



# **Activity Junction LTD**

## **Health and Safety – with use 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 the health, safety, and welfare of all individuals involved in or affected by our activities, including staff, volunteers, participants, and the general public. This policy outlines our approach to risk management, safe working practices, and specific procedures for operating inflatable equipment, particularly bouncy castles, in private venues.

## **2. Purpose**

This policy is intended to:

- Ensure compliance with health and safety legislation.
- Prevent accidents and injuries.
- Provide specific guidelines for the safe setup and supervision of bouncy castles.
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## **3. Legal Framework**

This policy is underpinned by relevant UK legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- BS EN 14960:2019 — Safety Standard for Inflatable Play Equipment

## **• 4. Responsibilities**

- Management will ensure this policy is implemented, monitored, and reviewed.
- Staff and contractors must follow all safety procedures and report hazards or incidents.
- Event coordinators are responsible for risk assessments, setup supervision, and crowd management.
- Parents/guardians remain responsible for supervising their children during private events unless otherwise agreed.

## **5. General Health and Safety Procedures**

- All equipment used will be regularly inspected, maintained, and tested.
- A qualified member of staff must complete a dynamic risk assessment for every venue.
- First Aid kits must be available on-site, and at least one trained First Aider must be present at each event.
- Emergency procedures, including evacuation plans, must be communicated at each venue.

## **6. Bouncy Castle Specific Guidelines**

### **6.1 Pre-Use Inspection and Setup**

- Equipment must be certified to BS EN 14960 standards.
- A pre-use inspection checklist must be completed before every setup.
- Bouncy castles must be anchored securely using stakes or weights.
- The inflatable must be set up on flat, obstruction-free ground with safety mats at entrance/exit points.

### **6.2 Weather Conditions**

- Use is not permitted in high winds (above 24mph including gusts) or heavy rain.
- A handheld anemometer must be used to measure wind speed on-site.

### **6.3 Supervision**

- The bouncy castle must be supervised at all times by a trained adult.
- Supervisors must ensure:
  - Age and size restrictions are enforced.
  - Maximum occupancy limits are followed.
  - Rough play, flips, and somersaults are not allowed.
  - No shoes, food, drink, or sharp objects are brought onto the inflatable.
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## **6.4 Access and Electrical Safety**

- Electrical equipment must be PAT tested.
- Cables must be protected or covered to prevent trip hazards.
- Generators (if used) must be kept a safe distance from the inflatable and be securely fenced off.

## **7. Risk Assessments**

A site-specific risk assessment must be completed for each private venue covering:

- Surface and space suitability
- Access and crowd control
- Electrical setup
- Emergency exits
- Supervision arrangements
- Weather considerations

## **8. Incident Reporting**

All accidents, injuries, or near-misses must be reported immediately to the event coordinator and recorded using the company's Accident Report Form. Serious incidents must be reported under RIDDOR where applicable.

## **9. Insurance**

Activity Junction Ltd holds appropriate Public Liability Insurance that includes cover for the use of inflatable play equipment. A copy of the insurance certificate is available upon request.

## **10. Training**

All staff involved in the delivery or supervision of inflatable equipment will receive:

- Health and safety training
- Equipment-specific operational training
- Emergency response and first aid awareness

## **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