



## **Alive in the Park 2009 – Health and Safety Policy**

This document is to be available at all times in the youth marquee, the main marquee and the catering tent during the event.

Duty stewards and volunteers shall familiarise themselves with the contents appropriate to their particular responsibilities.



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## **Introduction**

Alive in the Park is a biennial event organised by local charity, Leigh Park Initiative. It takes place on public open space, in and around marquees provided by Mike Petty – Marquee Ministries. Local people of all ages have access to the events. Light refreshments are served, and some physical activities are arranged for children. Community organisations provide displays and stands. Some of the events centre around public Christian worship. All events and services are provided free of charge to the general public.

The marquee is erected and dismantled by volunteers, under the direct supervision and direction of experienced staff from the marquee providers, who are responsible for the safety of this part of the event. We require them to operate according to appropriate health and safety guidelines. Risks to the public and volunteers connected with the marquees and associated equipment either resulting from faults in the equipment or our own negligence is covered by our own public liability insurance as part of insurance cover provided by the Baptist Union Insurance plc, to Leigh Park Initiative.

The equipment provided with each marquee includes approximately

- 200 folding metal and plastic seats,
- mobile generator, staging,
- lighting rig
- basic PA desk with microphones and speakers.

Additional equipment provided by Leigh Park Initiative includes

- plastic garden furniture, tables, chairs, and sun umbrellas.
- Wooden trestle tables for the catering area.
- Gas powered urn for heating water
- Cold boxes for safe storage of perishable food.
- Water carriers for storage of mains water obtained via a detachable stand pipe adjacent to the tent.
- A powered toilet trailer
- A portable fire trolley in each marquee or tent, comprising a sand bucket, foam extinguisher, powder extinguisher, audible hand powered alarm and fire blanket hired from Brandon tool hire.
- 150m orange plastic netting and metal stakes for marking out vehicular access
- Musical equipment and instruments belonging to local musicians leading Christian worship on the Sunday morning.
- Fireworks for a fireworks display.
- A “cherry picker” mobile elevated working platform (MEWP) hired for rigging the youth marquee (see page \*\*)
- Bouncy castle for use by children only

Security during the event is provided on a 24 hour basis by a mixture of volunteers and professional security staff, two people on each shift. Their primary responsibility is to ensure the safety and security of the site and plant. The overall responsibility for the event is in the hands of the Chairman and Trustees of Leigh Park Initiative, c/o 53

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Oakley Hill, Wimborne, Dorset, BH21 1QQ, Telephone (01202) 889545, mobile 07795 995656

Police and local authority are aware of the event. The event has a temporary event licence from East Dorset District Council. Police are aware of the event.

## Assessment of Risks

The risks fall into 13 areas.

1. Erection and dismantling of the marquees.
2. Injury to volunteers through improper use of equipment such as the generator, lights, PA, hot water urn and gas bottle, sharp kitchen implements and equipment. mobile platform, (MEWP) and bouncy castle.
3. Injury to members of the public attending events in and around the marquee
4. Exposure of children and vulnerable adults to harm from volunteers and members of the public
5. Dangers associated with vandalism to generator, portable gas equipment, the marquee and power supply to the toilet trailer.
6. Vehicles driving onto, around, and off the site.
7. Injury to volunteers from members of the public, especially while doing security duty.
8. Issues relating to electrical safety.
9. Fire.
10. Food hygiene (including drinking water) relating to catering by both volunteers, and also by commercial provider of BBQ
11. Food allergy
12. Sunburn and heat exhaustion
13. Fireworks display – risk of burn and explosion/blast injury to the operatives, and general public. Fire risk to property.
14. Acts f God – please pray.

## **Erection and Dismantling of Marquees**

This will be done under the direct supervision of Mike Petty. Volunteers and paid workers will be required to follow his instructions at all times.

Key risks identified include:

Use of sledgehammers – users to keep at a safe distance from someone using a sledgehammer to insert stakes. Any sledgehammer showing signs of wear to be returned to the staff member and not re-used.

Injury to lower limbs from the edges of the metal stakes once inserted into the ground. Stakes to be covered either with duct tape or empty plastic bottles, for the duration of the event. Stakes should be checked at intervals to make sure that they are all covered during the weekend.

Fall from a height while attaching lighting rigs and power sockets. Ladder to be used only after being properly secured, with one person holding the ladder and another using it. No work to be done up a ladder while members of the public are attending events. No work to be done on lighting rigs while generator is on or connected

Only designated personnel to use the mobile platform MEWP for rigging the youth tent and only after receiving appropriate training from the equipment provider. See Appendix 2 at the back of this booklet.

Back injury/muscle strains – volunteers to be advised regarding physical fitness and good practice for lifting and carrying. Unsuitable volunteers to be prevented from tackling heavy tasks.

## **Injury through improper use of equipment**

### **The Generator.**

Petrol and diesel to be stored in suitable containers, locked in vehicles off site. Generator only to be refuelled when COLD and empty containers immediately returned to locked vehicles.

Security staff to monitor generator during the day.

At night, generator to be disconnected, allowed to cool, and then moved inside the tent

Connections only to be made when the generator is off.

In the event of heavy rain, the generator MUST be switched OFF before any adjustments are made to wiring.

### **The Gas Urn**

Calor Gas cylinder to be kept OUTSIDE of the marquee and supervised by security staff. Gas urn to be filled with cold water and lit by someone familiar with its operation. Members of the public to be prevented from having access to the hot water urn at all times. Spare gas bottles to be stored safely OFF site.

When the urn is being used, it shall be attended at all times. The drain tap must NOT be left running without someone in attendance.

Care should be taken to avoid scalding of the face and arms when removing the top from the urn as hot steam will be emitted.

### **Electrical Safety**

All hired equipment to have been appropriately tested for electrical safety. Electrical sockets shall be securely waterproofed in the event of damp or wet weather. Appropriate earth leakage/RCD protection of the generator shall be applied in accordance with regulations. The generator will be earthed with a metal rod.

In the event of wet weather, no equipment shall be connected or disconnected while the generator is running.

Power for the toilet trailer to be provided by extension cable utilising appropriate safety cut off, from adjacent domestic property. Cable to be concealed sheathed and appropriately protected from vandalism.

### **Sharp Knives and kitchen equipment**

Sharp knives shall only be used by competent adults, and shall be secured after use. Opened tin cans must be disposed of, with sharp edges concealed in a way that prevents injury.

Broken glass must be cleared up completely and taken off for safe disposal off site, wrapped in cardboard.

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## **Injury to members of the public attending events**

Children shall be kept out of the tent except under supervision of their parents, or another responsible adult, except when they are participating in one of the official events.

Special attention shall be given to any frail/elderly/disabled people attending the event so that they do not injure themselves on equipment.

Tables and chairs shall be checked to make sure that they are secure and in good condition.

No unauthorised persons shall be permitted to handle, or operate equipment in the marquee.

Access to the Portaloos shall be at the discretion of the security stewards who will hold keys to the padlocks securing the Portaloos.

Display stands and trestle tables shall be securely erected in a stable manner.

No sharp objects shall be placed in litter bags, and all broken glass to be cleared up immediately and removed from the site. Security stewards are to check the site as part of their patrol, for dangerous objects, broken glass or dangerous equipment that has not been cleared away properly.

Members of the public shall NOT be permitted access to the generator, the gas urn, the catering area, or the stage. They are not permitted to handle any musical equipment except under the direct supervision of the owner of that equipment. They are NOT permitted to interfere in any way with any electrical equipment or cabling or sockets.

The public viewing the fireworks display shall be kept away from the launch zone and impact area at all times in accordance with advice in document \*\*\*\*\* provided by Baptist Union Insurance plc.

## **Exposure of children and vulnerable adults to harm**

At events arranged specially for children, (The KidsGames event on Saturday morning, and informal oversight of children later on the Saturday) volunteers must have a current enhanced CRB disclosure. At the official KidsGames events, volunteers will be expected to adhere to the KidsGames Child Protection policy.

At all times, volunteers will keep an eye out for children in and around the site, and also for members of the public, to ensure that no inappropriate behaviour occurs that might expose children to unacceptable risk of harm. That may include checking that where adults are seen to be in contact with children, that those adults are known to the children.

Specifically, no volunteer will accompany a child alone, on or off site. If a child requires to be escorted home, that must be done by two CRB checked volunteers. NO volunteer shall enter the Portaloos with a child at any time. Children requiring to use the toilet shall either be sent/taken home, or asked to use the Portaloos on their own, with an adult waiting outside for them to come out.

Any counselling of children shall take place in the open where both the volunteer and the child can be seen at all times.

At any time, if volunteers have a concern that a child may be at risk of harm, they shall take appropriate action to protect that child immediately, and inform the event organiser. If they suspect a child may be at risk of harm from a member of the public they should also inform the police, as a matter of urgency.

## **Dangers associated with vandalism**

Key areas identified through past experience include:

Children climbing on the marquee and either sliding off the roof, or falling through the fabric. NO children are to be allowed to climb on any part of the marquee.

Children running around the tent and falling over the metal stakes and injuring themselves on either the stakes or ropes. Running around the immediate vicinity of the tent is to be prevented.

The Generator, the hot water urn, and the gas bottles are capable of causing injury if they are vandalised. Security should pay special attention to keeping children away from this equipment. No child shall be allowed near the catering area except to obtain refreshments under supervision.

Children inside the tent are at risk of electrocution if they play with or dismantle electrical equipment. This is forbidden at all times.

Equipment must not be left lying around after use but stored safely, and where specified, off site.

No child shall be permitted to play with any fire safety equipment.

Access to the toilet trailer shall be restricted and be at the discretion of the security stewards. The toilet trailer should be kept secure at night as protection against malicious damage and fire. It shall be kept locked when not in use and the keys retained by the duty security steward. Unaccompanied children who are not attending an event shall NOT be permitted to use the toilet trailer. Any other child using the toilet trailer shall do so under supervision (but in accordance with appropriate Child Protection good practice)– count them in and count them out is the rule. No child shall be allowed to play in or around or on the toilet trailer.

## **Vehicles driving onto, around, and off the site**

There is a substantial risk of injury or accident when vehicles are driven onto the site which is an open recreation ground accessible to members of the public including unsupervised children.

The general rule shall be that vehicular access to the site is NOT permitted except in the following circumstances:

The lorry delivering and removing the marquee  
Volunteers delivering heavy equipment that cannot reasonably be carried from the rugby club car park.  
Display equipment or mobile units provided by local organisations such as police.

The arrangements for vehicular access in these circumstances shall be:

Permission for access shall be sought from the security steward on duty – the access gate to the pitches shall normally be kept LOCKED at all times except when allowing a vehicle access to the site. Only security stewards shall operate the combination padlock.

Any vehicle entering the site shall do so under the direction of a steward, and shall use the route advised by the steward. This will normally involved travelling around the northern and western perimeters of the pitch, and then turning east towards the marquee in the area between the two marked out rugby pitches. This route shall be marked out with bright orange netting and metal stakes. Vehicles should NOT drive across the playing area of the pitches.

At all times vehicles on the site shall drive at a maximum speed of 10 miles per hour and take care to look out for unaccompanied children and pets and equipment. Drivers of vehicles refusing to observe these precautions or who are seen to be driving in an irresponsible manner will be reported to the police and requested to leave the site immediately.

It shall be the responsibility of the stewards to remind drivers both on arrival and departure of these requirements.

Vehicles shall NOT be parked on site. After unloading they should be removed from the site and parked in the rugby club car park or on public roads where they are not causing an obstruction to residents.

## **Injury to volunteers from members of the public**

Volunteers may encounter aggressive members of the public who are either complaining about some aspect of the event, or are under the influence of alcohol or other substances or may be mentally ill.

Volunteers should aim at a non-confrontational approach. They should not shout at or be unreasonably aggressive to members of the public. Physical force should not be used except in the most exceptional circumstances – for example to prevent self-harm or to protect another member of the public who is being attacked and then it should be the minimum necessary to provide such protection from harm.

Any volunteer who feels threatened in any way, should firstly walk away, secondly seek assistance from one of the stewards, and if necessary, contact the police using 999 number.

Should any volunteer be assaulted or abused, then the police should be contacted as a matter of urgency using 999 number. Necessary medical attention should be sought.

## **Issues relating to electrical safety**

In addition to the measures outlined on pages 6 & 9

Special care will need to be taken in the event of wet weather. In very heavy rain a decision may need to be taken to switch off the generator.

At NO time should anyone handle electrical equipment while wearing wet clothes or with wet hands.

Adjustments to electrical sockets and cabling shall take place only when the generator is OFF, or such equipment is disconnected from the electrical supply.

Electrical equipment that is not in use shall be Unplugged.

Gang sockets that are in any way exposed to dampness or rain shall be securely bagged with waterproof material secured with waterproof tape.

All equipment shall be used according to specification and safety procedures applicable to that equipment.

Children shall be prevented from handling any electrical equipment, cabling or sockets and shall not have access to the generator at any time.

## **Fire Safety**

At all times, there shall be a fire trolley available in the centre of the marquees. This shall include a fire bucket containing sand, a fire blanket, audible hand operated alarm bell and two extinguishers, one foam and one powder. (Source – Brandon Tool Hire)

In the event of fire the marquee shall be evacuated and members of the public and volunteers assembled in the vicinity of the rugby club.

If and ONLY if it is safe to do so, the bottled gas canister should be disconnected and removed from the vicinity of the marquee. The canister can be disconnected by removing the regulator from the top of the canister. The bottle should then be rolled or carried as far from the fire as possible. If the fire is in the vicinity of the catering area, do NOT approach the canister or interfere with it – simply EVACUATE.

The fire brigade shall be contacted in the event of ANY outbreak of fire no matter how minor. They will need to be advised of the presence of the generator and bottled gas equipment.

If it is SAFE and ONLY if it is safe, a steward may use the appropriate fire extinguishing equipment to control a fire, but only if this can be done without exposing him or herself or any member of the public to risk of injury. Should the fire be electrical in nature then the fire-blanket and powder extinguisher should be used, after the generator has been switched off.

For non electrical fires, the fire blanket or the foam extinguisher may be used.

**IF IN DOUBT – EVACUATE, ENSURE EVERYONE ASSEMBLES NO NEARER TO THE MARQUEE THAN THE RUGBY CLUB BUILDING AND RING THE FIRE BRIGADE. DO NOT APPROACH THE SITE AND DO NOT ALLOW ANYONE ELSE TO DO SO.**

## **Food hygiene (including drinking water)**

The food preparation area shall be used only by catering volunteers. No members of the public shall have access to this area.

The food preparation and serving area shall be kept in a clean and hygienic state at all times. It shall be covered with fresh disposable paper banquet rolls, which shall be replaced as necessary during the day.

There shall be a clean plastic bowl and soap and disposable paper towels, supplied by a fresh water container solely for the purpose of hand-washing. All catering volunteers shall wash their hands before commencing to prepare or serve food. When directly handling, preparing or serving food, clean, disposable plastic gloves shall be worn.

All dairy products and cooked meat products shall be kept in cold boxes except when actually being used.. At the beginning of each session, ice bags fresh from a domestic freezer shall be placed in the cold boxes, each of which shall contain a fridge thermometer. The temperature in the boxes shall not be permitted to rise above 4°Celsius. NO uncooked meat shall be stored or used during the event. Only enough dairy produce for the day should be taken to the site. Unused produce from the site should not be used the next day.

Prepared items such as sandwiches or rolls or cakes, shall be displayed under paper covers to prevent access by flies, except immediately prior to being served.

Food will be served with tongs or gloved hands.

Members of the public shall not be allowed to handle food except when it has been served to them.

Fresh clean disposable plates and cups and cutlery shall be used by the public consuming food served at this event.

At the end of the day, all non-disposable utensils such as knives and serving spoons or jugs, should be taken off site and washed thoroughly and dried at home

Drinking water shall be obtained from the drinking water container, which must be refilled fresh each morning from the standpipe, and again during the day when necessary. At the end of each day the drinking water container should be thoroughly cleaned and rinsed, before being refilled from the standpipe.

Under NO circumstances should jugs of water be emptied back into the water container, but the water should be poured away.

The Food Hygiene at the BBQ shall be the responsibility of the commercial provider who has undertaken to observe an appropriate Food Hygiene and H&S regime.

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## **Food Allergy**

No products marked as containing nuts or residues of nuts shall be served or used during the event.

During official children's events, care shall be taken to make sure that the catering team are aware of any children who suffer from a food allergy. Such children shall normally be issued with an identifying sticker.

Only a restricted range of beverages and food shall be served to unaccompanied children.

Any child showing any reaction after consuming food or drink shall be treated as a medical emergency.

## **Sunburn and Heat exhaustion**

Volunteers shall be advised to take precautions against excessive exposure to the sun and to heat exhaustion. If they become affected by either sunburn, heat exhaustion or dehydration they should seek appropriate medical attention.

It is the responsibility of parents to ensure that their children are protected against harmful UV radiation or heat exhaustion and dehydration.

Children attending official events shall not be permitted to take off their tops.

Children participating in official events shall be allowed access to clean drinking water if they request it. Children showing signs of tiredness or exhaustion should be allowed to rest, and their parents contacted. Any children thought to be suffering from sunstroke or heat exhaustion should be treated as a medical emergency.

## **Emergencies and accidents of all sorts**

Minor first aid may be dealt with using material in the first aid box which will be in each marquee.

When in doubt, call the emergency services by ringing 999 and asking for police, and/or fire and/or ambulance as appropriate. One of the stewards will have access to a mobile phone. The address of the event is Leigh Park Rugby Club, Gordon Road, Wimborne, Dorset, BH21. The map reference is SU021995. It is important that you mention Gordon Road, and the rugby pitch to assist emergency services locate the event. Our local beat officer is Andy Watkins.

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## **Appendix 1 - FIREWORKS**

### **Fireworks display – specific H&S advice and risk assessment**

The following documents have been consulted by the organisers and the operative providing the display and form part of this risk assessment. (See end of booklet)

*Fireworks – Be SAFE not SORRY (HM Government - DBERR)*

*HSE – Organising Fireworks Displays*

*Explosive Industry Group – Fireworks Safety Information 2002*

*Baptist Insurance plc – Guidance Notes for Churches “The organisation of bonfires and fireworks parties”*

**No fireworks used at the display shall be above category 2**

Ignition of fireworks shall be by using an approved port fire device.

The drop zone shall be a minimum of 50 metres from the ignition point.

Rockets will be fired from inside a private garden to provide additional security, and the added protection against accidental horizontal trajectory, of a 2 metre wooden fence separating the ignition zone for rockets from the general public.

A separate ignition zone for ground based fireworks will be on the public area of the recreation ground, again – a minimum of 50 metres from the general public. The ground based fireworks will be placed on a level wooden platform for ignition.

**Particular risks associated with this venue include: (in addition to the general risks described in the literature)**

Malicious interference with the fireworks materials prior to ignition – proper security of site to be observed with public kept at an appropriate distance and enough stewards to prevent access by any member of the public. Fireworks to be stored securely prior to the display and disposed of safely after the display by the provider.

Damage (by fire and physical impact) to private property and marquee by falling fireworks

Members of public picking up fallen fireworks that are hot or not fully expired and land either in private property or on common ground.

Particular attention must be given to stewarding, roping off of the ignition zone and drop zone, crowd control and clearing up after the event. Adequate torch/lantern lighting should be available at the ignition zone and for the clear up operation.

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The catering tent fire trolley shall be taken to the ignition zone prior to the fireworks display and returned to the catering tent only when the organizer has declared that the fireworks display has been safely concluded.

## **Appendix 2 – Mobile Platform, Risk Assessment**

### **Working from heights – specific H & S advice about using the mobile platform “cherry picker”.**

The following document shall be considered an integral part of this H&S risk assessment – (see end of booklet)

HSE Information Sheet - “Preventing falls from boom-type mobile elevating work platforms”. (MEWPs)

The mobile platform which is provided on commercial hire to Leigh Park Initiative will be used solely for rigging and de-rigging of the marquee lighting and sound systems.

Only those personnel approved by the event organiser shall be permitted to use the mobile platform.

Training and instruction will be given at the time of delivery by the equipment provider and shall be adhered to at all times by all people using or in the vicinity of the mobile platform.

#### ***Particular attention shall be given to the following risks specific to use of an MEWP on the Alive in the Park work area within a marquee on the rugby pitch.***

1. Uneven ground or hazards such as manhole covers or other obstacles. The mobile platform is being used on a piece of grassland, and near areas where there are manhole covers for utilities. Particular care shall also be taken in the event of rainfall before or during the event, making the ground soft or uneven or slippery.
2. Overhead collision or entrapment – the equipment is being used inside a closed and irregular space, viz the sloping roof of a marquee, with 2 central vertical supports and vertical side walls with multiple vertical supports.
3. Avoidance of loading or unloading the MEWP while it is under power.
4. Overloading of the MEWP beyond its stated safe capacity.
5. Falling from the platform particularly in the event of sudden stoppage or collision.

6. Appropriate use of safety harnesses consistent with the type of MEWP being used. Please follow the advice of the provider with regard to appropriate harnesses suitable for the MEWP provided.
7. Members of the public to be excluded completely from the marquees during use of the MEWP.
8. Volunteers to be kept clear of the work area while the MEWP is in use to prevent injury from falling objects, or collision with the MEWP while it is moving.

In addition to the above site specific risks, operators shall be familiar with, and obey the instructions of the equipment provider, and also the guidelines in the attached HSE document.

## **Appendix 3 – Bouncy Castles, Risk Assessment**

***Particular attention shall be given to the following risks specific to use of bouncy castles during the Alive in the Park event, in a publicly accessible area on the rugby pitch.***

1. Previous experience has highlighted the need for adequate stewarding to prevent takeover by older children, or malicious damage to the bouncy castle. One steward should supervise the children USING the device, but further stewards will be needed to supervise a queue and provide security to prevent malicious damage or malicious deflation of the device by other people.
2. Careful control of the ages and physical size/strength of children using the bouncy castle is needed to ensure that small or young children do not use it at the same time as larger or older children.
3. It is **ESSENTIAL** that maximum recommended numbers and duration of sessions are **NOT** exceeded. Tired children slip and fall, and a crowded bouncy castle is a dangerous place to be.
4. In the event of rain the device should **NOT** be used. Please see the guidelines about the dangers of even a small amount of water on the surface.

**The operators guidelines below shall be followed at all times.**

### **Operating Guidelines**

Inflatables are fantastic fun. Please use this guide to help them stay that way. Your children's safety is paramount, so in order to get the most fun and enjoyment from our equipment please observe these simple guidelines. If there is anything you do not understand then please do not hesitate to ask.

Make sure children are aware of the anchor points on the side of the inflatable, also the electric blower which runs constantly and maintains the inflation. This area has electric cables and the air intake for the electric blower. Please Do not allow children to play in this area at anytime.

If there is a cover provided for the inflatable, it is a shower cover for use in very light showers. The inflatable should not be used if it gets wet as it becomes very slippery with a small amount of water making it very dangerous!

**Deflation** Should the inflatable begin to deflate for any reason evacuate the equipment slowly and carefully. The inflatable is designed to deflate slowly enabling people to get off before it deflates completely. Switch the castle off at the mains and check the air pipe, if this has come off then slip the pipe back on , secure with strap then switch back on by the mains. (if this doesn't work call the proprietor)

Although you should not have a problem, here are a few things to check for if the inflatable goes down.

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- \* Is the blower still operating?
- \*Has the inflatable been damaged or torn?
- \*Has the circuit breaker tripped out?
- \*Is something blocking the air intake of the blower?
- \* Have the electrical connections come apart?

### **Safety points**

\*A responsible adult should always be on hand at all times supervising the children on the inflatable, keeping the front of the inflatable clear at all times.

\*Frequently check that the inflatable is still securely pegged into the ground.

\***No** Adults should jump on the inflatable unless previously stated by the staff delivering your inflatable.\*No smoking fires or barbecues to be used near the inflatable.

\***Do not** overcrowd the inflatable. Only children of a similar size should play together on the inflatable. Keep children and adults separate on the inflatable.

\***Do not** allow children or adults to swing, climb or sit on the inflatable walls. **No somersaults or rolls**, as these can be very dangerous and possibly result in serious injury.

\***No** eating, drinking, shoes, glasses, buckles, jewellery, keyrings, Metal studded clothing, pets, silly string, party poppers, toys or sharp instruments of any kind which may cause injury or damage are allowed on the inflatable at anytime.

\***Do not** allow anyone to bounce on the front safety step/stop. This could result in a serious injury. The step/stop is in place to assist users on and off the inflatable and should not be used for any other purpose.

### **\*Practical Guidelines**

- Recommend 5mins per session
- 6 - 8 children/youths at anyone time
- Fencing off surrounding area and use as a holding bay for the next group waiting to go on
- Also may be helpful to have a digital timer that beeps and a whistle to get the kids attention.
- One member of staff per inflatable.

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