

Supervision & Safe Operation of Inflatables

RI-SOP-002 | Version 2.1 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-SOP-002	2.1	APPROVED	23 August 2026	Annual / material change	Rugby Inflatables
Purpose			Scope		
To define a consistent standard for active supervision and safe operation while Rugby Inflatables equipment is in use.			Applies to responsible adult supervisors and Rugby Inflatables attendants supervising bouncy castles and bounce-and-slide inflatables.		

Core supervision standard

- Supervision must be active: the supervisor watches users, controls numbers, enforces rules and responds early to changing behaviour or conditions.
- The responsible adult takes control of day-to-day supervision after Rugby Inflatables completes the setup and handover, unless staffed supervision is included.
- The supervisor must remain close enough to see and hear what is happening and must not be distracted by phones, food preparation, conversations or other duties.
- Customers must not move the inflatable, blower, anchorage or electrical equipment.

Key principle. Being present at the event is not the same as supervising. The supervisor must be able to intervene immediately when unsafe behaviour, equipment changes or weather conditions arise.

1. Before use begins

- Do not allow anyone onto the inflatable until Rugby Inflatables has completed setup and handover.
- Check the entrance/exit and surrounding area remain clear and safety mats remain correctly positioned.
- Confirm the blower is running normally and the inflatable appears fully inflated.
- Understand the displayed user limits and the safety instructions provided during handover.

2. Active supervision

- Remain near enough to observe the entrance, users and general condition of the inflatable.
- Continuously manage user numbers and prevent overcrowding.
- Intervene immediately when unsafe behaviour starts rather than waiting for an incident.
- Do not leave the inflatable operating without a responsible adult actively supervising it.

3. User numbers, size & suitability

- Follow the stated capacity/user-height information for the specific inflatable.
- Where practicable, separate users whose size, age or ability creates an obvious imbalance.
- Do not permit unsuitable use where a person's condition or behaviour could materially increase risk.
- Do not allow anyone under the influence of alcohol or drugs to use the inflatable.

4. Safe behaviour

- No pushing, wrestling, play fighting, deliberately bouncing another user over or holding another child down.
- No somersaults, flips, cartwheels or similar gymnastics.
- Do not allow users to sit, stand or climb on walls, safety netting or entrance features.
- Users must enter and leave using the intended access points.

5. Clothing & prohibited items

- Remove shoes before use.
- Empty pockets and remove jewellery, sharp objects and loose items that could injure users or damage the inflatable.
- No food, drinks, chewing gum, glass, toys or party sprays on the inflatable.
- Face paint should not be worn on Rugby Inflatables equipment.

6. Bounce-and-slide units

- Users should climb using the intended access route and slide in the correct direction.
- Keep the slide exit and run-off area clear.
- Children should wait until the slide exit is clear before beginning their descent.
- Do not allow users to climb up the slide exit or obstruct the slide.

7. Monitoring the equipment

- Watch for changes in inflation pressure, shape or stability.
- Observe the blower, inflation tube, anchorage and surrounding area for obvious changes or interference.
- If the setup appears to have moved or become disturbed, stop use and contact Rugby Inflatables rather than attempting to reposition it.
- Stop use immediately if a defect or abnormal condition is suspected.

8. Weather supervision

- For outdoor hires, monitor wind, rain, heat and other changing conditions throughout use.
- Stop use if wind reaches 38 km/h (24 mph), or a lower manufacturer limit where applicable.
- Stop use where heavy rain makes the inflatable, entrance, slide or mats unsafe.
- Pause or stop use where heat makes surfaces unsafe or users show signs of heat-related illness.

9. Loss of power or deflation

- Stop activity and direct users off the inflatable quickly and calmly.
- Keep users away while the cause is assessed.
- Do not permit re-entry until the inflatable is fully reinflated and safe operation has been restored.
- Contact Rugby Inflatables where required and follow RI-EP-001 Emergency Procedures.

10. Injury or emergency

- Stop use immediately where an accident, injury or other emergency occurs.
- Provide first aid if competent and seek emergency assistance where necessary.
- Keep other users away from the affected area.
- Follow RI-EP-001 Emergency Procedures and report relevant incidents to Rugby Inflatables.

11. End of use / collection

- Keep the inflatable supervised until use has stopped.
- Do not move, reposition, disconnect or deflate the equipment.
- Leave dismantling, anchorage removal and collection to Rugby Inflatables staff.

12. Roles & responsibilities

Role	Responsibility
Responsible hirer / nominated adult	Maintain active supervision, control users and behaviour, monitor changing conditions, prevent interference with equipment and stop use when necessary.
Rugby Inflatables attendant	Where staffed supervision is included, actively supervise the assigned inflatable, enforce rules and escalate equipment, weather or emergency concerns.
Rugby Inflatables operator	Complete safe setup and handover, provide relevant operating information and respond to reported equipment/safety issues.

13. Related controlled documents

RI-SOP-001 - Method of Work: Inflatable Setup & Collection • RI-RA-001 - Bouncy Castle Risk Assessment • RI-RA-002 - Bounce & Slide Combo Risk Assessment • RI-EP-001 - Emergency Procedures • 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 supervision guidance and aligned with RI-SOP-001 and refreshed equipment risk assessments; expanded active supervision, user management, prohibited items, equipment monitoring, weather and emergency response.	Superseded
2.1	23 August 2026	Administrative cross-reference refresh: removed obsolete 'to be refreshed' wording; supervision controls unchanged.	Approved