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**Rules of Play and
Operating Procedures for
Inflatable Amusement Device**

Product Name: Party Fun IAP

Serial Number: 31950A

Date of Manufacture: 11/06/2024

To be used in conjunction with:

**CERTIFICATE OF INSPECTION
INITIAL TEST**

IN ACCORDANCE WITH BS EN14960

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MAXIMUM WIND SPEED

The maximum wind speed in which inflatables shall be used outdoors is:

38km/h (Force 5 on the Beaufort Scale)

The Beaufort Scale of Wind Force

Force	Description	Identification	Wind Speed	
			mph	km/h
0	Calm	Smoke rises vertically	<1	<0.62
1	Light air	Direction of wind shown by smoke drift, but not by wind vanes	1 to 3	1.08 to 5.4
2	Light breeze	Wind felt on face; leaves rustle, wind vanes moved by wind	4 to 7	5.76 to 11.88
3	Gentle breeze	Leaves and small twigs are in constant motion. The wind extends a light flag.	8 to 12	12.24 to 19.44
4	Moderate breeze	Raises dust and loose paper. Small branches are moved.	13 to 18	19.8 to 28.44
5	Fresh breeze	Small trees in leaf begin to sway.	19 to 24	28.8 to 38.52
6	Strong breeze	Large branches in motion. Whistling heard in telegraph wires. Umbrellas difficult to use.	25 to 31	38.88 to 49.68
7	Near gale	Whole trees in motion. Inconvenience felt when walking against wind.	32 to 38	50.04 to 61.56
8	Gale	Twigs break off trees.	39 to 46	61.92 to 74.52
9	Strong gale	Slight Structural damage occurs. Chimney pots and slates are dislodged.	47 to 54	74.88 to 87.84
10	Storm	Trees uprooted. Considerable structural damage occurs.	55 to 63	88.2 to 102.24
11	Violent storm	Widespread damage occurs.	64 to 72	102.6 to 117.36
12	Hurricane	-	>73	>117.72

GENERAL

Ideally the attendant(s) should be equipped with a whistle to attract the attention of a particular user or group of users. The system of work should ensure that the users are admitted to the inflatable in a controlled and safe manner.

The attendant should:

- Ensure that all users remove their footwear (except socks), and any other hard, sharp or dangerous objects from their person, such as buckles, pens, knives etc. Spectacles are best removed.
- Not allow users to have anything in their mouth while on the inflatable such as sweets or chewing gum as this is a choking hazard.
- Not allow anyone to bounce on the step/front apron. The step is to assist the users in getting on and off the unit.
- Not allow anyone to climb or hang on the outside walls.
- Not allow users who are taller than the outside walls when standing on the inflated bed to use the unit.
- Not allow users to be on the unit during inflation or deflation.
- Ensure that the unit is not used when wet.
- Ensure that the users using the unit at the same time should be all of a similar size and ability.
- Not allow any person or group of persons to be on the unit except those persons for whom it was designed. This means that older children should not be allowed on units intended for toddlers, and adults or older teenagers should not be allowed on units intended for children (usually up to the age of 14).
- Not allow the unit to become overcrowded.

Prevent careless or reckless behaviour or intentional rough play including recklessly colliding with other users. Offenders should be dealt with by immediate expulsion.

It is recommended that a signboard should be erected close to the front of the unit listing the above points and any specific rules of play.

The most likely cause of injury to the users is due to collisions between them. All attendants must watch the activity on the inflatable during the whole time when it is in use. Rough horseplay should not be allowed. The attendant must ensure that the inflatable is not overcrowded and that the smaller or gentler children are segregated from the larger more boisterous ones.

HUMAN DEMOLITION ZONE

ADDITIONAL OPERATING PROCEDURES

- 1)** All Anchor stakes should be positioned as close to the inflatable as possible and concealed underground.
- 2)** Spectators or other team members should stand at least 3 metres from the inflatable.
- 3)** Remove all footwear.
- 4)** Only allow one user per pedestal (maximum of four).
- 5)** Users should stand towards the front of the pedestals.
- 6)** Users should practice balancing on the pedestal before the game commences.
- 7)** Users must be made aware of the moving ball and a gentle warm up and understanding of the game is recommended.

BALL PONDS

If the inflatable includes a ball pond the attendant should be alert to the following:

- Children who are unwell or feeling sick or needing to go to the toilet should not be allowed to use the ball pond.
- Balls should be evenly distributed so that the depth of the balls is constant. Stray balls should be returned to the ball pond.
- Children who are submerged under the balls have been known to panic. They will not suffocate, but are at risk because other users could jump or land on top of them while they are submerged and out of sight.
- Damaged balls should be removed at once.

Hygiene is also of paramount importance where ball ponds are concerned.

BALL CLEANING EQUIPMENT AND PROCEDURES

- The balls must be removed completely when the unit is dismantled and the balls should be checked.
- Any damaged balls must be discarded.
- Immediate cleaning will be required after urination, defecation, vomiting or blood spillage.
- You should have available additional equipment suitable for cleaning the balls. The basic requirements include:
 - * Plastic buckets or scoops for removing the balls
 - * A large bath or paddling pool containing an antibacterial cleaning solution.
 - * Bags made from netting.

Netted bags containing the balls should be totally immersed in the cleaning solution for enough time for the antibacterial effect to be complete. The bags can then be hung up to drain and allow the balls to be air dried. Alternatively, you can buy or hire a ball cleaning machine.

SLIDES

If the inflatable includes a slide the attendant must exercise active control over the use of the slide.

- Only one user at a time may be allowed on to the slide, in a central position at the top.
- A feet-first, sitting up or lying down position (on backs only) with elbows tucked in should be insisted on.
- Waving of arms and legs is potentially unsafe.
- To prevent friction burns on exposed skin users should be fully clothed including socks.
- The bottom of the slide must be kept unobstructed.
- A landing zone of at least 1.5 metres radius from the bottom must be kept clear.
- Each user should move quickly away from the bottom of the slide on arrival before the next user slides down.
- The surface of the slide must be kept clean and smooth to allow users to slide freely.
- Ample safety mats should be placed on the ground around the slide.

THE ADULT DIMENSION - SAFETY AWARENESS

As we all become more safety conscious we should be aware of the potential danger which can arise when inflatable equipment is being used in ways for which it was never intended by the designer.

Inflatable play equipment for adults is designed with adults in mind. It should not be confused with other inflatable equipment, especially Bouncy Castles, which are not suitable for use by adults who can be at greater risk of serious injury on inflatable's which carry little or no risk to children if properly supervised.

BEE-TEE strongly recommends that NO adults or teenagers are allowed to use inflatable play equipment intended for children, e.g. bouncy castles. If you offer this type of children's play equipment to hire you may be held legally liable if you allow someone to hire your inflatable equipment and you knew that it was for an event where adults were likely to use it

INDOOR USE - ADDITIONAL GUIDANCE

Adequate measures should be used to anchor the inflatable to the ground indoors, if in any doubt please contact the manufacturer for guidance. In all cases the operator should consider whether a groundsheet or other protective underlay should be placed under the inflatable to protect the building's floor finishes (as well as the inflatable itself) against scuffing or other damage.

BASIC SECURITY PRECAUTIONS

The public must be prevented at all times from having access to fans, electricity supply cables and outlets, generators or motorised fans and their fuel, exhausts, air inlet and outlet pipes, safety equipment, anchor ropes and stakes or weights. For adequate protection it is necessary to have both physical barriers and vigilance by the operator. As for barriers, the areas concerned should at least be roped off and suitable signage used to warn and exclude the public.

FIRE PRECAUTIONS

BEE-TEE inflatable's are made from flame and smoke retardant fabric. In both indoor and outdoor environments there have been no reported cases involving any BEE-TEE inflatable catching fire. Nevertheless, owners and operators are advised to observe some fire precautions, more especially in indoor environments. Any indoor area where the inflatable is to be sited must comply fully with any regulatory requirements including fire regulations. A copy of the fire safety instructions which apply to the building should be obtained by the operator, who should pass on details to attendants and users as necessary. It is the responsibility of the operator to check that these requirements are met. If in doubt, seek advice from the official Fire Officer for the area. The requirements will usually cover the maximum number of persons allowed in the area at any one time, the available fire exits and escape routes, assembly areas, signage, fire alarms, emergency lighting and sprinkler systems (if applicable), and fire fighting equipment such as portable extinguishers.

ALARMS

As soon as the alarm sounds get all users off the inflatable in an orderly manner, switch off all fans and lead everyone to a safe assembly area. Check that all users are present. Notify the proper authorities if this has not already been done.

MEANS OF ESCAPE / EXITS / ASSEMBLY AREAS

The owner/operator is responsible for ensuring that there is an adequate means of escape, sufficient exits, assembly areas and proper signage, for the safety of all employees and users. The speed with which all persons are evacuated to a place of safety is the most important factor in preventing casualties in the event of fire. Under no circumstances should the attendant waste valuable time and put lives at risk, including his own, by attempting to fight the fire, or save the inflatable or any personal possessions.

The attendant must ensure that no part of the inflatable or its ancillary equipment obstructs any means of escape in case of fire the unit should be sited so that its exit(s) correspond(s) with the shortest route to the building's own exits.

EMERGENCY LIGHTING

All buildings intended for public access are normally required to have emergency lighting systems as well as fire exits. These emergency lighting systems can fail and should not be relied on as the sole lighting system in case of fire. If the mains electrical power supply is interrupted, and the building's emergency lighting (if any) fails or is insufficient, the use of such a torch will help to guide users off the unit and towards the nearest emergency exit in a calm and orderly manner.

ELECTRICAL PRECAUTIONS

ELECTRIC POWERED FANS

Use of portable electrical equipment involves a potential risk of electric shock, burns or fire. A major cause of accidents is failure to maintain equipment. The risk can be managed effectively if sensible and appropriate rules for use and maintenance are applied. The electric fan supplied for the unit should only be used with the electricity supply specified for that fan. Connecting the fan to a non-specified electricity supply is very dangerous and will render the warranty void. Each fan is fitted with a motor, which operates at the nominal mains electricity voltage in the country in which it was supplied for use. In the UK and Europe it is 220-240 volts 50 Hz A/C. BEE-TEE will supply fans to other electrical supply specifications where necessary. Using electrical equipment in wet or damp conditions can be dangerous. If an electrically powered fan is to be used outdoors a RCD (Residual Current Device) adapter or plug should be used. An RCD by redirecting electrical current through main's earth helps prevent electric shock to the person if there is an electrical fault. RCD's are available from your local electric store. The unit usually plugs into the indoor mains sockets and the plug from the fan cable is plugged into the RCD.

Alternatively a plug containing an RCD device can be fitted permanently to the fan cable. Before each use you should check that the RCD device is actually working, using the test button provided.

If an extension lead is to be used, then ensure that it is capable of carrying 13amps. Cables should not be in a position where people can trip over them. The blower should be inspected every day it is in use to ensure that there are no exposed wires or loose bolts, screws, etc. and the mesh guard over the air inlet and outlet are secure and not damaged. Electric cables should be checked to see if they are worn or chafed and that the plugs, sockets and switches are not damaged. Under no circumstances should damaged equipment be used.

Hand held blowers (e.g. for inflatable balls) should be used only by the operator and kept away from the users or the public.

There are legal requirements covering the use and maintenance of portable and transportable electrical equipment; see "Maintaining Portable and Transportable Electrical Equipment" HSE (G) 017 (1994). The unit should have a PAT test (Portable Appliance Test) every year by a qualified electrician. BEE-TEE can arrange for testing if required.

Always store electrical equipment in a dry place.

ACCIDENT PROCEDURES

The owner/operator should develop a written health and safety policy for accident procedures. It is advisable that at least one attendant should be qualified in First Aid. If there should be an accident involving injury to a child or adult, if in any doubt an ambulance or paramedic unit should be summoned as soon as possible. Where child users are involved, the parent or responsible adult who accompanied the child to the event should be contacted at once. The operator is also responsible for ensuring that the injured user and other users are comforted and kept calm while the accident is being dealt with. Either at the time, or as soon as possible, a full note should be made of the circumstances of the accident and the names, addresses and telephone numbers of any independent witness should be taken. Photographs can be useful as well. The incident should also be notified to insurers in writing at the earliest opportunity. You will usually be sent a report form to complete. Failure to give prompt notification to insurers can lead to loss of insurance cover, making you personally liable to pay the whole of any claim for compensation. In the UK, some serious accidents are notifiable to the Health and Safety Executive and/or the Local Authority. Anyone employing 10 or more employees must keep an accident book in approved form in which specified details of accidents should be recorded.

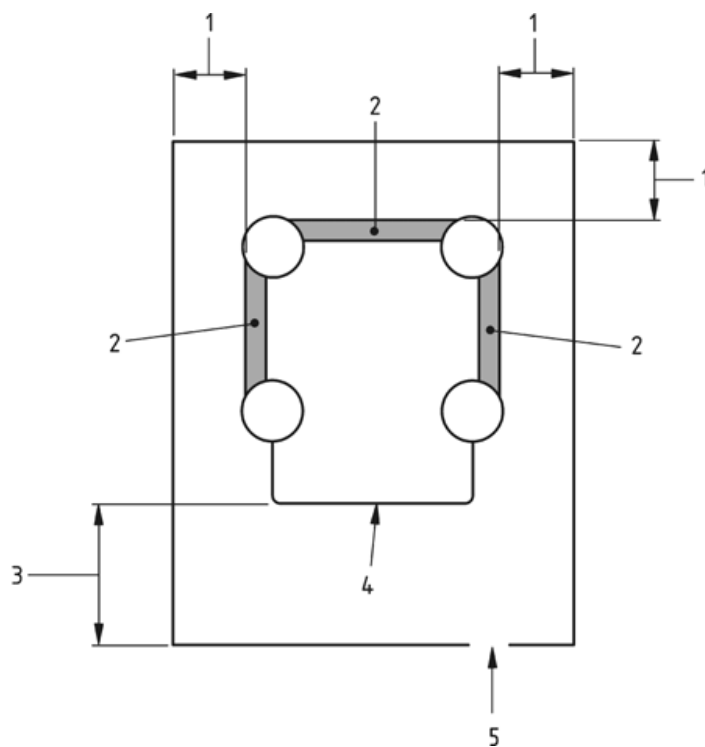
SITING OF INFLATABLE

The inflatable shall be sited well away from possible hazards such as overhead power lines or other obstacles with hazardous projections (e.g. fences and/or trees).

The inflatable shall not be erected on a site with more than a 5 % slope in any direction.

The site shall be cleared of debris and/or sharp objects on, or embedded in, the surface.

If, for crowd-control purposes, a perimeter fence is used, it shall be at least 1,8 m from walled sides and at least 3,5 m from open sides. A gateway shall be 1,0 m wide (see image below).

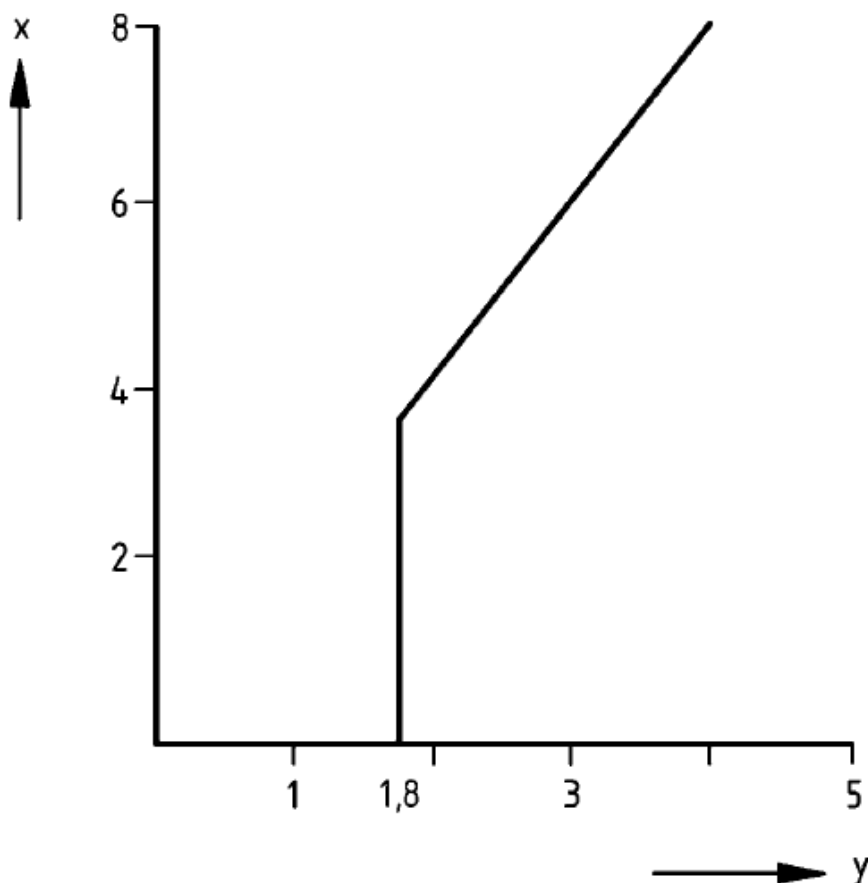


KEY

- 1 At least 1,8 m
- 2 Walled side
- 3 At least 3,5m
- 4 Open side
- 5 1 m Gateway

A clear area, free of any obstacle that could cause injury, shall be maintained around the inflatable. The extent of this clear area shall be established by dividing the height of the highest platform by 2. The minimum clear area shall be 1,8 m (see image below).

An exception to this rule is when an inflatable with inflated walls is sited directly against a solid wall or walls, for example the walls of a building. In such a case, the solid wall(s) must be 2,0 m higher than the highest platform height. Use of this exception shall not result in the creation of additional hazards.



KEY

- X Height of highest platform
- Y Extent of clear area

OPERATING INFORMATION

The supplier/manufacturer shall provide operating information which shall include, at least, the following information and instructions:

Need for/to:

- a) constant supervision;
- b) admit users to the inflatable in a controlled and safe manner;
- c) restrict the maximum height of the user to the design height;
- d) restrict the maximum number of users at one time to the design number;
- e) use at least the minimum number of operating personnel;
- f) users to remove their footwear;
- g) users to remove hard, sharp or dangerous objects from their person;
- h) users to remove glasses when practicable;
- i) prohibit the consumption of food, drink and gum;
- j) keep the entrance free from obstruction;
- k) prohibit the users from climbing or hanging on the containing walls;
- l) prohibit somersaults and rough play;
- m) operator and/or attendants to watch the activity on the inflatable constantly;
- n) operator and/or attendants to use a whistle or other signal to attract the attention of the users;
- o) operator and/or the attendants to separate larger, more boisterous users from smaller ones;
- p) inflatable to be evacuated during re-fuelling of a blower powered by an internal combustion engine.

The supplier/manufacturer shall also provide information on what to do in the event of an emergency or accident.

ROUTINE INSPECTION

The controller shall carry out, or appoint a person to carry out, routine inspection.

Routine inspection shall be carried out before use each time the equipment is made available for use. The check shall include that:

- a) site is suitable;
- b) all anchorages are secure and in place;
- c) ancillary equipment is in position (e.g. impact-absorbing mats);
- d) there are no significant holes or rips in the fabric or seams;
- e) correct blower is being used;
- f) internal air pressure is sufficient to give a firm and reliable footing;
- g) there are no exposed electrical parts and no wear on cables;
- h) plugs, sockets, switches etc. are not damaged;
- i) connection tube and blower are firmly attached to each other;
- j) blower is safely positioned and its mesh guards are intact.

The equipment shall not be used by the public until any defects identified in the routine inspection have been rectified.

QUICK REFERENCE GUIDE

- Inflation Instructions
- Deflation Instructions

QUICK REFERENCE GUIDE

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This visual guide should be used in conjunction with the operational instructions and the safety information provided with the test certificates that are supplied with each new inflatable.

Operational instructions are varied dependant on the design of the inflatable.

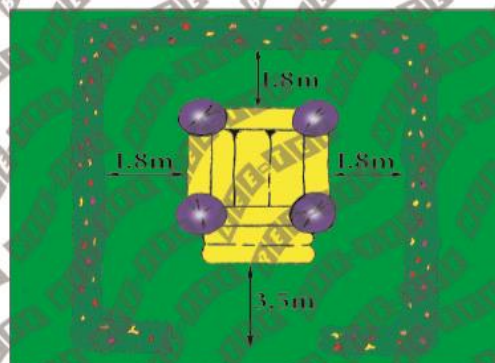
INFLATION INSTRUCTIONS

1



Do not lift heavy items. Always use a trolley and if necessary seek assistance.

2



The inflatable should be sited well away from hazards such as power lines, fences, trees, buildings, etc.... The site should be clear of debris and sharp objects and the maximum allowable slope should not exceed 10%.

3



Once the inflatable is sited, secure the tube to the fan and role out by hand.

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4



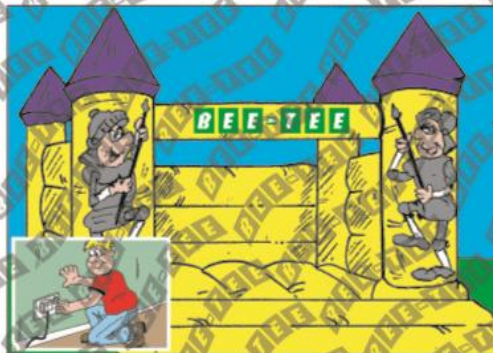
Close deflation zips and tubes securely where applicable.

5



Prior to inflation, apply stakes to anchor ropes loosely to allow for movement during inflation.

6



Switch on ensuring that no users are on or near the equipment until fully inflated and securely anchored.

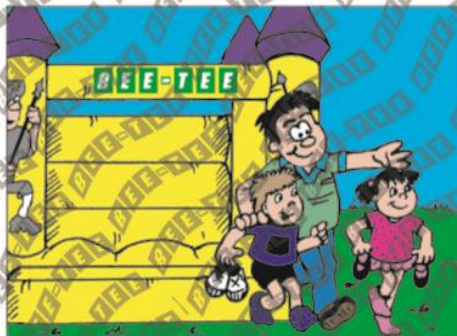
7



Re anchor the inflatable on inflation ensuring the anchor stakes are applied at an angle of 30° to 45° and that the rope is taught but not stretched tight.

DEFLATION INSTRUCTIONS **BEE-TEE**

1



Ensure that all users are off the inflatable and that it is kept clear ready for deflation.

2



Switch off the fan and assist the inflatable to fall inwards as deflation commences.

3



Open all deflation zips and tubes where applicable. Remove anchor stakes only when completely deflated.

4



Do not attempt to pack the inflatable until it is fully deflated. Fold the walls, towers, etc.... as flat as possible.

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5



Fold inwards so that none of the base touches the top side of the inflatable. This ensures that it stays clean and clear of grass or wet that may be on the base of the inflatable.

6



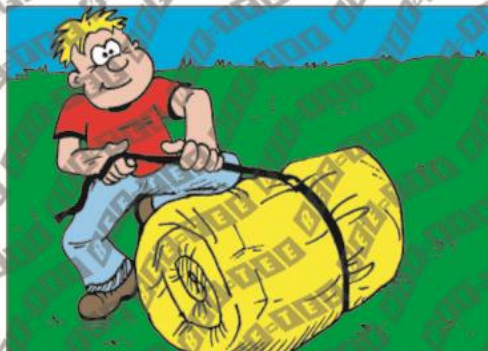
Once folded walk out any excess air towards the inflation tube.

7



If possible, seek adult assistance to walk backwards as you roll up the inflatable. This greatly assists in it being compact when rolled up.

8



Finally, fasten tightly using the strap provided. Inflatables should not be stored for long periods of time when they are wet.

RECOMMENDED DAILY INSPECTION SCHEDULE

The daily inspection should ensure that:

- All anchor points are intact and not damaged.
- Anchor stakes and their locations remain sound for continued use.
- The wall to tower fixings are not torn.
- There are no holes or rips in the surface or seams of the bed and step / front apron.
- When fully inflated, all walls and towers are firm and upright and pressure of the bed and step / front apron is sufficient to give a reliable and strong footing.
- The blower tube connection is good.
- The blower must have no loose bolts or screws, etc. and the mesh guards over the air inlet and outlet must be secure and undamaged.

