N <i>If Yes Consult BS EN14960:2006 and seek advice from competent person</i>
Post modification/alteration	Date inflatable deemed safe for hire....../....../..... By Whom :- Operator <input type="checkbox"/> RPII <input type="checkbox"/> Other <input type="checkbox"/>
Annual checks	

Inflatables inspected annually by an inspector from Register of Play Inspectors (RPII)? Last inspection date/...../..... Certification details.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the hirer conform to the PIPA Scheme? (Recommended) Tag and certificate available? Details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of Annual PAT testing carried out?		

Operator :-

Date:-

APPENDIX 4: THE SAFE USE OF ELECTRICAL AND PETROL BLOWERS

Safe Use of Electrical Blowers

1. Do not use wet hands when operating electrical equipment. Make sure that your hands and the area are completely dry.
2. If you are on a hard surface the blower must stand on a mat to absorb vibrations.
3. Electric blowers cannot over-inflate a unit. They must be kept blowing all the time the inflatable is being used.
4. Electric cables must be safely routed out of children's way. Cables must be safely taped down.
5. Protect cables and electric blower by use of a circuit breaking device.
6. If using an extension cables ensure that they are fully unwound otherwise overheating may occur and melt through the cable.
7. Again, always route cables safely away from children and tape down.
8. Keep children and pets away from the electric blower when in operation.

Safe Use of Petrol Blowers

1. Before use make a visual check to ensure the blower is undamaged i.e. there are no exposed wires or loose bolts, screws etc. and the mesh guards over the air inlet and outlet are secure and intact. Do not use if damaged.
 2. Place the blower at least 1m (3ft) away from buildings or other equipment while operating it.
 3. If the blower is being used on hard ground it must be placed on a mat to absorb the vibrations.
 4. NEVER run the blower in an enclosed area as the exhaust gases contains poisonous carbon monoxide.
 5. Operate on a level surface as spillage may result if it is tilted.
 6. Do not operate with wet hands.
 7. The Petrol Blower should always be surrounded by a barrier during use and not left unattended whilst children are in the area.
 8. Keep children and pets away from the blower when in operation. Parts of the blower become hot during operation and there is a possibility of burns.
 9. Know how to stop the blower in an emergency and understand all the controls before operation.
 10. Never permit anyone to operate the blower without proper instructions.
 11. The petrol level must always be checked before use, as the blower must never be refuelled when it is running or when it is hot.
 12. If refuelling is required after you have started using it, leave the blower at least half an hour to cool down. A service area should be provided for the blower.
 13. Refuel the cool blower in a well-ventilated area with the engine stopped.
 14. Do not overfill the tank as there should be no fuel in the filler neck.
 15. Ensure that the cap is replaced tightly.
 16. If any fuel is spilled clean it up completely and allow the vapours to disperse before re-starting the engine.
 17. Make sure that any petrol for refuelling is stored away from the blower in a secure place out of the reach of children and where it will not constitute a fire hazard.
 18. The silencer becomes very hot during operation and for a while after stopping the engine. Be careful to avoid touching it at these times and leave to cool for at least 15 minutes before transporting it or packing away.
 19. Do not smoke near the engine or the petrol.
 20. Do not place anything on the engine as this may constitute a fire hazard.
 21. Do not place flammable objects such as petrol or matches close to the engine.
 22. A fire extinguisher should be available in case of fire. This must be an extinguisher suitable for petrol/engine fires i.e. Dry powder, Foam or CO₂.
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APPENDIX 5: Guidance for Staff Supervision of Bouncy Castles

Regulations for Staff supervising the Bouncy Castle.

1. Staff needs to be proactive and ensure that they enforce the regulations as stated on the original Bouncy Castle Guidelines. Ensure you know these regulations – copies are available from the Duty Officer in the Centre.
2. Staff need to make sure that those using/hiring the Bouncy Castle know that you are in the Hall to supervise the Bouncy Castle. It should be seen as good practice to do the following:-
 - (i) Introduce yourself to those hosting the Birthday Party/Event
 - (ii) Let the host know that you are there **only** to supervise the Bouncy Castle and are **not** responsible for the other activities in the hall. They need to provide supervision for other activities.
3. Ensure that you remain close enough to the Bouncy Castle to take evasive action quickly to prevent any dangerous situations arising. **At no time should supervising staff be more than two metres away from the front of the Bouncy Castle while the Bouncy Castle is in use.**
4. Always remain vigilant to potential or real dangers e.g. a small child on the Bouncy Castle with number of larger children.
5. Be ready to shout instructions to those using the Bouncy Castle if you notice they are doing anything potentially dangerous to themselves or others.
6. Ensure that you have clear and complete vision of the whole of the Bouncy Castle floor at all times. **Always remain standing** when there are four or more people on the Bouncy Castle **or** if adults are standing at the Bouncy Castle.
7. Ensure that the area in front of the Bouncy Castle is free of obstacles and trip hazards which may be a danger to those going on to, **or,** coming off the Bouncy Castle.
8. Ensure that safety mats remain in place at the front of the Bouncy Castle to protect those coming off the Bouncy Castle. Also ensure that the mats are kept clear of shoes, balls and toys etc. which are trip hazards.
9. Remove the fan blower's plug when there is no one on the castle. i.e. when the children are getting food and when the activity is finished.
- 10. NEVER USE YOUR MOBILE** - As with all other times during your shift, ensure you are **not** carrying a mobile phone **or** anything else which may cause you to be distracted while carrying out your duties.

Attendant Sign..... Date.....

Officer Sign..... Date.....

APPENDIX 6

HIRE AGREEMENT FOR _____ CENTRE:

PARTY AND BOUNCY CASTLE OPERATION/SUPERVISION

It shall be the responsibility of the hirer (customer) in so far as is reasonably practicable, to ensure the safety of users. The hirer must convey the information contained in this document to their agent's (Helpers) prior to commencement of the booking. Council shall not accept responsibility for injury caused to any person(s) or damage caused, as a result of activities undertaken by persons attending the party. The hirer must be over 18 years of age, whilst any agent must be over 16 years of age.

Whilst a member of council staff shall be present at all times, to ensure supervision / enforce the rules of the bouncy castle, the hirer shall remain responsible for the activity, and shall ensure that a responsible member of their party supervises the castle at all times and whom should be in a position to assist the children and enforce discipline.

The following instructions should be followed as a means of minimizing the risk of injury:

Operation/Supervision of bouncy castle

Limited to a maximum of 8 children at any one time.

Children to be of similar age/size.

Children under 10 years only to use the castle.

Kids: Remove footwear (But not socks).

Remove jewellery/other sharp objects from their person.

Keep off the front apron.

Keep off side/back walls.

No horseplay/acrobatics.

5 minutes per session with a 5 minute rest period

Not lie down on the castle bed

Supervisor: Use whistle (optional)

Constant supervision required while in use

Ensure kids keep away from the compressor – (Situating at the rear of the castle)

Remove children immediately and advise a member of staff

if the castle deflates or moves away from the front matting area.

The main hall, with bouncy castle will be available for 1 hour and further to, a party eating room for 45 Minutes.

Please check availability of the party eating room if you wish to prepare the room earlier

The consumption of food and drink must be restricted to the allocated party eating room. Tables and chairs will be supplied along with bin bags for rubbish disposal. Catering facilities are not supplied.

HIRE AGREEMENT FOR _____ CENTRE:

PARTY AND BOUNCY CASTLE OPERATION/SUPERVISION

Note: where customers wish to engage an outside agency to provide additional entertainment, i.e. clowns, face painters etc. the customer must seek permission from centre management. Said entertainers must also supply evidence of public liability insurance and a written child protection policy.

Photography within the centre is permitted: only where the organiser signs the relevant form (See reception to obtain same), must be within the sports hall or party room and additionally customers must have the permission of relevant parent(s)/guardian(s) to capture images of children.

(The section below is to completed by the hirer and will be retained by reception)

I have read and understand the information and instructions contained, and agree to abide by their requirements.

Name of Hirer _____

Tel no(s) _____ / _____

Party Time: _____ Party Date _____

Approximate number of children attending: _____

Age of children attending party, from _____ to _____

Signed (Hirer) _____ Dated _____
