



0115 998 7366

Unit 18 Colliers Business Park, Fieldfare Rd,
Cotgrave, Nottingham, NG12 3UL
info@live9events.co.uk

Method Statement

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 banks 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.
8. 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.

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/organizers.

9. Where necessary, barrier fencing, rope or tape will be used to cordon areas off especially on public events.
10. 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 manufacture's recommendations. Turn the throttle into the stop position fill the tank cautiously using a funnel. Do not over fill. Other points that are to be followed are shown below:
 - 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.



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Uniform / Equipment

When operating equipment all of Gedling Bouncy Castle Staff will be identifiable, this will be in the form of uniforms or if on a public event, they will wear a branded high-vis vest which contains the words "Event Staff" on the back. When on events our staff members will carry a whistle around their neck and a radio for events with multiple staff/locations.

Operating System

Before operating any equipment, all operators and attendants need to familiarize themselves with the maximum number and height of users this is visible on the front of the inflatable.

For public events, our staff will follow a system set out in their training to ensure users can be controlled in a safe manner. This system depends on what equipment is being used and varies for each type of equipment and the type of event.

Misbehaviour / Rule Breaking

A whistle should be used upon the first sign of any misbehaviour. The user should be told to stop what they are doing, you should then explain what they are doing wrong, if the user carries on, then you must bring them off the inflatable and ask them to leave the area.

Operator / Attendant Duties

All operators and attendants are required to safely supervise the users of the equipment.

Before letting anyone on the equipment users need to be organised into groups of similar height (siblings and friends are usually ok to go on together however separate these from other users if a large group).

It is extremely important to ensure that user limitations are never exceeded in line with safety regulations. The user limitation is set by the PIPA Inspector to ensure that the inflatable can be safely evacuated should an emergency occur. Large groups will need to be split up.

Once the operator or attendant has the first group ready to go, they must users have complied with the following:

- I. Ensure that all users remove footwear, jewellery and any other hard, sharp or dangerous objects (such as badges, pens and anything in their pockets).
- II. Ask spectacle wearers if they can manage without them, if they can kindly ask them to remove if not then warn other users to be extra careful.
- III. No users have got food, drink or chewing gum on or near the inflatable.
- IV. Ensure users are not obstructing the entrance or exit of any inflatable.
- V. Ensure nobody playing on the step or the front apron of the inflatable.



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- VI. Ensure that users who do not conform to the height restrictions do not use the inflatable. As a general rule if they are taller than the inside wall then they are too tall, unless there is sewn rain cover. User height may differ for slides.
- VII. Stop users from attempting somersaults and stop any rough play.
- VIII. Never allow users to climb walls.
- IX. Larger, more boisterous users are separated from smaller ones. If a family is using the equipment ensure they are careful of the smaller ones and others around them.
- X. Ensure that the equipment is not overloaded with users.
- XI. The number of users at any one time should be limited to allow each user enough room to play safely.
- XII. Keep entrance and exit areas clear of onlookers so that the operator/attendant has a clear view and can ensure that users enter and exit safely.
- XIII. Never leave the inflatable unattended.
- XIV. Never let a child leave the area if they cannot find their relatives.

Emergency Procedures

Power Failure/Damage

In the event of a power failure which causes the blower to stop or if damage occurs the operator/attendant must take immediate action.

1. Blow the whistle and shout "Stand still"
2. Instruct users to evacuate the inflatable via the front of the inflatable or their nearest exit
3. Ensure you hold up the entrance so users can exit the equipment safely
4. Use any attendants available to assist with smaller users exiting the inflatable
5. As the users exit ask them to sit on the ground in a group a safe distance away from the inflatable
6. Once evacuated call over the controller to assess the situation while you keep the group calm, ensure they are all ok and check for any injuries

If it is extremely important to not allow anyone apart from the operator or attendant helping to enter the inflatable as this will cause it to deflate quicker.



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Storm/Winds

Follow these steps in the event of a storm or where the wind feels too strong or a reading of 19mph is captured on the wind anemometer.

1. Stop the session straight away.
2. Deflate the castle as quickly as possible.

If bad weather passes you can resume.

It is possible to use equipment in light rain providing it is fitted with a rain cover once the surface gets wet end of the session as this can cause injury. Wait until the inflatable is dry before use. You can assist with the drying with a towel.

Injury

In the event of an injury to a user we recommend the following steps are followed:

1. The operator or attendant must blow the whistle and shout "standstill"
2. The operator or attendant gets onto the castle and investigates the injury; it is usually a minor injury such as a bruise or friction burn and that could just need a bit of sympathy and reassurances after which the session can continue if they would like to exit then assist them in getting off and reunite with their guardian.
3. If the injury is more serious the operator or attendant must stay with the injured user.
4. They must then evacuate the users and find the injured user's guardian as well as send someone to get further medical help these may be first aiders on-site or an ambulance may need to be called.
5. Ensure that the notes are made including the size and number of users on the inflatable at the time, the type of injury and any other relevant information.

Checklist in the event of a serious accident:

1. Evacuate the users from inflatable
2. Make the injured person comfortable (do not move them)
3. Send someone to find the injured person's guardian
4. Send for an ambulance or first aiders (if on site)
5. Write down the circumstances of the accident, date, time, number of users
6. Take names and addresses of witnesses
7. Note the names of the operator/attendant and attendants on duty
8. Notify the controller that an accident has occurred