

POLICIES AND PROCEDURES MANUAL

Bouncy Castle Operation

Purpose

This policy statement aims to ensure that both hirers and staff operate and use the Bouncy Castle in a manner which will not endanger themselves and others.

Storage

The Castle must always be rolled and secured neatly with straps on the trolley.

Moving of Castle between Venues

The Castle will be stored either at Glendowie Community Centre (to the rear of the Main Hall by chair storage) or within Johnson Hall.

It should only be moved by a minimum of 2 people, the vehicle used must be capable of taking the weight. A large people mover is adequate however it should not be attempted in a smaller vehicle.

1. Wheel the castle to the rear of the vehicle being used to transport
2. Secure trolley and roll the castle end to end onto the tailgate of the vehicle. Roll into back of vehicle. At no point must the castle be lifted.
3. To unload, roll to edge of tailgate and out onto the road.
4. Roll end to end onto the trolley. Do not attempt to roll from vehicle straight onto the trolley.

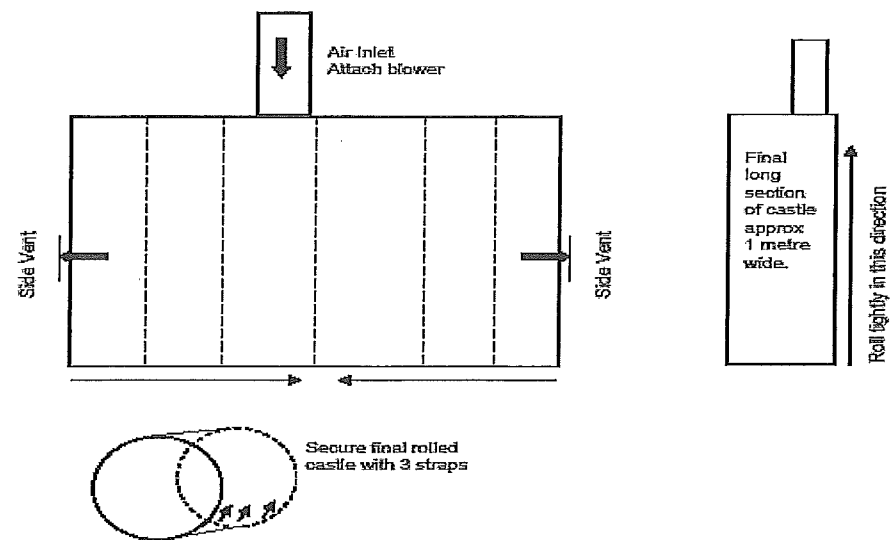
Set Up Of Castle

1. Trolley must be used to move castle into position.
2. Roll castle onto flat surface and lay out in position. Ensure no sharp objects are under the Castle.
3. Position blower to rear of castle and secure the inlet to the outlet of the blower. (strings are attached to vent)
4. Ensure 2 side outlets are zipped closed
5. Turn on blower, as air fills the castle reposition the walls to allow air to fill them.
6. 3 soft mats must be placed to the front of the castle. These are stored at St Heliers and must be taken with Castle to Glendowie when in use.

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Packing Away Castle

1. When finished turn off blower
2. Unzipping the side vents and removing blower from inlet vent will allow the air to escape quicker.
3. The castle should be folded as below:



- Fold from left twice towards centre line
- Fold from right twice towards centre line
- Fold in the middle to form one long section approx 1 metre wide.
- In order to remove excess air walk over the section starting at the end furthest from the vent. **No shoes.**
- When all air removed, roll the section starting at end away from vent
- Secure with 3 straps tightly
- Roll end to end onto the trolley

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Use of Castle

Your safety and the safety of all who use our equipment, is taken very seriously. Therefore please take note of the following:

A responsible adult of a minimum age of 18 years must supervise the children at all times of operation.

Children on the inflatable should be of a similar age and stature. Depending on the size of the unit, the supervisor should monitor the number of children allowed on at any one time.

Make sure that children remove shoes, spectacles and any sharp objects, such as buckles, pens, knives etc. before entering the inflatable.

Please note any damage to the inflatable caused by ignoring this advice or by mis-use will be charged to the hirer.

No flipping. No piling on. No wrestling. No horseplay. The supervisor must not allow any activity likely to result in injury

Do not climb on walls or netting. Do not allow users who are taller than the outside walls, when standing on the inflated bed, to use the unit.

Do not play on the step/front apron. Never jump or play on a partially inflated unit.

Do not allow any person or group of persons to be on the unit, except those for whom it was designed. We recommend a maximum age of 12 years.

When used outside all anchor points must be secured firmly to the ground or other solid point at all times.

WARNING! due concern and awareness should be given to prevailing wind conditions. The inflatable can turn over in high wind, which could result in injury to users. Do not operate until adverse weather conditions cease.

Do not go near the fan especially if you are wet.

Play should not be allowed on wet surfaces or during persistent rain.

All electrical equipment in use should have adequate protection in inclement weather.

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EXTRA RULES FOR SLIDES:-

- Do not climb on the side walls.
- Do not climb up the slide the wrong way.
- Do not overcrowd the slide.
- Do not go down the slide head first.

.All hirers of our equipment will be asked to sign a copy of these rules.

Policy approved by:

Policy in effect from:

Policy to be reviewed by:

Manager responsible for policy: