

Method Statement	Live 9 Events Ltd
Activity	Inflatable Equipment
<p>This method statement outlines the safe system of work for the delivery, installation, operation, and dismantling of inflatable equipment. It applies to all staff, customers, and members of the public involved in or affected by the activity.</p> <p>This method statement should be read in conjunction with the relevant risk assessment.</p>	

Assessor	Molly Huthwaite	Location of Assessment	NG12 3UL
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Arrival On Site	
Step	Procedure
1	Upon arrival, the driver will take note of any safety information or displays and adhere to the rules of the site at all times. If no specific rules are given for on site, the driver will adhere to the rules outlined in the highway code.
2	The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are abided by at all times.
3	Should the vehicle be required to travel on any undesignated areas, such as verges or footways, the vehicle will travel at a maximum of 10 miles per hour with any beacon that the vehicle has fitted illuminated at all times. In these specific areas and/or other highly populated areas, the use of a bank's person is recommended but not compulsory.
4	The set-up area will then be inspected for suitability, at which time, the area the inflatable will cover will have any large stones or sharp objects removed & disposed of in a sensible & safe manner.
5	The area will then be checked for suitable height & for any obstructions. I.e., cables, trees, lights. It will also be check for any gradient which will affect set up.
6	The equipment will then be taken to the designed set up area and put into place. If the equipment requires power the cables will be ran and connected to electric/generator as agreed prior to our arrival.
7	The equipment will be built up if required. It is imperative that guests or other persons involved in the event do not encroach on the set-up area unless specifically requested to do so.
8	All inflatables must be secured in accordance with manufacturer guidelines using ground stakes or appropriate ballast where staking is not possible. All anchor points must be used at all times.
9	Where necessary, barrier fencing, rope or tape will be used to cordon areas off especially on public events.
<p>NOTE* All equipment to be erected as per Manufacturers/Health & Safety guidelines & under no circumstances can this be compromised in any way, regardless of aesthetics or the discretion of the venue/organisers.</p>	

Electrical / Generator Safety (Where Applicable)

Generator Safety

When generators are in use, barriers & safety fencing may be deemed necessary to seal the area off from access to the general public. Any refills to be carried out must be to the manufacturer's recommendations. Turn the throttle into the stop position fill the tank cautiously using a funnel. Do not over fill.

Electrical Safety

All electrical equipment must be visually checked prior to use and cables must be routed to avoid trip hazards and protected where necessary.

Additional Requirements:

- No smoking, naked flames or sparks to be near area.
- Not to be operated by any untrained person.
- Make sure the fuel cap is secured firmly on the fuel tank.
- Any reserve fuel to be stored in a safe secure well-ventilated area and in an approved container.
- Generators are for outdoor use only in well-ventilated areas.

Operation of Inflatables

Staff & Identification

- Staff must be identifiable via uniform or branded high-vis
- Staff may carry whistle and radios for communication

Pre-Use Checks & User Preparation

Before allowing users onto equipment:

- Users must be grouped by similar height
- Maximum user numbers must not be exceeded
- Footwear, jewellery, and sharp objects removed
- No food, drink, or chewing gum permitted
- Spectacle wearers advised accordingly
- Entrance/exit areas kept clear

Safe Operation Rules

Inflatables must never be left unattended at any time while in operation.

Operators must ensure:

- Users comply with height restrictions
- No somersaults or rough play
- No climbing walls
- Larger users separated from smaller users
- Equipment is not overloaded
- Clear visibility of entrance/exit
- Children are not allowed to leave unattended

Wind Limits

The inflatable must not be operated in wind speeds exceeding 19mph. Wind speeds must be monitored throughout the duration of use.

Wet Conditions

Inflatables must not be used when the surface is wet as this increases the risk of slips and injury.

Misbehaviour / Rule Breaking

- Use whistle at first sign of unsafe behaviour
- Explain issue to user
- Remove user if behaviour continues

Emergency Procedures**Power Failure / Equipment Failure**

- Blow whistle and shout "Stand still"
- Instruct users to evacuate
- Assist smaller users
- Keep group calm and seated away from inflatable
- Do not allow re-entry
- Notify responsible person and assess situation

Adverse Weather

- Stop session immediately if wind is too strong (19mph)
- Deflate inflatable as quickly as possible
- Resume only when safe
- Do not operate on wet surfaces
- Dry equipment before reuse

Injury Procedure

- Stop activity immediately
- Assess injury
- Evacuate inflatable if required
- Contact guardian
- Call first aid / emergency services if necessary
- Record incident details (time, users, witnesses, staff)

Pack Down

Step	Procedure
1	Upon completion of the event, the area must be cleared and no participants allowed in the area during pack down.

2	Equipment, cables and generators are removed safely.
3	The equipment will be transported in an acceptable manner to the vehicle, either by sack truck or wheel cart or by being carried. When dealing with larger items, the collection vehicle may be required to drive to individual items for collection.
4	Vehicles operate at max 10 mph in sensitive areas.
5	The set-up area will then be checked for debris & other accessories, which will be dealt with accordingly.
6	The delivery vehicle will then depart the site, in a similar manner to that described in statements 'Arrival on Site 1 to 3', again taking note of any instructions given or signing in place.

Date of Assessment	03/02/2021	Status	Complete
Re-assessment Date	24/11/2022	<i>M.Huthwaite</i>	Molly Huthwaite
Re-assessment Date	13/06/2023	<i>M.Huthwaite</i>	Molly Huthwaite
Re-assessment Date	24/02/2026	<i>M.Huthwaite</i>	Molly Huthwaite