**Audit check sheet**

**NB – some of these questions may not be applicable to Companies hiring out equipment only**

**Equipment & Maintenance**

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| --- | --- | --- |
| 1 | Is/are the inflatable(s) manufactured to an appropriate standard where available – most will fall under BS EN 14960:2013. Does it have a PIPA tag or ADIPs Certificate? | Yes/ No |
| 2 | Are all inflatable devices and ancillary equipment that may affect the safe operation of a device inspected by a competent person every 12 months and do you have records available to show this?  | Yes/No |
| 3 | Is the inflator (blower) the correct size for the type and size of the inflatable? The blower specification will be given in the operating manual.  | Yes/No |
| 4 | Are the inlet and outlet points to the blower suitably guarded?  | Yes/No |
| 5 | Are the anchor points and ropes intact and not damaged/worn?  | Yes/No |

**Safe Operation**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Do you provide advice/consider the suitability of the inflatable for the size of space and the type of ground available? This should also include consideration on how the equipment is inflated.  | Yes/No | N/A |
| 7 | Do you provide or have access to operational/safety information regarding the equipment. NB This is very important if you have ‘dry hired’ the inflatable (the operator has set it up and then left you to supervise). This information may be included in any terms and conditions of hire.  | Yes/ No | N/A |
| 8 | Do you provide or have you undertaken a risk assessment for the equipment with suitable controls recorded. Are these controls in place and working? This should include controls like provision of safety matting, safety barriers etc.  | Yes/ No | N/A |
| 9 | Do you provide an anemometer to check the wind speed whilst the inflatable is being used? The maximum wind speed in which any inflatable can be used is 24 mph.  | Yes/ No | N/A |
| 10 | Do you undertake checks on the equipment you set up prior to leaving it on site and are these documented with both parties signing to confirm they have been completed? If the inflatable is permanently on site, do you undertake daily checks on the equipment and record these checks, taking appropriate corrective action when needed?  | Yes/No | N/A |
| 11 | Are all anchor points on the equipment used when the equipment is positioned outside? There should be at least 6. The anchor needs to be suitable to hold the equipment. You should refer to the manufacturers guidance. | Yes/No | N/A |
| 12 | Is anchorage and/or ballast system used to maintain stability when the equipment is used indoors? You should be able to refer to the operator’s manual for instruction on use inside and how to prevent it moving or over turning.  | Yes/No | N/A |
| 13 | Is the blower positioned so that the user cannot come into contact with it?  | Yes/No | N/A |

**Attendants & Training**

|  |  |  |  |
| --- | --- | --- | --- |
| 14 | Are operators over the age of 18 and attendants over the age of 16.  | Yes/ No | N/A |
| 15 | Are operators trained on the device, safe methods of assembly and dismantling and how to carry out any daily checks?  | Yes/ No | N/A |
| 16 | Is training documented? You may want to consider sending operators on an appropriate training course, but as well as general training you will also need to be able to show that they have been trained on the specific equipment they are operating.  | Yes/ No | N/A |
| 17 | Is refresher training regularly undertaken? This should be undertaken at regular intervals and definitely after an accident/incident or change/modification in equipment  | Yes/ No | N/A |

**Electrical safety**

|  |  |  |  |
| --- | --- | --- | --- |
| 18 | Most inflatables are powered by an electric blower. If used in a commercial setting do you have a valid inspection certificate for the mains electrical installation and portable appliances this will include extension cables used to power the blower? | Yes/ No | N/A |
| 19 | Have any priority works (codes 1 and 2) highlighted in the reports above been completed? | Yes/ No | N/A |
| 20 | Do you provide/have electrical leads that are suitable for use outside? | Yes/ No | N/A |
| 21 | Do you think about and control possible trip hazards from trailing cables?  | Yes/ No | N/A |
| 22 | Do you provide/have RCD circuit breakers? | Yes/ No | N/A |

**Petrol Blowers/Generators**

|  |  |  |  |
| --- | --- | --- | --- |
| 23 | If petrol blowers/generators are being used (these must only be used outdoors and far enough away from open windows, doors, vents so as to prevent the risks of carbon monoxide build up) then is the fuel level checked regularly and is there enough fuel for the duration of use?  | Yes/ No | N/A |
| 24 | Is spare fuel stored safely and away from any sources of ignition?  | Yes/ No | N/A |
| 25 | Are petrol blowers/generators fenced off?  | Yes/ No | N/A |
| 26 | Is an appropriate fire extinguisher provided close by which is in good working order.  | Yes/ No | N/A |

**First Aid and Accident Reporting**

|  |  |  |
| --- | --- | --- |
| 27 | Do you provide written safety instructions to minimise the risk of injury? | Yes/ No |
| 28 | Do you have first aid provision including a qualified first aider on the premises at all times when the inflatable is in use?  | Yes/ No |
| 29 | Are you aware of the need to report certain accidents which cause injury, including acts of violence and dangerous occurrences to the local authority under the RIDDOR Regulations?  | Yes/ No |

**If you have answered ‘no’ to any of these questions, then you may need to resolve this.**