SAFETY • OPERATIONS • CONSISTENT SETUP

Method of Work - Inflatable Setup & Collection

RI-SOP-001 | Version 2.2 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-SOP-001	2.2	APPROVED	01 October 2026	Annual / material change	Rugby Inflatables

Purpose	Scope
To provide a consistent method for preparing, delivering, assessing, setting up, handing over, collecting and storing Rugby Inflatables equipment.	Applies to standard bouncy castles and bounce-and-slide combination inflatables. Generator operation is controlled separately where used.

Core operating principles

- A site-specific assessment is completed at each setup; venue and site conditions can introduce risks not covered by generic documents.
- Equipment is visually checked before delivery and again during setup; the correct inflatable is identified by its PIPA tag/report and matched to the correct blower/specification before handover.
- Weather conditions are assessed before outdoor setup and monitored locally with a suitable anemometer; wind readings are recorded and smartphone weather apps are not used as a substitute for on-site measurement.
- Outdoor hires use natural grass/soil under Rugby Inflatables standard policy. All required anchor points are used with suitable metal stakes (minimum 380 mm long and 16 mm diameter unless the manufacturer requires a more demanding arrangement). Indoor positioning/ballast follows the operating manual and venue requirements.
- An operator-trained member of staff checks inflatable pressure with a suitable manometer before handover. The setup is also checked for secure inflation/deflation tubes, closed deflation zips and safe loss-of-power/evacuation behaviour before first use.
- The inflatable is not handed over until the setup, access/exit area and operating condition are considered safe.

1. Pre-delivery preparation

- Confirm the correct inflatable, PIPA tag/report, blower and associated equipment for the booking; review location, access, surface, space, venue restrictions and the manufacturer/operations information for the device.
- Inspect the inflatable, seams, anchor points/ropes, deflation zips/tubes, inflation tube, blower, leads, RCD protection and associated equipment; do not knowingly send defective or incomplete equipment to a hire.
- Review the forecast before outdoor hire and do not proceed where wind/weather is outside permitted operating conditions.
- Load using appropriate manual-handling methods; secure and protect equipment during transport.

2. Arrival & site assessment

- Confirm the agreed setup area, sufficient space/access and the permitted surface. Standard outdoor hires must be on natural grass/soil capable of accepting the required stakes; do not proceed on hardstanding or artificial grass under the standard hire policy.
- Walk the area and consider ground, slopes, debris, sharp objects, overhead hazards and known underground services.
- Remove hazards where practicable; reposition or refuse setup where a hazard cannot be adequately controlled.

3. Setup procedure

- Position and unroll using safe handling; keep entry/exit and slide run-off clear.
- Connect suitable electrical equipment; route/protect leads and secure connections.
- Inflate and keep users off during checks. Confirm the correct blower is used, the inflation tube is securely attached and correctly aligned, all deflation zips are fully closed and all deflation tubes are securely tied/closed before use.
- Use every manufacturer-required outdoor anchor point. Use suitable metal stakes at least 380 mm long and 16 mm diameter unless the manufacturer requires more; position/protect anchors and ropes so they do not create an avoidable user/public hazard. For indoor setups use the permitted anchorage/ballast arrangement in the operating manual.
- Check operating pressure using a suitable manometer against the device operating information and record the reading. Investigate abnormal softness, grounding, shape change, air loss or instability; do not use outside the permitted pressure range.
- Place suitable safety mats and keep access/run-off areas clear.

4. Final safety inspection & handover

- Walk around the complete setup and confirm position, inflation, all anchor points/ropes, blower, inflation/deflation tubes, closed zips, leads, mats and operating area. Confirm the inflatable is symmetrical and free from obvious rips, excessive sagging or deformation.
- Complete the setup record including inflatable/PIPA identification, blower identification, manometer reading, anchorage/surface checks and (for outdoor use) local anemometer reading. Carry out the pre-use loss-of-power/deflation check with no users on the device and do not use if safe evacuation cannot be achieved.
- Provide the responsible person with supervision, user-rule, weather and emergency information.
- Release the setup only when the operator is satisfied it is safe and the responsible person has received the required information.

5. During operation

- For customer hires, supervision transfers to the responsible adult after handover; staffed events follow RI-SOP-002.
- Keep within user limits; stop unsafe behaviour, overcrowding or unsuitable use.
- Stop use if weather, inflation, anchorage, electrical condition or another factor becomes unsafe. Where Rugby Inflatables remains on site, repeat wind/pressure/anchor checks at suitable intervals and record them where required.

- Customers must not move the inflatable, blower, anchorage or electrical setup after handover.

6. Collection & takedown

- Confirm users are clear; inspect for damage, contamination and reported incidents/defects.
- Switch off and disconnect the blower/electrical supply and allow controlled deflation; keep the public away. Open deflation zips/tubes only as part of the controlled takedown sequence after users are clear.
- Remove mats, electrical equipment and anchorage in a controlled sequence; fold/roll using safe manual handling.
- Check for damage, soiling, wetness and missing accessories before leaving.

7. Return, cleaning & storage

- Transport securely back to storage.
- Clean and dry as required before storage or next hire.
- Store in suitable clean, dry conditions and address defects/repairs before next use.

8. Emergency & abnormal conditions

- On loss of power/inflation, evacuate users calmly and follow RI-EP-001.
- If weather becomes unsafe, stop use and follow RI-GD-001/RI-GD-002 as applicable.
- If equipment develops a defect, stop use and remove it from service where necessary.
- Serious injuries/emergencies are managed under RI-EP-001.

9. Roles & responsibilities

Role	Responsibility
Rugby Inflatables operator	Complete site assessment/setup checks, erect equipment, complete pressure/required checks, provide handover and stop work where safe setup cannot be achieved.
Responsible hirer / event organiser	Provide accurate site/access information, follow handover instructions, maintain supervision, prevent interference and stop use when required.
Rugby Inflatables event staff	Supervise under RI-SOP-002 and escalate defects, incidents or unsafe conditions.

10. Related controlled documents

RI-RA-001 - Bouncy Castle Risk Assessment • RI-RA-002 - Bounce & Slide Combo Risk Assessment • RI-EQ-001 - Pre-Use Inflatable Inspection • RI-EP-001 - Emergency Procedures • RI-SOP-002 - Supervision & Safe Operation of Inflatables • RI-GD-001 - Extreme Heat Guidance • RI-GD-002 - Wind & Adverse Weather Guidance • RI-COMP-002 - Electrical Safety / Electricity at Work Regulations

Document approval

Prepared by	Approved by	Approval date	Next review
Rugby Inflatables	Macauly Peel - Owner	01 October 2026	October 2027

Revision history

Version	Date	Change	Status
2.0	August 2026	Previous approved controlled issue.	Superseded
2.1	23 August 2026	Administrative cross-reference refresh: obsolete 'to be refreshed' wording replaced with current controlled references; operating method unchanged.	Approved
2.2	01 October 2026	2026 operational safety refresh: PIPA/blower ID, anchorage, pressure/wind records, deflation closures and pre-use evacuation check.	Approved