

Method Statement

Equipment

The hired equipment must be checked to ensure that it is functioning safely, that there are no rips or holes in the material or seams and that all relevant documentation is present and current, for example, PAT Testing and Servicing Certificate.

The equipment should be clean and free of any debris. Mr Bouncy Castle will provide towels and cleaning products. These should be used for wiping the surfaces and sweeping any leaves or other debris from the inflatable.

Van and Unit Care

Loading the Van. When loading the van, ensure that all items are secure and will not move around when the van is in transit. Use cargo straps where necessary. When opening the rear doors after the van has been in transit be mindful that items may fall out. In order to prevent injury or damage of equipment open the doors slowly and carefully.

The unit should be kept in a tidy state where equipment is stored in the correct place and easily accessible. When in storage the inflatables should be stood on their end and positioned so that they are stable and not likely to fall over.

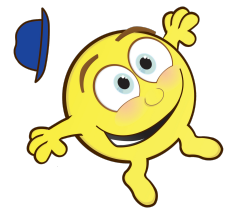
Ensure the van is kept tidy and clean, including in the cab. At the end of each day, remove your rubbish and dispose of responsibly.

Driving. When driving a company vehicle, all aspects of the Highway code should be observed. If you receive points or a driving conviction, you must inform a Director immediately, so we can amend our insurance policy.

You must let the Directors know if you have received any penalty points or driving convictions as soon as you receive them. If any of your personal information changes you must also let us know.

The nominated driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are adhered to at all times.

Should the vehicle be required to travel on any undesignated areas, such as verges or footways, the vehicle will travel at a maximum of 7 miles per hour with the hazard lights flashing at all times.



Delivery and Set up

The area where the inflatable will be erected should be inspected for suitability and cleared of any large stones, sharp objects or animal poo.

The wind speed will be measured using an anemometer. If the wind speed is in excess of 24 MPH (38 KPH) then the inflatable will not be erected. The anemometer should be used at regular intervals to measure the wind speed where necessary.

Locate the power supply. Ensure that the site is big enough for the inflatable and it is the best place available. Choose the most easily accessible route, clear it of any trip hazards before transporting the equipment from the vehicle to the hire site. Ensure all dogs and children are kept clear of the access path and set up area.

Move any fragile objects that are in close proximity to the access path such as plant pots or garden ornaments. If necessary ask the customer to move any vehicles which are impeding the access path.

If the vehicle is parked on a public road while unloading, ensure that the van doors are shut and locked when leaving the van unattended. (Thefts have occurred in the past)

The inflatable should be laid out & unfolded into position. A ground sheet may be used at this point, where necessary. The cables will be laid out and connected to the mains electrical supply, or a petrol generator as agreed prior to our arrival.

The cables must have a clear runway from the power supplied to the inflatable. The cable must not cross any driveways, roads or major walkways. Where cables cross a walkway, hazard-warning signs should be provided or taped to secure the wire to the path.

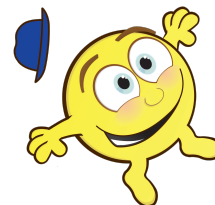
The inflation device should be checked, connected & switched on, ensuring all vents and inflation tubes are unobstructed and not bent or twisted. The remaining vents on the inflatable should be secured. If conditions are windy, or the inflatable is in a place of high exposure to wind, then the anchor points should be secured first and adjusted when inflated.

The inflatable should be erected when no one is on or near the inflatable. The connection between the fan and the inflation tube must be double-checked to ensure it is securely fastened and will not be detached during use.

Immediately after inflation, the inflatable will be staked using 12mm x 300mm steel anchor stakes at all available anchor points on the inflatable.

When erecting on a hard surface outdoors, sandbags will be used to weigh down the inflatable and securely attached to the anchor points, the ballast weight should be at least 165kg. Where possible, guy ropes can be used to attach to securely fixed objects, such as fence posts & trees, whilst ensuring that the rope itself does not constitute a safety hazard.

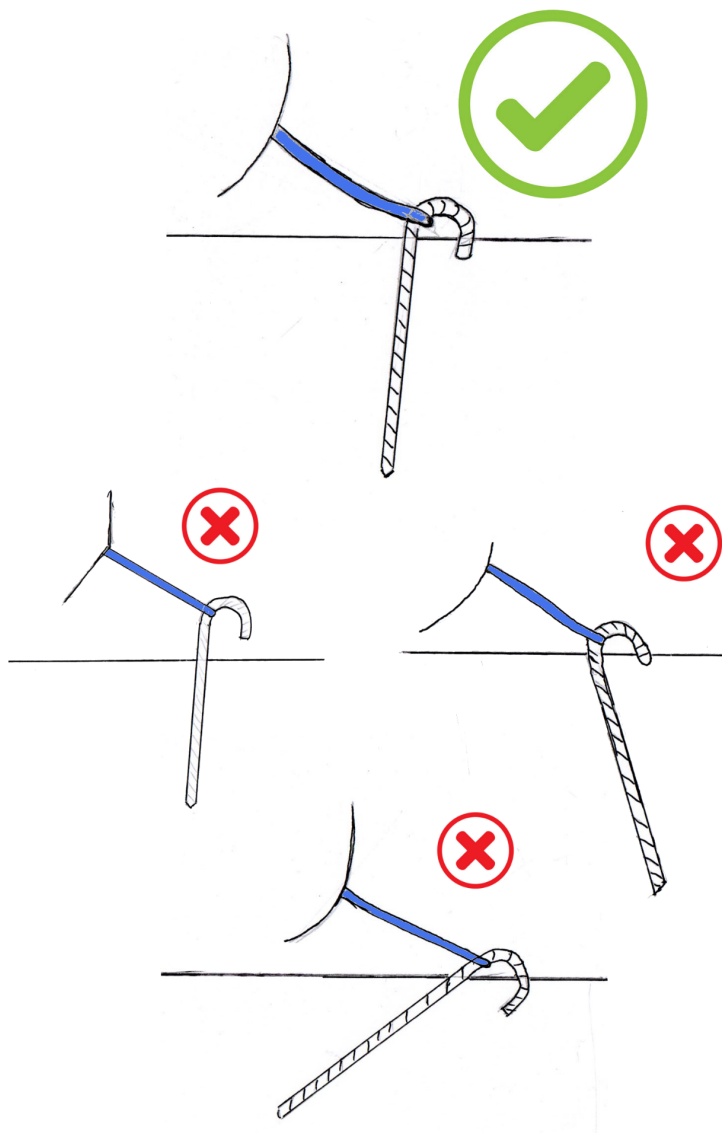
The Distribution Manager must check the inflatables. All deflation zips must be checked to ensure they are secure. All anchor points must be checked so ensure they have been staked and the inflatable must be cleaned and checked for any defects. If any defects are found, they should be reported to the line manager immediately. If the defect renders the inflatable

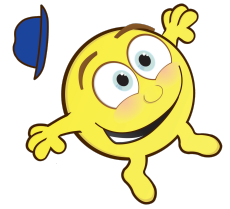


unsafe then it must NOT be used. Once these checks have been completed the inflatable is safe to use.

Anchor Points

This diagram shows the correct way to position anchor stakes in the ground and some common mistakes which are made. If necessary her anchor stakes can be hammered further into the ground but not less than shown below.





Events

Upon arrival, the Delivery Manager will take note of any available site safety information and adhere to the rules of the site at all times.

Guests or other persons involved in the event must not encroach on the set up area, unless specifically requested to do so. NB All equipment is to be erected according to Manufacturers' / Health & Safety guidelines & in no circumstances will this be compromised in any way, regardless of aesthetics or the preferences of the venue/ organisers.

Where necessary, barrier fencing, rope or tape is to be used to cordon off areas, especially at public events.

When the inflatables are in use, the maximum number of users must be observed and followed. The maximum number of users is stated on the inflatable and the product manual provided by Mr Bouncy Castle is located in each van. Users must be of a similar size and weight. A responsible adult must be present to ensure that the inflatable is used safely. Safety information for each inflatable will be given to the event organiser by the Distribution Manager. This information will also be available on the Mr bouncy Castle website for their reference.

Upon completion of the event, the inflatables must be deflated and loaded back in to the van. The Distribution Manager will ensure that no participants are left on the equipment whilst deflation is in progress.

If the event is unsupervised and still busy when you arrive for collection, it may be necessary to park the van and start to pack away the inflatables while the crowds disperse. Then bring the van into the site once the equipment is ready to load.

Before the vehicle is brought on site ensure all children are at a safe distance.

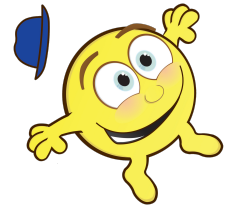
Once deflation is completed, all anchor pegs, cables, blowers & generators will be removed from the site & placed back into the correct vehicles.

NOTE: Be careful when removing the stakes as they can easily be forgotten and left behind.

When dealing with larger items, the collection vehicle may be required to drive to individual items for collection. Again, the vehicle will travel at a maximum of 7 mph.

The area will then be checked for debris & other accessories, which will be dealt with accordingly.

The delivery vehicle will then depart the site, in a similar manner to that described above, again taking note of any instructions given or signage in place.



Generators

When using petrol generators, barriers & safety fencing may be deemed necessary to seal the area off from access to the general public. Refuelling is to be carried out to the manufacturer's recommendations. Turn the throttle into the stop position and fill the tank cautiously using a funnel. Do not over fill. Please observe the following points:

- No smoking, naked flames or sparks will be near the area
- The Generators should not be operated by any untrained staff
- Ensure the fuel cap is secured firmly on the fuel tank.
- Any reserve fuel should be stored in a safe, secure, well-ventilated area and in an approved container.
- Petrol generators are for outdoor use only in well-ventilated areas.

Deflation & Collection

Upon arrival for collection, the inflatables must be deflated and loaded back in to the van. Ensure there are no children left on the equipment whilst deflation is in progress.

Clean and remove any rubbish from the inflatable, prior to deflation. Turn off fans and open all deflation zips. Pull the sides of the inflatable in so that the PVC is as flat as possible when it deflates. This will make folding and rolling easier.

Walk over the inflatable and push the air out with your feet. Remove shoes if they are dirty before walking on the inflatable.

Remove all the anchor stakes. Do not leave the anchor stakes on the ground, put them straight into the van. These are easy to lose and can cause a hazard.

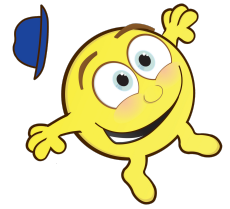
Fold and roll the inflatables, making sure they are tight and well rolled.

Once deflation is completed, all anchor pegs, cables, blowers & generators will be removed & placed back in the van. NB Be careful when removing the stakes as they can easily be forgotten and left behind.

The inflatable will then be folded & rolled as tightly as possible (and in accordance with your training), then transported to the vehicle.

On collection, the van should not arrive at the pick-up address before the time on the customer details sheet. Do not arrive at the address and wait for their hire to be over. If waiting is necessary, it must be done at a location near the pickup address.

Load all the equipment into the van. Before leaving do a final check of the area to make sure no equipment has been left. Paying a particular attention to any anchor stakes which may be on the ground as these are hard to spot.



Supervising the Inflatables

If you are instructed to supervise an inflatable here are some of the key elements to observe:

- Ensure ground stakes remain secure
- Ensure that the maximum number of users is not exceeded. (This will be displayed on the castle, usually on the front. The maximum number of users will differ depending on their height)
- Users must be of a similar size and weight.
- Don't let older siblings on with younger ones or parents with their small children.
- Shoes, boots, spectacles, sharp hard items of clothing or jewellery should not be worn on the inflatable.
- The inflatable must be inflated at all times while in use.
- If you're using a generator to power the inflatable, regularly check the fuel level to ensure it will not deflate while in use.
- Make sure the entrance and exits are clear of any obstruction.
- Food & Drink must not be consumed on the inflatable.
- Anything made of glass (e.g. cups or wineglasses) should be kept at least 4 metres away from the inflatable.
- Users must not climb on the walls of the inflatable.
- If the inflatable has a slide then participants must use it one at a time and go down feet first.
- Users must not attempt to rock or topple the inflatable.
- No flips, acrobatics, boisterous or reckless behaviour should be permitted.

6. Declaration

Mr bouncy Castle Health and Safety Statement

Health and safety is our number one priority.

Duty of Care

Everyone taking part in the hire has a duty of care to ensure that safe practice is observed.

I, _____, understand that I have a duty of care to observe the safe practices described in this document. I have read and understood every aspect of the user manual and will observe all safe practices to the best of my ability.

Signed:

Dated: