

Method of Work - Inflatable Setup & Collection

RI-SOP-001 | Version 2.1 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-SOP-001	2.1	APPROVED	23 August 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.
- Weather conditions are assessed before outdoor setup and monitored in line with Rugby Inflatables guidance.
- Outdoor anchorage uses the required anchor points and suitable stakes; indoor positioning/ballast arrangements follow Rugby Inflatables procedures and the equipment/venue requirements.
- An operator-trained member of staff checks inflatable pressure using a manometer before handover.
- 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, blower and associated equipment for the booking; review location, access, surface, space and venue restrictions.
- Inspect the inflatable, seams, anchor points, blower, leads, RCD protection and associated equipment; do not knowingly send defective 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 and sufficient space/access.
- 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.
- Use all required outdoor anchor points/stakes; for indoor setups use the appropriate permitted positioning/ballast arrangement.
- Check operating pressure using a manometer; investigate abnormal softness, loss or instability.
- 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, anchorage, blower, tube, leads, mats and operating area.
- Complete required wind/pressure/setup records where applicable.
- 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, electrical condition or another factor becomes unsafe.
- 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.
- 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-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	23 August 2026	August 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