IS10 – Operations Manual

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Version	Date	Notes
V1.00	04-04-2025	Initial release – authorised by CWW
V2.00	20-02-2026	Changes include: - Section 1 updated - Summary table under Section 2 - Section 3 updated with pass / advisory / fail criteria - Addition of section 4 - Question in FAQ Appendix A to reflect update - Addition of Appendices B, C and D Authorised by CWW
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1) Overview + Purpose

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.

PIPA created a requirement for the operations manual to be present as part of the inflatable inspection. This is due to the absence of required documentation within the industry, leaving controllers and inspectors exposed to enforcement action, and could result users being exposed to additional risks. Clarity has been sought from HSE as to the requirements of operation manuals within the industry. This version of the information sheet has the latest updates and expectations.

PIPA has created IS010 to provide clarity to the industry, raise standards, and to help provide advice to controllers in fulfilling their health and safety duties.

2) 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 presence and 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.

The below table summarises the responsibility of the controller and the inspection body to provide clarity.

Controller	Inspection Body
Must ensure each amusement device has adequate information for it to be safely operated, maintained and inspected.	Independently verifying the device meets the requirements of the PIPA inspection framework.
Retaining the required documentation, and associated records.	Ensuring the correct documentation has been provided as part of the initial inspection.
Ensuring the manufacturer from whom they have purchased their equipment from has provided the necessary documentation as part of their contractual obligations under the purchase of the equipment.	Reviewing the information remains available to the controller as part of each annual inspection.
Reviewing and ensuring the operation manual contains sufficient information for the safe use and set up of the device.	

3) Inspections

PIPA inspection reports contain a requirement for the inspection body to check the controller has an operations manual present as part of an initial inspection. The inspection then checks it remains available to the controller at each annual inspection, which is important if the device is sold/transferred to a different controller.

It is not the responsibility of the inspection body to check the contents of the operations manual. Documentation relating to the safe use of an inflatable is the responsibility of the controller. The requirement for an operations manual is present as part of an initial inspection helps to ensure compliance with Section 6 and Section 9 of BS EN 14960-1.

PIPA inspection reports will be marked under the following circumstances:

	Initial Inspection	Annual Inspection
Pass	The operation manual is present during the initial inspection.	The operation manual was present during the initial inspection and the controller confirms they continue to hold a copy.
Pass with Advisories	Device was manufactured before 2025 – and the operation manual is not present. Inspector to advise controller to follow advice in IS010. Cannot be marked as pass with advisories if device was manufactured from 2025 onwards.	Where the device previously had an operation manual, but the controller has misplaced the operations manual. Inspector to advise controller to follow advice in IS010.
Fail	The operation manual was not provided by the manufacturer – device manufactured 2025 onwards. Cannot be marked as fail if device was manufactured before 2025.	For devices manufactured 2025 onwards – where the operations manual was not present during the initial inspection, and remains unavailable.

Note - this table does not cover every context and does not override the inspector's professional judgement.

4) What to do if my device is marked as 'Pass with Advisories' due to the operations manual

It is important controllers ensure they have the correct documentation for their devices.

If you do not have a copy of the original operations manual, you should initially contact the original manufacturer to seek a copy.

Where you are unable to obtain the original operations manual, controllers should create an operations manual as a replacement. PIPA has created advice in Appendix B below to assist you with this.

Appendix A - 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. Please see Appendix B. 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 before you either sell the device to another person or body corporate, or offer the device for use by members of the public.
    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 re-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.

Appendix B – Creating an Operations Manual

Disclaimer: Under Health & Safety Law, the duty holder for ensuring equipment is safe for use by your employees and members of the public is the controller (i.e. the person/company who owns the equipment). Whilst PIPA will support controllers in carrying out their duties by providing the following guidance, it does not displace your legal responsibility in ensuring that the information is accurate and correct, and the equipment you provide is safe for use. Controllers must be confident that any operations manual produced contains the necessary detail, and if in doubt you must seek independent expert advice.

Overview

This appendix seeks to serve as guidance to enable controllers to create an operations manual in a systematic manner. It allows controllers to undertake a risk assessment of their device to determine which elements are present in order to develop a device specific operations manual.

This guidance can only apply to devices which contain a manufacturer's label which states the device meets the requirements of BS EN 14960 – Part 1, in terms of both device type, and structural design. Devices which do not meet BS EN 14960 – Part 1 may contain different risks and independent expert advice should be sought.

If you are in receipt of an operations manual, but are unsure whether it meets the expectations of current standards (e.g. a historical operations manual), this guidance allows you to review the information you hold to identify any potential gaps.

Understanding the Purpose of an Operations Manual

A level of understanding about why operations manuals exists in the first place will help controllers to create a robust operations manual. The manual should be seen as a central element to any safe system of work as part of operating an inflatable amusement device.

An operations manual serves two main purposes:

1) Ensures a device is used correctly by a controller, in a manner expected by the manufacturer.
2) It is a lifetime record to enable controllers and inspection bodies to understand the context of the device.

By having an operations manual in place, it acts as a control for a number of risks associated with the above purposes. It is the duty holder's responsibility (i.e. the controller) to ensure risks are identified and managed.

The risks involved are:

1) Ensuring those who operate inflatable amusement devices are suitably trained
2) Ensuring those who use the inflatable amusement device do so in a manner expected to reduce the risk of injury
3) Using inflatable amusement devices in a manner expected by the manufacturer which is suitable for its construction
4) Repairs and alterations of the inflatable amusement device are made which do not alter the risks considered during the design of the device
5) Systemic weaknesses in the design of the device which can only be identified through post-operational review of associated reports, notes, accidents, or repairs

Operations Manual Content

Appendix 3 of HSG175 provides information of what is expected of an operations manual for an amusement device. Whilst it is not expected for all parts of an operations manual to be present with the device at all times, the following is what is considered to be the contents of a full 'operations manual' for a single device.

1) Operational risk assessments
2) Operator instructions
3) Emergency procedures
4) Training records of operators/attendants
5) Daily and Periodic Inspections
6) Records of in-service inspection reports
7) Repair log
8) Accident log
9) Operational Notes (i.e. records of relevant information only gained through operation of the device)

Any relevant information required to operate the device whilst it is in use by members of the public, are expected to be kept with the device, or remain accessible, at all times. Without this information, it is impossible for effective controls to be implemented for some of the above mentioned risks.

Controllers must consider how this information is provided when devices are ‘dry hired’ to a person acting as the operator, who is not directly employed by the controller. This should form part of the operational risk assessment.

Systematic Review

To complete a systematic review of the design of your inflatable amusement device, complete the device risk assessment in Appendix C. Some parts of the assessment will automatically apply to all inflatable devices. Use of the assessment will identify the applicable parts, and residual risks will be identified. These will link to the operational instructions in Appendix D to identify what needs to be included in the operator instructions and emergency procedure sections.

Operational Instructions

The operational instructions in appendix D are a standard template which align to the expectations of BS EN 14960 Part 1.

Appendix C – Device Risk Assessment

Section Name	Description	Applicable?	Operational Instructions
Cover Sheet	Details of the device covered by the operational instructions.	Applicable to all	a)
Manual Handling	Safe methods on moving inflatable equipment.	Applicable to all	b)
Structural Integrity	Describes how inflatables maintain their structural integrity using a continuous air flow to create an internal air pressure.	Applicable to all	c)
Weather	Operation of an inflatable amusement device in different weather conditions.	Devices which may be used outdoors	d)
In-Service Inspection	The requirement of an in-service inspection.	Applicable to all	e)
Routine Inspection	Daily checks to be carried out by operators each time the inflatable is erected.	Applicable to all	f)
Siting	The requirements to site an inflatable include the slope of the ground, the available space around the inflatable, crowd control measures and how to protect the base.	Applicable to all	g)
Anchorage Outdoors	How to correctly anchor inflatables when used outdoors.	Devices which may be used outdoors	h)
Anchorage Indoors	The requirements of anchoring inflatables when used indoors.	Devices which may be used indoors	i)
High Anchor Points	The requirements for using high anchor points.	Only for devices with anchor points above the bed of the device	j)
Ropes	When an inflatable uses rope, either as part of its anchorage system, or elsewhere, the requirements of the rope and operational considerations.	Devices which contain or use rope	k)
Deflation Zips	Use and checks of deflation zips on devices.	Devices with deflation zips	l)
Deflation tubes	Use and checks of deflation tubes on devices.	Devices with deflation tubes	m)

Inflation tubes	Use and checks of inflation tubes, and connecting the blower to devices.	Applicable to all	n)
Blower Checks	The checks to be carried out by operators on electrical blowers.	Applicable to all	o)
Air Pressure	Understanding internal air pressure for inflatable amusement devices.	Applicable to all	p)
Matting – Flat Bed or Open Sides	The use of mats where the device is a flat bed and/or it contains large open sides.	Devices which are a flat bed design or do not have walled sides	q)
Matting – Closed/Walled Sides	The use of mats where the device has walled sides and specific access / egress points.	Devices which have walled sides with access / egress points	r)
Supervision – All Devices	The requirements of users and their supervision on inflatables.	Applicable to all	s)
Supervision - Large Slides	The requirements of users and their supervision on inflatables which contain larger slides.	Applicable to any device with a slide with a platform greater than 4ft	t)
Supervision – Combo Slide Devices	The requirements of users and their supervision on inflatables which contain combo slide type devices.	Applicable to any device with smaller slides with a platform 4ft or less	u)
Supervision – Obstacle Courses	The requirements of users and their supervision on obstacle course inflatables.	Applicable to unidirectional obstacle course type devices	v)
Emergency Exits	Use of emergency exits.	Devices which contain labelled emergency exits	w)
Emergency Evacuation	Procedures to assist users off the inflatable in an emergency situation.	Applicable to all	x)
Putting Equipment Away	Process to put equipment away.	Applicable to all	y)
Cleaning	Cleaning down inflatables in a safe manner.	Applicable to all	z)

Appendix D – Operational Instructions Templates

Section a) – Cover Sheet

OPERATIONS MANUAL

INFLATABLE EQUIPMENT CONFORMING TO BS EN 14960-1

Inflatable Name / Description:	
Serial Number:	
PIPA Tag Number:	

This inflatable amusement device has been inspected under the PIPA testing scheme and where it holds a current inspection report, it demonstrates it conforms to the PIPA inspection framework and BS EN 14960-1. The original operations manual is unavailable, and cannot be obtained. This replacement operations manual has been created by the named controller below, and a systematic risk assessment has been undertaken to ensure the contents of this manual addresses the risks associated with the device to ensure it is operated safely.

Controller Name:	
Signed:	
Date:	

Contents:

Definitions / Acronyms:

ADIPS	Amusement Device Inspection Process Scheme - an inspection scheme.
Anemometer	A device used to measure windspeed.
Attendant	Any person who assists the operator in the operation of the inflatable. Their role is to work under the operator.
Attenuation	A description of a property which causes a reduction in force, effect or value. In this context, it is a property to slow down falls or impact forces.
Continuous Air Flow	A device which requires a constant supply of air in order to function as expected.
Controller	The owner of the inflatable amusement device. This person has overall responsibility to ensure the device is capable of being safe, and remains safe, for use by members of the public.
Electric Fan Blower	An electrical device used to push air into an inflatable.
End-User (or User)	The person who is using the inflatable amusement device.
HSG175	A health and safety executive guidance document regarding the use of amusement devices in the UK. This includes inflatable amusement devices regardless of their location.
Inflatable Amusement Device	All devices used in leisure or play whereby its structure relies upon a continuous supply of air to maintain its shape.
LEAPS	Leisure Equipment Asset Protection Scheme - an inspection scheme.
Manometer	A device used to measure pressure in a particular environment.
Operational Risk Assessment	A documented process of reviewing the risks associated witht the operation of an amusement device, with clear stipulations on what measures are put in place to address those risks.
Operator	The person who has overall responsibility of an inflatable amusement device when it is in use by members of the public.
Personal Protective Equipment	Clothing and equipment that is worn or used in order to protect a person against hazards.
PIPA	The Professional Inflatable Play Association - an inspection scheme.
Supervision	The act of supervising - which is to observe and direct the execution of an activity.
Unauthorised people	People who are not working under the controller and should not have access to a particular area or device.
Wind Gust	A brief, sudden increase in the wind speed. It usually lasts for less than 20 seconds.

Section b) – Manual Handing

1) Inflatables are heavy objects! Only people who are suitably trained should unload or move an inflatable device.
2) The controller should have suitable procedures in place for the movement of heavy objects, and this guidance helps to supplement these procedures.
3) Ensure dynamic risk assessments are undertaken relevant to the context of the inflatable prior to its movement. Larger or heavier inflatables require two people to move them.
4) A single person must not move large inflatable devices to prevent injury.
5) Inflatables must not be lifted entirely off the ground to prevent injury.
6) Suitable personal protective equipment should be work, such as gloves and steel toe capped footwear.
7) Ensure the inflatable device has been properly rolled tight before movement.
8) To stand an inflatable device up, use good manual handling techniques to lift up one end of the inflatable.
9) Use manual handling equipment to assist in moving inflatable devices across any distance, such as a wheeled sack barrow.
10) When moving an inflatable device onto a raised platform, such as loading a van, truck, or trailer, place the inflatable next to the edge of the platform and lie it flat onto the platform. The bottom end of the inflatable can then be lifted to a standing position.
11) Take care – wet inflatables hold a lot of water causing them to become heavier and slippy.

Section c) – Structural Integrity

1) Inflatable amusement devices are considered to be of a 'continuous air flow' type design. This means they are not structurally air tight, which enables air to escape slowly.
2) As the electric fan blower pushes a greater volume of air into the inflatable, than the amount that leaves it, there is a positive pressure force created within the internal structure. This enables inflatable devices to have some structural strength to enable pillars and walls to become upright, and the bed of the device to support users. As air can be compressed, any counteracting force such as a user pushing on a wall, or standing on the bed, of a device creates a bouncing resistance. This is what provides inflatable devices with their 'bouncing' features.
3) The air will use any means it can to escape, so do not be alarmed by the 'hissing' noises which can be heard from the seams. If a small hole develops in the inflatable, it is normal for air to escape through it.

4) A hole does not necessarily mean the inflatable is damaged beyond use, particularly if the device maintains a suitable internal air pressure. However, it may present other risks and advice should be sought from an inspection body or a manufacturer if you are unsure about its safety.
5) If the device does not inflate to its expected shape, or hold a user's weight, it is unlikely the internal pressure is sufficient and the device must not be used.
6) Always follow the procedures to check the internal pressure of the inflatable device before allowing users to access it.
7) As an inflatable device ages and its seams weaken, it is likely that more air will escape, which will reduce the amount of air pressure to enable its structural integrity to be maintained.

Section d) – Weather

1) Accidents have occurred in adverse weather conditions, therefore it is imperative the operator the inflatable understands what to do in poor weather.
2) The main concern is in strong winds and gusts. **Inflatables must not be used in winds and/or gusts greater than 24mph.** For this reason, an anemometer must be used in the location of the inflatable to measure the wind speed.
3) Where the windspeed is 15mph or less, and the weather forecast does not predict stronger winds, the windspeed should be checked during the initial set up and rechecked by the operator at regular intervals by the operator.
4) Where the windspeed is above 15mph, but below 24mph, the windspeed must be checked more regularly. For example, 15-20mph once every 30-40 minutes, and 20-24mph, once every 10-15 minutes.
5) If there is a sudden change in weather or a gust of wind, the windspeed must be checked and if it reaches above 24mph, users must exit the inflatable, and the device switched off.
6) Inflatables should not be used in heavy rain due to the risk of slips and falls.
7) In light rain, the operator will require to review whether the device is slippy and may cause users to fall.
8) Where there is a weather warning issued by the Met Office, it is recommended the inflatable is not used during this time due to the risk of sudden weather changes.
9) In extremely hot weather, and in direct sun, the PVC material may heat up with a temperature greater than atmospheric temperature. If the PVC is hot to touch causing pain, the PVC temperature is too great and the inflatable must not be used due to the risk of burning users.

Section e) – In-Service Inspection

1) The leisure hire and amusement industry health and safety requirements originate from HSG175 - Fairgrounds and Amusement Parks: Guidance on Safe Practice. We recommend all controllers read and familiarise themselves with this document as it is what is expected for any person who owns an inflatable amusement device. It is available online for free.
2) It is a requirement under HSG175 that all inflatable amusement devices are inspected by a competent person each year.
3) A competent person is one who has the required knowledge and skill in order to perform the task. A safety scheme, such as PIPA, ADIPS or LEAPS, certify inspectors or inspection bodies who can perform the annual in-service inspection.
4) The controller is responsible for choosing who undertakes the annual in-service inspection. In the event of an accident, you would be required to explain the due diligence behind the choice of inspector. Safety schemes help to achieve these due diligence requirements.
5) Records of in-service inspections should be kept within the operations manual.

Section f) – Routine Inspection

Controllers are expected to implement routine inspection processes to help ensure inflatable devices remain safe for use. The operational risk assessment will help to identify the checks required to take place. The following is an example of what a routine inspection may look like for a typical set up of an inflatable amusement device.

1) There are no new holes or significant rips which may present a safety hazard to users of the device.
2) The site is checked for potential issues, such as sharp objects, or electrical lines.
3) Before the blower is switched on, it is visually checked for signs of damage, loose screws, damaged electrical wires and plugs, or signs of electrical damage, such as heat or burn marks. See Section O – ‘Blower Checks’.
4) The inflatable device has been connected to the correct blower.
5) Anchor points are checked to be intact, and anchor ropes are not worn. Any connectors are intact and do not appear to be damaged.
6) The inflatable is suitably anchored to the ground following the operational instructions.
7) The internal air pressure has been checked using a manometer.
8) The windspeed has been checked at the location of the device.
9) Records of the routine inspection have been made.

Section g) – Siting

1) Ensure the site is completely clear of any sharp objects to avoid them damaging the inflatable device, or presenting a danger to users.
2) Use a ground sheet to help protect the base of the device when outdoors.
3) When siting indoors, ensure the base of the device does not cause damage to the floor, or use a ground sheet.
4) The site of the inflatable device must be level, with a slope of not more than 5 degrees in any one direction.
5) There needs to be sufficient space around the device from any perimeter fencing used:
    a. At least 1.8m from any walled side
    b. At least 3.5m from an open side
    c. If a gateway is present, it must be at least 1m wide
    d. All parts of the inflatable device must be contained within the perimeter fencing, such as the blower or guide ropes used on high anchor points.
6) There must be a clear area of at least 1.8m around the device, or half of the platform height in metres, whichever is greater.
7) If an inflatable device is located against a solid wall of a building, the wall must be 2m higher than the highest platform height, provided it does not create additional hazards to users.

Section h) – Anchorage Outdoors

When used outdoors, inflatables must be suitably anchored to the ground to ensure they are safe for use.

1) Check the wind before unrolling the device to ensure it will be safe to use as per section d) 'weather'.
2) Check for signs of underground services nearby, such as manhole covers or inspection chambers.
3) Use the correct anchorage pegs. They should measure at least 380mm in length and 16mm thickness.
4) Do not allow unauthorised people near the inflatable device whilst it is being erected.
5) Unroll the inflatable, and temporarily anchor down the windward side.
6) Connect the blower fan to the inflation tube and ensure the deflation zip or deflation tube is suitably sealed. Turn on the blower to inflate the device.
7) Ensure the device is positioned correctly, then begin to anchor down all anchor points, correcting the anchor points used to temporarily anchor the device.
    a. All base anchors must be anchored down using the correct pegs mentioned above.

b. The webbing of the anchor points should achieve a 30-45 degree angle where possible.
c. All high anchor points must be used with rope which is capable of resisting 163kg load. The rope must not be taught to allow small movements in the device. See section j) 'High Anchor Points'.
d. Anchor pegs must be driven into the ground and not protrude more than 25mm above ground level.

Section i) – Anchorage Indoors

Whilst the risk of the device blowing away is not a concern for indoor use, ensuring the device is not at risk of 'toppling over' remains a concern.

1) Check there is sufficient space to site the inflatable as per section g) 'Siting'.
2) You must also consider the height of the room. There should be enough space above the inflatable to ensure it is not touching the roof, and users are not able to interact with the roof or ceiling.
3) Do not allow unauthorised people near the inflatable device whilst it is being erected.
4) Unroll the inflatable when it is safe to do so.
5) Connect the blower fan to the inflation tube and ensure the deflation zip or deflation tube is suitably sealed. Turn on the blower to inflate the device.
6) When anchorage is referred to indoors, it typically means the use of weighted 'sand bags'. These are usually PVC sacks containing internal ballast.
7) The operator must refer to the operational risk assessment undertaken within the operations manual for the specified device in order to consider the anchorage requirements. The anchorage must be able to achieve an outcome which prevents devices from moving excessively, or toppling over, in the course of their expected use by the maximum stated number of users.
    a. The type of floor will cause a different degree of friction, stopping the device from moving. Slippy floors will not provide friction and so anchorage will be required.
    b. Smaller devices are more likely to move and will require anchorage.
    c. Smaller devices are more likely to 'topple' over when users bounce off the walls, and will require anchorage.
    d. Whilst larger devices will be less likely to move, if they have a tall platform, they may require anchorage of their high anchor points to reduce lateral/side movements and to prevent 'topping' over.

e. Some devices may not require any anchorage at all due to the type of device, and the type of floor, where when used by the maximum number of users, the device is not at risk of moving excessively or toppling over.

8) It may be necessary to install a perimeter fence or barrier to stop users from accessing unauthorised areas of the device, such as the rear of the unit near the fan blower.

Section j) – High Anchor Points

High anchor points are, as the name suggests, anchor points which are located 'high'. These anchor points are typically above the inflatable bed of the device.

1) High anchor points are required to be used for structural stability of the device.
2) Guide ropes are tied onto the high anchor point of the inflatable, with the opposing end staked into the ground.
3) Guide ropes must be capable of bearing a load of 163kg. It is recommended that ropes above this bearing load are used to provide a safety factor.
4) Any knots in the rope may reduce its strength by 50%. This includes the knots where the rope is tied onto the inflatable, and at the anchor point.
5) Any other connectors, such as carabiner clips, must also be able to bear a load of 163kg.
6) A visual check of the rope, and any other connectors, must be carried out. Ropes and connectors must not show signs of damage.
7) Guide ropes should not be taught to enable a small amount of movement of the inflatable device.

Section k) – Ropes

1) Where ropes form part of the playing area and are interacted with by users, they must:
    a. Be free from signs of damage.
    b. Not capable of forming a loop, which risks users strangling themselves on the rope.
    c. Be attached or bound to the inflatable, if the rope was originally meant to be attached/bound.
2) Where ropes are used as part of the anchorage system, they must:
    a. Be capable of bearing a load of 163kg. It is recommended that ropes above this bearing load are used to provide a safety factor.
    b. Ensure its strength capability is considered with any knots present in the rope as they may reduce its strength by 50%. This includes the knots where the rope is tied onto the inflatable, and at the anchor point.

c. Consider and include any other connectors, such as carabiner clips, which must also be able to bear a load of 163kg.
d. Attempted to be positioned so the anchor points achieve a 30-45 degree angle where possible.

3) Be checked as part of Section F – 'Routine Inspection'. A visual check of the rope, and any other connectors, must be carried out. Ropes and connectors must not show signs of damage.

Section l) – Deflation Zips

1) Deflation zips are used to assist in removing large volumes of air from an inflatable device, so it can be folded/rolled compactly.
2) You must know how many zips are present on the device, and their location. This will be detailed in your operational risk assessment.
3) The deflation zip must be checked it is fully functional and in the closed position prior to any users accessing the inflatable device.
4) If a Velcro flap is present, it must be fully closed.
5) If a deflation zip is unable to be closed, the inflatable device must not be used.

Section m) – Deflation Tubes

1) Deflation tubes are used to assist in removing large volumes of air from an inflatable device, so it can be folded/rolled compactly. It should be marked 'deflation' or 'deflation tube', and is usually shorter than the inflation tube.
2) You must know how many deflation tubes are present on the device, and their location. This will be detailed in your operational risk assessment.
3) If installed, the deflation tube can be folded into the bed of the device, with a Velcro flap able to cover and deter access to it. This should be checked each time to ensure the tube has been correctly 'tied off'.
4) Deflation tubes need to be suitably 'tied off' with a well tied rope or cam strap, with the tube folded and the point of the tie. The tied rope or cam strap should be checked to ensure it does not move.
5) During the period of the inflatable device's use, the operator must routinely check the deflation tube to ensure the tied rope or cam strap has not loosened.

Section n) – Inflatable Tubes

1) Inflation tubes connect the inflatable device to the fan blower. They are usually longer than deflation tubes, and should be marked 'inflation' or 'inflation tube'.
2) Inflation tubes are of a specific length to ensure that the blower fan is not too close to the back wall of the inflatable device. It is therefore important that the inflation tube is positioned correctly.

3) The inflation tube must be attached to the blower fan cone by a rope or cam strap. It must be sufficiently tight to prevent the tube from slipping off. Sometimes, the blower fan cone is of a concave shape, or has a lip, to help prevent the tied inflation tube slipping off.
4) The inflation tube is required to be at 90 degrees to the back wall of the inflatable device. The inflation tube must not be bent or placed on a different angle.
5) During the period of the inflatable device's use, the operator must routinely check the inflation tube to ensure the tied rope or cam strap has not loosened.

Section o) - Blower Checks

The operator should carry out the following checks on the fan blower each time before it is used:

1) The electrical lead is checked for damage, to ensure there are no breaks or frayed parts of the flex, and it is not damaged where the flex enters the blower casing.
2) The plug is checked for damage, either physical deformities or electrical burns.
3) The external blower casing is checked for damage. This may be physical damage which may cause the blower to operate inefficiently, or electrical damage such as signs of excess heat or electrical burns.
4) Where damage is found, the blower must not be used.
5) The internal impeller must be checked for excessive dirt. If it is present, the fan must be scheduled for servicing by a competent person.

Section p) – Air Pressure

1) The internal air pressure must be checked prior to the inflatable device's use using a manometer.
2) Use a reputable manometer to check the internal air pressure following the manometer's instructions. The manometer inlet tube can be inserted into the deflation zip, deflation tube, or another suitable location provided it reads the pressure of the inflatable bed.
3) Records of the measured pressure should be kept where possible.
4) The operator of the device should check the internal air pressure through the use of the inflatable device.
5) You can also stand on the inflatable step, 50cm from the front of the step, and 50cm from the side of the step, to assess for grounding. The air pressure should be sufficient for the user's feet not to touch the ground, based on their weight. Therefore, if you are heavier than the user and your feet do not touch the ground, you have some assurances that the air pressure is sufficient. However, this is an

arbitrary test which can be performed whilst setting up the unit and should not be solely relied upon.

Section q) – Matting – Flat Bed/Open Sides

1) The impact area of an inflatable device is the ground next to the inflatable which users may fall onto. It is important to ensure the impact area is adequately protected where the ground does not provide sufficient attenuation.
2) Sufficient matting is required to extend 1.2m around any open side of the inflatable.
3) For this particular inflatable, as it has an open side around the entire inflatable matting should cover all parts.

Section r) – Matting – Closed/Walled Sides

1) The impact area of an inflatable device is the ground next to the inflatable which users may fall onto. It is important to ensure the impact area is adequately protected where the ground does not provide sufficient attenuation.
2) Sufficient matting is required to extend 1.2m around any open side of the inflatable.
3) For this particular inflatable, matting is only required at the points of access or egress. This includes any sides or edges of the step and must extend 1.2m.

Section s) – Supervision – All Devices

Where possible, instructions should be available prior to use of the device. Such as using a signboard, video, or verbally by the operator.

After the device has been erected in line with operational instruction, the operators of inflatable devices must supervise users with the following rules:

- ✓ The operator must have a whistle on them at all times. This is the quickest and easiest way to alert users of the device in an emergency. A quick blow of the whistle can be used to alert users to incorrect use of the device. A long blow, or multiple short continued bursts, of the whistle can be used to obtain users attention in order to provide instructions – such as emergency procedures.
- ✓ Do not leave the device unattended with users on at any time. If the device must be left unattended, switch off and deflate the device, and remove power to the blower fan.
- ✓ Avoid mixing users. Separate users into similar age ranges and height to avoid larger children knocking or bumping into smaller children.

- ✓ Users must not have pre-existing health conditions which may be exacerbated by the use of an inflatable. This may include pre-existing injuries, health conditions, and pregnancy. If the user is unsure whether the activity will exacerbate their health condition, caution should be applied and the device not used until confirmed as safe by a medical practitioner.
- ✓ Users must enter and leave the device in a controlled manner.
- ✓ Only authorised persons may access the bower fan, cables, and zips.
- ✓ Users must not climb on the walls of the device. This includes any external areas/features.
- ✓ The users permitted on the device must be restricted by the maximum stated number for the user height.
- ✓ No food or drinks may be taken onto the device. Users may not have food or drink in their mouths when entering the device.
- ✓ No sharp objects, including keys inside of pockets, may be taken onto the device.
- ✓ For those wearing spectacles – these should be avoided where possible. If a person is heavily reliant on spectacles to see, and there is a greater risk due to the user not wearing them, they may be worn at the user's own risk of damage.
- ✓ Shoes must not be worn due to the risk of injury.
- ✓ No bouncing on the step or ramp area of the device.
- ✓ No sharp, hard, or foreign objects, must be in the area which must be kept clear around the device.
- ✓ The supervising operator must stop any rough play.
- ✓ Users must not carry out, or attempt to carry out, somersaults, regardless of athletic experience and ability.

Routinely Check :

- Zips remain shut.
- Tubes which are tied off, or attached to the blower fan, remain secure.
- The blower fan remains in the correct position.
- Anchor points have not become loose.
- The wind speed, as per operational instructions.
- The internal pressure, as per operational instructions.

The supervising operator must be familiar with the evacuation procedures of this device, found in the operational instructions.

Section t) – Supervision – Large Slides

Operators who are supervising devices which contain a large slide must follow the supervision rules in 'section s'. The additional rules must also be enforced:

- ✓ Users must climb to the top of the slide in an orderly fashion.
- ✓ Users must not congregate at the top of the slide platform.
- ✓ When sliding, users must sit down on their bottom and push off to begin sliding.
- ✓ Users must not jump from the platform onto the slide.
- ✓ Users must not lean over any walls of the device.
- ✓ Users must not climb up, or attempt to climb up, the slide.
- ✓ Users must not go underneath the slide sheet, or attempt to remove it, if fitted.

Section u) – Supervision – Combo Slide Devices

Operators who are supervising devices which contain a small slide as part of the device, must follow the supervision rules in 'section s'. The additional rules must also be enforced:

- ✓ When sliding, users must sit down on their bottom and push off to begin sliding.
- ✓ Users must not jump from the platform, or run from the bouncing bed, onto the slide.
- ✓ Users must not lean over any walls of the device.
- ✓ Users must not climb up, or attempt to climb up, the slide.
- ✓ Users must not go underneath the slide sheet, or attempt to remove it, if fitted.

Section v) – Supervision – Obstacle Courses

Operators who are supervising obstacle course devices must follow the supervision rules in 'section s'. The additional rules must also be enforced:

- ✓ Users must enter obstacle courses at the entrance, and follow it in a unidirectional manner.
- ✓ Users must not transverse the obstacle course in the opposite direction.
- ✓ Users must not congregate within part of the obstacle course, to avoid bumps.
- ✓ Users must not loiter at particular features of the obstacle course. For example, laying across beams or on inflatable objects.

If the obstacle course contains a slide:

- ✓ Users must climb to the top of the slide in an orderly fashion.
- ✓ Users must not congregate at the top of the slide platform.
- ✓ When sliding, users must sit down on their bottom and push off to begin sliding.
- ✓ Users must not jump from the platform onto the slide.

- ✓ Users must not lean over any walls of the device.
- ✓ Users must not climb up, or attempt to climb up, the slide.
- ✓ Users must not go underneath the slide sheet, or attempt to remove it, if fitted.

Routinely Check :

- Any connected sections of the device remain suitably connected, and there are no holes formed between sections which users may get trapped.
- Any emergency exits remain zipped up if not in use.
- Any emergency exits are not blocked.

Section w) – Emergency Exits

Where the device contains an emergency exit, or multiple emergency exits:

1) Ensure the emergency exit is usable prior to users accessing the inflatable device. For example, check any zips work freely and are not stuck.
2) Check the signage for the emergency exit remains clear and has not faded or been damaged.
3) Ensure you know where the emergency exits are located, and how to use them.
4) Ensure users are made aware of the presence of emergency exits, in the event they need to be used.

Section x) – Emergency Evacuation

Operators supervising the inflatable device must be aware of the emergency procedures for the specific device being used. This may require reading the operational risk assessment. The controller of the device is responsible for ensuring all operators understand where to find this information and ensure that operators are suitably trained.

An emergency may be an event which directly (such as power loss to the blower fan), or indirectly (such as a medical incident leading to loss of supervision) impact users.

1) Blow your whilst in a manner to immediately obtain the attention of the users on the inflatable device, whilst ensuring you are close enough to users so they can hear you.
2) Loudly and clearly instruct users to exit the device immediately due to an emergency.
3) Younger users may need repeated instruction before understanding the need to exit the device.
4) Begin to assist users from the device. Prioritise users who will likely need greater assistance, such as toddlers or younger aged users.

5) Ensure all users have exited the device, and check the inflatable to confirm this.
6) Do not allow users to re-enter the inflatable device, until full safety checks have been completed.

Section y) – Putting Equipment Away

1) Ensure all unauthorised persons are not near the inflatable device whilst it is being put away.
2) Ensure the device is clear of all users.
3) Check the inflatable device for signs of damage. Clean any areas before it is deflated.
4) Deflate the device by switching off the blower fan, and opening up the deflator zip/s or deflator tube/s (whichever is present).
5) Remove the anchor points when the inflatable is flat.
6) Remove all other accessories for the device, such as the blower fan and matting.
7) Each inflatable may have a particular method to how it could be folded when put away. Typically, most devices can be folded as follows:
    a. Ensure the inflatable is as square as it can be by pulling in any side walls or slides.
    b. Fold one side of the device over by a third, and stamp down to help push the air out of the inflatable towards the deflation zip.
    c. Fold the opposite side of the device on top of the first fold, which should equal to around a third of the device width. Stamp down to push the air out of the inflatable towards the deflation zip.
    d. Repeat the stamp down process until all air is out of the inflatable.
    e. Begin at the front/step of the device and roll the device from front to back. Two people may be required roll the device if it is large and/or heavy.
    f. Once rolled at the back, fold in any inflation or deflation tubes.
    g. Wrap the straps around the device, and ensure they are tight before the inflatable is lifted onto the sack trolley.

If the device is wet:

- You could wipe down the inflatable with an absorbent towel prior to rolling it away.
- Leave the deflator zip open to allow water to drain out from the inside.
- Ensure you inflate the device as soon as possible to dry it out. When drying a device, leave the deflator zip/tube open to allow humid air to escape and enable a quicker dry time.

Section z) – Cleaning

Inflatables require to be routinely cleaned to ensure they remain in good condition. However, it is important not to use a powerful cleaner on the inflatable as this may effect the colouring of the PVC materials, or over time reduce the thread strength.

Routine cleaning includes:

- Removing debris from all crevasses. A hoover may be useful, but care is required to ensure any plastic attachments do not scratch PVC material, or slice it.
- Cleaning the dirt from the inflatable using a mild detergent, which is non-corrosive. Avoid using cleaning solutions on printed PVC artwork, instead use warm soapy water.
- Rinsing the inflatable to ensure all detergent has been removed.
- Disinfecting the inflatable with mild disinfectant. Avoid any oxidising solutions, such as bleach, as this will discolour the inflatable.

If bodily fluids are present on the inflatable, use a dedicated body-spill kit and ensure only trained people undertake the task.