



### **Method Statement**

All Inflatables inc Bouncy castles, Assault courses, Slides etc. are set following the method statement and risk assessments should be followed to ensure safety of all users

All Manufacturer's instructions and guidance must also be considered when setting up the equipment - At Cambridge Bouncy castles user safety is the **PRIORITY**

Upon booking it is the hirers responsibility to give the correct information e.g. Correct delivery address, Contact number and advise the set-up area is grass if outdoors and the area is large enough. Our website states the inflatables footprint size so the client is able to measure the set-up area along with user numbers our risk assessments can also be found online and a full risk assessment is completed upon arrival

Upon arrival of our staff will report to the hirer or reception and inform they have arrived for set up.

The driver will ensure the rules of the specific highway are abided by, if needed a banks person is used.

When travelling off road the ground must be checked to verify its stable for the vehicle and weight and low speed with hazards to be used at all times.

The driver will inspect the set-up area that the ground is stable and level ground and there is no objects/large stones/animal feces. We will also check for any height restrictions e.g. Trees/overhead Cables/ Lights etc and amend accordingly.

The set up area must not have a slope of more than 5 degrees and no divots as this can be a risk to users in the area.

Upon arrival the wind speeds will be tested with an anemometer to ensure the wind speeds and gusts are below 24mph or Beaumont scale 5 – if the winds/gusts are higher than this set up cannot take place.

The inflatable will then be moved by sack barrow and be laid out and unfolded in position – if required temporary anchoring will then be secured on any windward sides.

All cables will then be run the outside of the set-up area, any wires crossing footpaths/high traffic areas then cable matting will be used to reduce the risk of trips for users in the area.

The fan will be checked and the output matched to the requirements of the inflatable unit to ensure the pressure is correct for that particular unit.

The Fan will then be attached to the inflatable via the blower pipe.

The blower pipe will be set at 90-degree angle to the inflatable with at least 1.2m away from the inflatable in order to meet BSEN 14960:2019 The blower pipe will be checked that that its not bent or twisted as this reduces airflow to the inflatable

All deflation zips/pipes are to be closed/tied off and all Velcro covers to be closed so there is no loss of airflow or internal pressure whilst in use.

The unit can now have the power turned on.

The inflatable will then be secured at all times by the stakes in every anchor point, staking pegs minimum 16mmx 380mm steel stakes at a 30–45 degree angle and no more than 25mm of the stake to be exposed above ground.

Any high-level anchor points will then be secured using rope from the inflatable to the ground again staked in the same manner as above.

Mats to be used at all entrance/exits of the inflatables.

Indoor hires sand bags will be used to secure instead of stakes.

Once the set up is complete the set-up staff will do a final check of stakes/sandbags, Fan installation, Cabling and mats. Our staff will then give a full briefing of how to use the equipment safely, user numbers, wind safety. Internal pressure to be taken and recorded.

The set up must not be altered or moved once we have left site.

Once the setup is complete it's the responsibility of the staff of the event or hirer.

If the setup is prior to an event the inflatables can be switched off then re powered once the event begins.

The hirer or event staff to supervise all participants to ensure they use the inflatable correctly and safely at all times throughout the hire period.

The hirer or event staff will monitor weather in the event of rain will stop using the inflatable and ensure no one uses the equipment until the rain has passed – its air dried or towel dried before using again.

The hirer or event staff will monitor wind levels on site throughout the hire period ensuring the inflatable is not used or inflated in wind of 24mph or above including gusts if the wind speeds/gusts reach 24mph the inflatable must be switched off and not used until levels have dropped.

Wind recording sheets are available to event staff and hirers with anemometer.

The hirer or event staff will monitor Generator fuel levels once it reaches 1/4 of fuel the castle to be clear from users, generator allowed to cool then refuel. Additional fuel to be secured in locked area/vehicle.

Upon completion of the event or hire the inflatable must be evacuated of users, ensure no users are left on the inflatable when the deflation process starts and is in progress.

Deflation will also consist of the deflation zips/pipes/Velcro's to be opened.

Once the inflatable is deflated the fan, cabling and stakes can be removed and loaded.

The inflatable will then be folded and rolled and transported via sack barrow to the collection vehicle.

The area will then be checked for any debris and a handover with the event staff or hirer to return any anemometers that were used through the day.

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