

Method Statement

Mr Bouncy Castle Ltd

This Method Statement outlines the procedures followed by Mr Bouncy Castle Ltd to ensure the **safe delivery, installation, operation, supervision, and collection of inflatables and associated equipment**. It should be read in conjunction with our Health & Safety Policy, Risk Assessments, and Hirer Safety Guide.

1. Equipment Checks & Preparation

All equipment must be checked **before leaving the unit** and again **on site** to ensure it is safe and suitable for use.

Checks include:

- No rips, tears, holes, or damaged seams
- Zips functioning correctly and fully closed
- Anchor points present and undamaged
- Inflation tubes and vents free from obstruction
- All relevant documentation present and in date (e.g. PIPA tag, PAT testing)

All equipment must be **clean and free from debris**. Towels and approved cleaning products are provided and must be used to wipe surfaces and remove leaves, dirt, or other contamination before and after use.

Any defects must be **reported immediately to a line manager**. If a defect renders the inflatable unsafe, it **must not be used under any circumstances**.

2. Van & Unit Care

Loading & Storage

- All equipment must be loaded securely to prevent movement during transit.



- Cargo straps must be used where necessary.
- When opening rear doors after transit, doors must be opened **slowly and carefully** in case items have shifted.
- Inflatables must be stored neatly, stood on end where appropriate, and positioned so they are stable and not at risk of falling.
- The unit and van (including the cab) must be kept tidy and clean at all times. Rubbish must be removed and disposed of responsibly at the end of each day.

Driving & Vehicle Use

- All drivers must comply with the **Highway Code at all times**.
 - Any driving convictions, penalty points, or changes to personal details must be reported to a Director immediately so insurance can be updated.
 - When driving on undesignated areas (verges, footpaths, event sites), vehicles must not exceed **7 mph**, and hazard lights must be used.
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3. Delivery & Set-Up Procedure

Site Assessment

- Inspect the proposed set-up area for suitability.
- Remove or avoid sharp objects, large stones, animal waste, or hazards.
- Ensure the ground is reasonably flat and suitable for anchoring.

Weather Monitoring

- Wind speed must be measured using an anemometer.
- If wind speeds exceed **24 mph (38 kph)**, the inflatable must **not be erected**.
- Wind speed should be monitored periodically where conditions require.

Access & Positioning



- Identify the safest and most direct access route.
- Remove trip hazards and ensure children, pets, and members of the public are kept clear.
- Ask customers to move vehicles or fragile items where necessary.
- If unloading on a public road, the van must be locked when unattended.

Installation

- Lay out and unfold the inflatable into position. Use a ground sheet where required.
- Connect to a suitable power source (mains or agreed generator).
- Cables must:
 - Have a clear route
 - Not cross roads or driveways
 - Be secured or hazard-marked where crossing walkways
- Check the blower, connect securely, and ensure vents and tubes are unobstructed.
- Inflate with **no one on or near the inflatable**.
- Secure all vents and check fan-to-tube connections.

Anchoring

- Immediately after inflation, the inflatable must be secured using **12mm x 300mm steel stakes** at all available anchor points.
- On hard standing, approved sandbags (minimum **165kg total ballast**) must be used and securely attached.
- Guy ropes may be used where appropriate, provided they do not create trip hazards.
- All anchoring must comply with manufacturer guidance and BS EN 14960.

Final Safety Check

The Distribution Manager must complete a full safety inspection including:

- Anchor points secure
- Deflation zips closed
- Equipment clean and defect-free

Only once these checks are complete is the inflatable cleared for use.

4. Events & Public Set-Ups

- Site rules and safety information must be followed at all times.
- Members of the public must not enter the set-up area.
- Equipment must **never be erected contrary to manufacturer or H&S guidance**, regardless of venue preference or aesthetics.
- Barrier fencing or tape must be used where necessary.
- Maximum user numbers must always be observed.
- Users must be of similar size and weight.
- A responsible adult supervisor must be present at all times.
- Safety instructions must be provided to the organiser.

Breakdown at Events

- Ensure no users remain on equipment during deflation.
 - Children must be kept at a safe distance before vehicles enter the site.
 - Remove all equipment, stakes, cables, blowers, and generators.
 - Check the area thoroughly for forgotten stakes or debris.
 - Vehicles must again not exceed **7 mph** on site.
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5. Generator Use

- Generators are for **outdoor use only** in well-ventilated areas.
 - Barrier fencing may be required to restrict public access.
 - Refuelling must follow manufacturer instructions:
 - Engine switched off
 - No smoking, flames, or sparks
 - Use a funnel
 - Do not overfill
 - Only trained staff may operate generators.
 - Fuel must be stored in approved containers in a safe, ventilated location.
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6. Deflation & Collection

- Do not arrive before the agreed collection time.
 - Ensure no children are on the inflatable.
 - Clean and remove rubbish before deflation.
 - Turn off blowers and open deflation zips.
 - Flatten PVC carefully and expel air by walking on the inflatable (remove dirty footwear first).
 - Remove anchor stakes immediately and place directly into the van.
 - Fold and roll inflatables tightly according to training.
 - Conduct a final site check, paying particular attention to forgotten stakes.
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7. Supervising Inflatables

When supervising, staff must ensure:

- Anchors remain secure
- Maximum user numbers are not exceeded
- Users are of similar size and age
- Shoes, jewellery, glasses, and sharp items are removed
- No food, drink, glass, or smoking nearby
- Entrances and exits remain clear
- Slides are used one at a time, feet first
- No climbing, rocking, flips, or rough play

If conditions become unsafe, **use must stop immediately.**

8. Declaration & Duty of Care

Health & Safety is the highest priority at Mr Bouncy Castle Ltd.

All staff and supervisors have a **duty of care** to customers, the public, and colleagues to ensure safe practice is followed at all times.

I confirm that I have read, understood, and will comply with this Method Statement and all associated health and safety procedures.

Name: _____

Signature: _____

Date: _____