



## Safety Guide

### **Introduction:**

This Safety Guide is designed to give staff and our hirers the information they need for a safe and fun hire. This guide is to be read by any supervisor/operator of Bay Bouncy Castle Hire equipment. There may be various reasons for an Emergency Evacuation. In case of an emergency it is the responsibility of the supervisor to ensure all patrons using the equipment are safely evacuated.

Upon delivery safety requirements are met by the Device Owner and followed by the hirer and a copy of Emergency Evacuation Procedure Leaflet will be provided where necessary to operators/hirers upon delivery of the equipment.

An incident report form to be completed for all incidents, including photographing any damage/injuries sustained (with permission and signing media release form).

### **Who should be reading this Safety Guide?**

The hirer/supervisor of the equipment, as well as the operator should be reading this information. Please ensure you completely understand this information and the safety pack prior to commencement of use. Any questions, please do not hesitate to contact BBCH with questions.

### **Glossary:**

**Device:** Any equipment hired out by Bay Castle Hire (Eg. Inflatable Bouncy Castle, Ball Pits, Metal Detector).

**Safety Evacuation Procedure Leaflet:** Attached at end of this document.

**BBCH:** Bay Bouncy Castle Hire

**Hirer/Supervisor:** Client who has hired the equipment, Adult Supervisor present while equipment is at event.

**Operator:** Staff Member present during event hire.

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## **1. Safety Rules**

### **Inflatable Bouncy Castle**

- Users must not climb or hang on walls.
- All users must remove footwear [except socks] and any other hard, sharp or dangerous objects [such as buckles, pens, purses, badges, non-essential glasses etc].
- Users must not consume food or drink or chew gum on the device.
- Users must not obstruct the entrance or exit of any inflatable device. Do not allow anyone to play on the step or front apron of a bouncy castle.
- Hirer must keep users off the device when its being inflated or deflated and deflate the device when not in use.
- Users must not conduct flips/somersaults
- Mandatory supervision by parent, guardian and/or attendants aged 18 and over for all inflatables is required. The safety of children and adults depends on the Customer's personal supervision. As the Customer of Bay Bouncy Castle Hire, you are responsible for ensuring the safety of all users.
- Inflatable must stay dry at all times, no water to be used on or near inflatable device.
- Riders must not exceed the height or weight restrictions listed on the safety sheet provided for individual rides.
- All inflatables have a manufactures safety plaque on the front or side of the unit. These rules must be followed at all times.
- No Riders with any current or pre-existing injuries permitted on the castle at any time. No riders with any severe physical or mental impairments allowed on the ride if it limits their ability to use the hire equipment safely, or endangers other riders.
- The equipment or bouncy castle must not be moved from its designated placement. If the bouncy castle moves, please inform your local operator for instructions.
- Hirer understands operator will contact the hirer in the following circumstances and agrees to follow directions regarding deflating Inflatable Device.
  1. If conditions change and a local wind speed reading is needed from the hirer using the portable anemometer
  2. If severe weather conditions are forecasted / are expected to reach the thresholds in the weather management plan
  3. To instruct them to cease using the device and enact isolation / securing procedures.
  4. To verify changes in weather conditions and requirements before the device can be used again
  5. Hirer agrees to ensure the supplied anemometer is consistently monitored.
  6. Hirer agrees to ensure mobile phone is monitored to receive text messages from Safety Platform/application with instructions.

### **Ball Pit**

- NO food or drink to be consumed on play equipment.
- NO Shoes (socks ok)

- Children to be supervised by responsible adult at all times; children under 2 need a hands on supervisor at all times.
- Equipment to be used for intended purpose ONLY.
- 0-6years recommended age.
- Keep the balls in the pit!
- Safely exit the Ball Pit when instructed
- Be kind and respectful to other people in the playpen.
- DO NOT throw balls at people
- The safety of children and adults depends on the Customer's personal supervision. As the Customer of Bay Bouncy Castle Hire, you are responsible for ensuring the safety of all users.

### **Metal Detectors**

- Do not submerge or use the metal detectors in and around water
- Do not dismantle the Metal Detectors
- Only use the metal detector for its intended purpose.
- Handle the Metal Detectors with care
- Children must be supervised at all times by an adult over 18.
- Only use the metal detector fit for your age bracket, ie children use the children's metal detectors.
- Follow manufacturers instructions of use.
- Do not use on a person or animal, use only on the ground.
- The safety of children and adults depends on the Customer's personal supervision. As the Customer of Bay Bouncy Castle Hire, you are responsible for ensuring the safety of all users.

## **2. Weather and Devices**

The amusement device owner / dry hire operator will regularly monitor weather and wind through the following means:

- Portable anemometer to measure and monitor local winds speeds (this is issued to the client). We have a platform that automatically contacts the client/hirer in case of weather conditions changing, to check and monitor the weather over the period of their hire. This contact is also logged on a communication log. The Device Owner is also alerted of the weather change, the text message sent to the client/hirer, for the Device Owner to also monitor the weather.
- A Drawcard Solutions software engineer has built a Platform named 'Hire Hub' which monitors and tracks weather and lightning warnings from the following sources:
  - Bureau of Meteorology (BOM)
  - WillyWeather

### **This is done at the following intervals:**

- 3 Days prior to event date
- The day of event

- Every 30 minutes of event booking period
- Every 10 minutes if Platform identifies changes in weather condition
- In addition, when the Platform 'Hire Hub' detects adverse weather, the Device Owner will utilise the Lightning Tracker APP and manually send a text message from our Application 'Hire Hub' to the client stating to cease operation of the Device Immediately.

This Platform monitors wind speed, weather, warnings and lightning and sends automated texts messages to owner AND hirer advising course of action required.

### **3. Means of Escape**

The Spiderman castle and Spongebob Castle have an opening at the top of the castle. If the jumping castle starts to deflate, the supervisor will guide the patrons to the nearest safest exit of the jumping castle. The Ninja-Jump Castle has one opening, however all sides are mesh. There is air flow to guide patrons to the exit. All Ball Pits have a height of 70cm. The Ball Pits can be exited from every wall of the Play Pen.

To prevent entrapment of users and avoid panic there is a non-return valve to prevent sudden deflation (and roof collapse onto users).

### **4. Loss of Power**

In the event of power loss while a person is on an inflatable device, due to a fault in the equipment, mains power being disconnected or some other means, it is important to remain calm.

The priority is to get patrons off the jumping castle. Hold a torch and direct patrons in an orderly manner towards the light. Guide with light and whistle where necessary.

Follow the Emergency Evacuation Procedure.

### **5. Fire precautions**

Bay Bouncy Castle Hire inflatables are made from non-flammable and smoke retardant fabric.

Owners and Clients are advised to always observe fire precautions and follow required regulatory requirements. Where applicable, seek advice from the official fire officer at the event.

Please always follow the direction of Fire Wardens and Emergency Officers.

At events, operator/supervisor is to know where the designated safe assembly area is. Notify Emergency Services if this has not already been done.

Under no circumstances should the attendant waste valuable time and putting

lives of others at risk, as well as their own, by attempting to fight the fire, or save the inflatable or any personal possessions.

At events there will be a fire extinguisher available, however this is only to be used once every person has been moved to a safe assembly area and it is safe to do so.

## **6. Alarms**

If at any time an alarm sounds at an event, all patrons/users of BBCH devices are to evacuate the inflatable device/cease using the equipment immediately.

Safety Evacuation Procedure is to be followed. Notify Emergency Services if this has not already been done.

## **7. Emergency lighting**

In the event of an emergency whereby light has been lost, BBCH has torches to see/guide patrons from the Inflatable Device. Please always follow Emergency Procedures.

## Bay Bouncy Castle Hire

### EMERGENCY EXIT PROCEDURE

*This leaflet is to accompany a pack to be given to every Operator/Supervisor.*

#### Pack Contents:

Emergency Exit Procedure Leaflet  
Torch  
Whistle  
Fire Extinguisher (Events Only)

## Bay Bouncy Castle Hire

### EMERGENCY EXIT PROCEDURE

- B** - Be calm and blow your whistle to get the attention of patrons/children
- O** - Orderly evacuation off equipment
- U** - Utilise the torch/whistle to guide children to nearest exit/opening.
- N** - Navigate to safety area zone away from equipment
- C** - Contact BBCH and if necessary Emergency Services on 000
- Y** - Yield to authorities by following all directions of BBCH and/or emergency services

NB: This page is to be printed out, laminated and added to Emergency Exit Procedure Pack/s

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2023.1	Jessica L.	8 July 2023