

Emergency Procedures

RI-EP-001 | Version 2.1 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-EP-001	2.1	APPROVED	23 August 2026	August 2027	Rugby Inflatables
Purpose			Scope		
To provide clear, calm actions for foreseeable emergencies involving Rugby Inflatables equipment and activities.			Applies to Rugby Inflatables staff, responsible hirers and event organisers. Venue or event emergency arrangements also remain applicable.		

Emergency priorities

- Stop the activity and prevent further exposure to danger.
- Keep users calm and move them to a safe area where necessary.
- For serious injury, fire or any life-threatening situation, call 999 first.
- Do not restart or re-inflate equipment until the cause has been assessed and it is safe to do so.
- Notify Rugby Inflatables as soon as it is safe after the immediate emergency has been controlled.

1. Fire emergency

- If smoke or flames are detected, stop activities and guide participants away calmly.
- Call 999 and provide clear location details.
- Only use a fire extinguisher if trained, the fire is small and it is safe to do so.
- If a venue fire alarm sounds, cease activities and use the nearest safe exit.
- Assist children and anyone requiring additional support.
- Go to the designated assembly point and do not re-enter until authorised.

2. Injury or medical emergency

- Stop inflatable use and prevent other users entering the affected area.
- Assess the situation and call 999 for serious injuries or medical emergencies.
- If trained, provide first aid or CPR as appropriate.
- Keep the injured person calm and avoid unnecessary movement.
- Locate the child's parent, guardian or carer where applicable.
- Seek assistance from an onsite first aider or medical team where available.
- Record the circumstances after the immediate situation is controlled.

3. Sudden deflation, unit failure or power loss

- Act quickly and calmly; alert users to stop moving.
- Assist users off in a controlled manner.
- Keep users away and investigate only obvious, safe-to-check causes.
- Do not operate where electrical danger, damage or another unsafe condition is suspected.
- Contact Rugby Inflatables before re-inflating following a fault or unexplained deflation.
- Resume only when fully operational and considered safe.

4. Strong winds, thunderstorms or severe weather

- Stop use and evacuate users when conditions become unsafe.
- For wind, follow RI-GD-002 and the applicable manufacturer limit; 38 km/h (24 mph) is the maximum unless a lower limit applies.
- Move attendees to suitable shelter/safe area during storms and follow venue/event arrangements.
- Do not allow anyone to shelter inside or beneath an inflatable.
- Do not resume until conditions are safe.

5. Extreme heat

- Pause or stop activity where heat or surface temperature makes use unsafe.
- Move affected users to shade/cool area and provide water/rest.
- Monitor for signs of heat exhaustion or heat-related illness.
- Seek medical assistance where symptoms are serious, worsening or do not improve.
- Follow RI-GD-001 Extreme Heat Guidance.

6. Child trapped, distressed or unable to exit

- Stop other users and pause activity immediately.
- Assist the child calmly and keep the surrounding area clear.
- If overheating is suspected, provide water/rest once safely off.
- Seek medical attention if injured, unwell or symptoms persist.

7. Suspected tampering or vandalism

- Stop use if tampering/vandalism may have affected safety.
- Keep people away; report to Rugby Inflatables.
- Where safe, photograph suspected damage before anything is moved.
- Do not resume until assessed as safe.

8. Evacuation

- Maintain order and direct participants to the safest available exit.
- Follow venue/event evacuation plan.
- Assist children and people requiring support.
- Do not allow anyone to shelter inside an inflatable.
- Proceed to the designated assembly point where applicable and follow emergency instructions.

9. Shelter-in-place

- Where required by the venue/event plan, move people to the designated secure indoor location.
- Keep children calm and supervised.
- Provide updates and maintain hydration/comfort where appropriate.
- Follow venue/event lead or emergency-services instructions.

10. Reporting an emergency or injury

- Call 999 first for life-threatening situations.
- Notify the event coordinator/responsible person and Rugby Inflatables as soon as practicable.
- Record incidents for safety review and insurance purposes.
- For injuries, record date/time, circumstances, user numbers, supervising person and available witnesses.
- Preserve relevant photographs/video where appropriate.
- Report equipment defects so affected equipment can be removed from service until assessed.

11. Emergency roles & responsibilities

Role	Emergency responsibility
Responsible hirer / nominated adult	Stop use, supervise/evacuate users, call emergency services when required, follow venue arrangements and contact Rugby Inflatables after immediate danger is controlled.
Rugby Inflatables attendant	Stop activity, assist evacuation, apply the relevant emergency procedure, coordinate with the responsible person and escalate serious incidents/equipment faults.
Rugby Inflatables operator / owner	Provide emergency support, arrange equipment assessment/removal from service, retain incident information and review controls after significant events.

12. Related controlled documents

RI-SOP-001 - Method of Work: Inflatable Setup & Collection • RI-SOP-002 - Supervision & Safe Operation of Inflatables • RI-RA-001 - Bouncy Castle Risk Assessment • RI-RA-002 - Bounce & Slide Combo Risk Assessment • RI-RA-003 - Portable Speaker Risk Assessment • RI-RA-004 - Generator Risk Assessment • RI-GD-001 - Extreme Heat Guidance • RI-GD-002 - Wind & Adverse Weather Guidance

Document approval

Prepared by	Approved by	Approval date	Next review
Rugby Inflatables	Macauly Peel - Owner	23 August 2026	August 2027

Revision history

Version	Date	Change	Status
2.0	August 2026	Rebuilt from existing emergency guidance into controlled emergency actions.	Superseded
2.1	23 August 2026	Removed obsolete status wording for RI-GD-001 and RI-GD-002; emergency controls unchanged.	Approved