



# IS10 – Operations Manual

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## Overview

An operations manual is a document which goes beyond a set of instructions about how to set up and use an inflatable device. It contains the full details about the device, which helps controllers to show they understand how to operate the inflatable safely in line with manufacturer’s instructions, and it is inspected on a regular basis.

## Requirements for an operational manual

Section 6 of the ‘Health and Safety at Work etc. Act 1974’ is a key piece of legislation which references the duties of those who supply fairground equipment to ensure it is safe by members of the public. This reference is important due to previous successful prosecutions against controllers by HSE and local authorities following injuries/death whereby the lack of an operator manual was one of the contributing factors.

It is therefore imperative for controllers to:

- understand their duty to ensure they are providing safe equipment to members of the public,
- show their equipment is set up safely in line with manufacturer’s expectations,
- protect themselves in the event of an accident.

HSG175 is the industry's key guidance document on safe practice. Appendix 3 of HSG175 provides a full list of requirements of what is required in the operation manual. In summary, point 2 highlights *“The controller must ensure that each amusement device has adequate information available to allow it to be safely operated, maintained, and inspected.”*

The contents of an operations manual are the responsibility of the controller. It may go beyond instructions, to include information data from manufacturers, daily checks, and training records.

## **Inspections**

PIPA inspection reports have now been updated. The requirement is that the inspection body must check the controller has an operations manual present.

It is not the responsibility of the inspection body to check the contents of the operations manual, other than where there is missing information which is required by the inspection body to carry out an inspection. The responsibility of the contents of an operations manual sits with the controller.

PIPA recognises that controllers may need time to review their operations manual, locate a copy, or in some circumstances, develop one.

PIPA inspection reports will be marked as:

- **Pass** = where evidence of an operation manual for a specific device is present,
- **Advisory** = where there is no operation manual, prior to 1<sup>st</sup> April 2026, and the controller will be advised to seek a copy on the inspection report,
- **Fail** = where there is no operation manual present (after 1<sup>st</sup> April 2026), or where the inspector is unable to undertake the inspection due to missing information.

## FAQs

1. 'I cannot find a copy, or I was not supplied a copy of an operations manual.'
  - a. We recommend you contact your manufacturer to obtain a copy in the first instance.
2. 'The manufacturer of my inflatable no longer exists, and I do not have a copy.'
  - a. There are plenty of inflatable devices still in use where the manufacturer is no longer operating.
  - b. In such circumstances, you will be required to develop your own operations manual, which should include a risk assessment to demonstrate that all the risks usually covered by an operations manual have been considered and addressed.
  - c. PIPA will be creating a template operations manual for manufacturers and controllers to download and use. Controllers should seek the original document in the first instance, as they will be responsible for the content of any self developed manuals.
3. 'The manufacturer will not provide me with a copy.'
  - a. We expect manufacturers to fulfil their duties under section 6 of HASAWA in providing operation manuals.
  - b. It remains the controller's responsibility to obtain a copy of the manual as part of their contractual arrangement with the manufacturer.
4. 'I am a small manufacturer, do I need to supply operations manuals?'
  - a. All manufacturers need to supply sufficient information as per section 6 of HASAWA
5. 'I imported my unit directly from abroad, do I need an operations manual?'
  - a. Importers of amusement devices become the point of origin under HASAWA 1974.
  - b. This means that you as the importer are responsible for ensuring you have sufficient information that the device is safe.
  - c. You would be required to obtain or develop an operations manual.
  - d. It is key to note that importers hold a similar level of responsibility to that of a manufacturer in ensuring the equipment is safe to use. PIPA advises only those controllers with extensive experience in health and safety requirements and importation to undertake such purchases.

6. 'Why is PIPA making this a requirement?'
  - a. PIPA is not the driving force behind this requirement.
  - b. HSG175 is in the process of being updated, and we are expecting ETIS07 to be released in the future. Both documents will put a greater emphasis on operations manuals than before, and we are preparing controllers for the updated guidance.
  - c. Operations manuals have always been required, but it is from only more recent prosecutions which highlight their importance for controllers in the event of an accident.
  - d. As equipment become more technical, and moves outside the scope of BSEN14960, there will be greater emphasis on operations manuals as they form one of the key controls in manufacturer's design risk assessments.
  - e. As HSG175 is updated to reference 'pre-use inspection' as the main type of initial inspection for inflatables. The requirement of a detailed operations manuals is key and without one, it will be near impossible to carry these out.