

Generator Safe Operating Procedure

RI-SOP-003 | Version 2.1 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-SOP-003	2.1	APPROVED	23 August 2026	Annual / material change	Rugby Inflatables
Purpose			Scope		
To define the safe method for delivery, positioning, connection, operation, shutdown and removal of a hired generator used to power Rugby Inflatables equipment.			Applies where a generator remains on site at a public event and is operated solely by trained Rugby Inflatables staff.		

Core operating controls

- Use a generator suitable for the total intended inflatable load.
- Position outdoors on level, stable ground with public access restricted.
- Only trained Rugby Inflatables staff start, monitor, refuel, shut down or disconnect the generator.
- Only intended inflatable equipment is connected; additional public/event-organiser loads are not permitted.
- A suitable fire extinguisher is available and staff know its location.

Related assessment

Use alongside RI-RA-004 - Generator Risk Assessment and the generator hire company's operating instructions.

1. Collection & pre-event checks

- Collect from a reputable hire company and follow supplier instructions.
- Confirm capacity is suitable; visually inspect generator, plugs, cables and connectors.
- Check damage, fuel leaks, loose components and fuel level; plan to avoid refuelling during public operation where practicable.
- Do not use defective or unsuitable equipment.

2. Selecting the generator location

- Operate outdoors only, never in an enclosed/semi-enclosed space.
- Choose level stable ground away from public routes.
- Position exhaust away from inflatables, doors, windows, air intakes and occupied areas where practicable.
- Maintain ventilation and restrict public access.

3. Electrical setup

- Keep generator off while connections are made.
- Use suitable Rugby Inflatables cables/connectors and RCD protection.
- Route/protect cables; keep connections off wet ground and protected from damage/interference.
- Check connections before starting.

4. Starting the generator

- Keep public clear and follow supplier/manufacturer starting procedure.
- Start before admitting users; confirm inflatable operating condition and normal setup/manometer checks.
- Do not leave the generator unattended during public operation.

5. Operation & monitoring

- Maintain continuous staff supervision.
- Check for leakage, abnormal noise, smoke, smell, vibration, overheating or performance changes.
- Monitor location/exhaust direction and keep ventilation clear.
- Prevent unauthorised access, adjustment or additional connections; shut down safely if abnormal operation is suspected.

6. Fuel & refuelling

- Store fuel in approved containers away from public/ignition sources; no smoking/open flames.
- If refuelling is unavoidable, stop inflatable use, switch off and allow cooling.
- Refuel away from public, avoid spills/overfilling; do not restart after spill/leak until safely managed.

7. Fire & carbon monoxide precautions

- Keep combustibles away and maintain a suitable fire extinguisher.
- Never enclose the generator in a way that traps fumes/restricts ventilation.
- Stop/reposition if exhaust could affect people; follow RI-EP-001 and call 999 for fire, suspected CO exposure or serious illness.

8. Power failure or unexpected shutdown

- Stop inflatable use and assist users off calmly.
- Investigate only obvious issues that can be checked safely; do not restart if electrical/fuel/equipment danger is suspected.

- After restart, fully reinflate and recheck before users return.

9. Rain, flooding & severe weather

- Monitor weather; keep generator/connections away from standing water.
- Stop if water threatens equipment; do not use makeshift covers that restrict ventilation/trap fumes.
- Shut down where deteriorating weather makes operation unsafe.

10. Shutdown at end of operation

- Clear users; follow shutdown procedure; switch off before disconnecting.
- Store cables safely; allow cooling before handling/loading; check area for remaining hazards.

11. Transport & return

- Use safe manual handling/assistance for generator weight.
- Secure during transport; check fuel caps/condition in line with supplier instructions.
- Report faults, abnormal operation or damage to the hire company.

12. Roles & responsibilities

Role	Responsibility
Rugby Inflatables operator	Confirm suitability, setup/checks, connections, operation/refuelling/shutdown and stop operation where safety is in doubt.
Rugby Inflatables event staff	Maintain supervision, prevent public access, monitor abnormal conditions and escalate faults/emergencies.
Event organiser / venue representative	Provide suitable site/access information, respect exclusion area and prevent third-party connections.

13. Related controlled documents

RI-RA-004 - Generator Risk Assessment • RI-EP-001 - Emergency Procedures • RI-SOP-001 - Method of Work: Inflatable Setup & Collection • 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: RI-COMP-002 is now current; obsolete 'to be refreshed' wording removed. Generator operating controls unchanged.	Approved