



## **Method of Work Statement for Rugby Inflatables.**

**Business Name:** Rugby Inflatables.

**Date:** January 2025

**Prepared By:** Macauly Peel ( *Owner* ) And Members Of Staff.

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### **Scope of Work.**

*This document outlines the method of work for the safe setup, operation, and takedown of bouncy castles to ensure safety, compliance with industry standards, and customer satisfaction.*

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## **1. Pre-Delivery Preparations.**

### **1.1 Equipment Inspection**

- Inspect all bouncy castles for damage, wear, and cleanliness before delivery.
- Ensure safety features, such as anchor points, seams, and inflation mechanisms, are intact.

### **1.2 Weather Assessment**

- Monitor the weather forecast to ensure safe operating conditions.
- Avoid setup in high winds (above 24 MPH or as per manufacturer guidelines) or heavy rain.

### **1.3 Transportation**

- Secure bouncy castles and associated equipment during transit to prevent damage.
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## **2. Site Assessment.**

### **2.1 Safety Evaluation**

- Assess the site to ensure sufficient space is available, free from obstructions, hazards, or uneven ground.
- Confirm the area is clear of overhead power lines and underground utilities.
- Inline with our Risk Assessment, we will also do a walk around of the area conducting a on site Risk assessment. (Each Site/ Venue has its own risks)

### **2.2 Ground Preparation**

- Remove debris, sharp objects, and other potential hazards.
- Place a Groundsheet to the floor where the planned location will be for the inflatable.

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### **3. Setup Procedure.**

#### **3.1 Positioning**

- Place the bouncy castle in the agreed location, ensuring a minimum clearance of 2 Feet around the structure.
- Position the inflation blower away from the play area and secure its connections.

#### **3.2 Inflation**

- Connect the blower securely and ensure power sources are safe and accessible.
- Inflate the castle, checking for proper shape and tension.
- Operator Trained member of staff will use a Manometer to test the pressure of the inflatable.

#### **3.3 Anchoring**

- Use stakes (*Outdoor*) or sandbags (*Indoor*) to secure the bouncy castle per manufacturer guidelines. *(All the anchors must be used outdoors, indoors Rugby Inflatables will use sandbags on the front anchor points, depending on the size of the unit this may be also on all the anchor points.)*
- Test the stability of the structure before inflating fully.

#### **3.4 Entry / Exit Safety**

- Place a number of Mats to all entry/ exit points on inflatables.

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### **4. Operation and Supervision.**

#### **4.1 Rules of Use**

- Limit the number of participants as specified by the manufacturer.
- Ensure users remove shoes, sharp objects, and loose items before entering.

#### **4.2 Supervision**

- Provide clear safety instructions to the customer or assign a trained operator for supervision.
- Monitor activities continuously to prevent rough play, overcrowding, or unsafe behavior.

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### **5. Takedown and Post-Event Procedures.**

#### **5.1 Deflation**

- Safely disconnect the blower and allow the bouncy castle to deflate.
- Ensure all accessories are collected and packed securely.

## 5.2 Cleaning and Inspection

- Wipe down the structure to remove dirt and debris.
- Inspect for any damage incurred during use.

## 5.3 Transportation and Storage

- Transport the equipment back to the storage facility using appropriate securing methods.
  - Store in a clean, dry area to prevent mold or damage.
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## **6. Health and Safety Considerations.**

- Ensure all staff are trained in manual handling and bouncy castle operations.
  - Follow all relevant industry standards and local regulations.
  - Maintain liability insurance to cover potential risks.
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## **7. Emergency Procedures.**

- Provide the customer with a contact number for emergencies.
  - Respond promptly to incidents, ensuring user safety and addressing any issues.
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## **Acknowledgment:**

By signing below, the client agrees to follow all operational and safety guidelines provided.

**Client Name:** Rugby Inflatables Staff.

**Date:** January 2025.

**Signature:** *Rugby Inflatables Staff Members.*

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