



## **Activity Junction LTD**

# **Private Hire of Bouncy Castle Policy**

Activity Junction reviews all policies on a regular basis to demonstrate good practice, regulations and legislation changes as required.

# **1. Policy Statement**

Activity Junction Ltd is committed to ensuring that all bouncy castle hires are carried out safely, responsibly, and in full compliance with current health and safety standards. This policy outlines the terms, conditions, and safety responsibilities for the private hire of our bouncy castle equipment by individuals, families, schools, or organisations.

## **2. Scope**

This policy applies to:

- Any private hire of the Activity Junction Ltd bouncy castle, whether used at our premises or at a private venue.
- Hirers including parents/carers, community groups, schools, or private event organisers.
- Hires with or without Activity Junction Ltd staff present.

## **3. Safety Standards and Legal Compliance**

Our inflatable equipment:

- Is manufactured and maintained in accordance with BS EN 14960 (UK standard for inflatable play equipment).
- Is inspected regularly and annually tested by a PIPA-registered inspector (where applicable).
- Is insured under our Public Liability Insurance (use must meet conditions in this policy for cover to be valid).

## **4. Supervision Requirements**

**If  
Activity Junction staff are supervising  
:**

- Trained staff will oversee setup, monitor usage, and ensure compliance with safety rules.
- The hirer must still ensure that any children under their care are appropriately monitored when off the inflatable.

**If  
the hirer is supervising (self-hire)  
:**

- A competent adult (18+) must supervise the inflatable at all times.
- Activity Junction will provide a Safety Guidelines Sheet and brief the hirer before handover.
- The hirer must sign a Hire Agreement accepting full responsibility for supervision, injury prevention, and safe use.

## **5. Rules for Safe Use**

The following must be followed during any private hire:

- Children must be grouped by age or size to prevent injury.
- No food, drinks, shoes, sharp objects, or rough play allowed on the inflatable.
- Maximum occupancy as per manufacturer's guidelines must be strictly followed.
- Inflatables must not be used in high winds (over 24 mph, including gusts). An anemometer is recommended.
- Mats must be placed at entrances/exits to reduce fall risk.
- The inflatable must be placed on a flat, obstruction-free surface and secured using stakes or ballast.

## **6. Electrical and Setup Safety**

- Activity Junction staff will handle delivery, setup, and takedown unless otherwise agreed.
- All equipment (including blowers and cables) is PAT tested and checked before use.
- Cables must be protected or covered to prevent trips.
- If generators are used, they must be fenced off and away from the inflatable.

## **7. Insurance and Liability**

- Activity Junction Ltd maintains Public Liability Insurance for use of the inflatable, only if safety rules and supervision conditions are followed.
- For self-hire, the hirer agrees to accept full responsibility and liability for the supervision and safe use of the equipment.
- Any damage to the inflatable during the hire must be reported immediately and may be chargeable.

## **8. Cancellation and Weather Policy**

- Cancellations due to adverse weather (e.g. strong wind, heavy rain) can be rescheduled or refunded based on terms agreed in the hire contract.
- Refunds for other cancellations are subject to our standard cancellation policy.

## **9. Incident Reporting**

All accidents, injuries, or equipment issues must be reported immediately to Activity Junction Ltd. A formal Incident Report Form must be completed.

## **10. Agreement and Documentation**

Prior to hire:

- The hirer must complete and sign a Bouncy Castle Hire Agreement.
- A safety briefing will be given by Activity Junction staff.
- ID and proof of address may be required for private hirers.

## **11. Review**

This policy will be reviewed annually or following any major incident or legislative change.

Date of last review: 24<sup>th</sup> April 2025

Next review due: 24<sup>th</sup> April 2026

Approved by:

Emma Devine – Director

Activity Junction Ltd