



## Method Statement private family parties

### Booking

- Gather all information from the customer required and agree to booking with the customer
- Non refundable deposit of 25% to be paid to KCM Inflatables Ltd (only refundable if the weather is unsuitable on the date agreed)
- Complete booking form (**Booking is now confirmed between both parties**)
- Send copy of the following for the customer to read and digitally agree to.
  1. booking form
  2. copy of terms & conditions
  3. copy of Covid-19 method statement

### Before the Hire

- Ensure all relevant paperwork and risk assessments are in place and understood
- Ensure safety equipment is available and used as necessary.
- Staff understand their roles and responsibilities.
- Contact Customer to let them know the time of arrival.

### Installation

- On arrival at the property ensure that vehicle isn't causing any obstruction to the public
- The ground to be checked for suitability for the equipment being used. It must be stable, clear from debris and level.
- All equipment should be placed at its location in the safest manner possible, either direct from the van/trailer or by moving by trolleys. Manual handling procedures should be observed at all times.
- The equipment should be erected or built up as quickly as possible in order to keep the area safe and disruption to a minimum.
- Walk round to check all equipment and test it without participants.
- Request remaining balance to be paid to KCM Inflatables Ltd

### Operation

- The equipment must be used in accordance with the manufacturer's guidelines.
- Users must be of an appropriate height and be dressed suitably for the equipment.
- A responsible adult will be in control of the equipment at all times to prevent injury
- The Hirer will stop use of the inflatable if they consider that there is any possibility of risk and contact KCM Inflatables Ltd for assistance.

### Removal

- The method for installation is to be followed in reverse.
- Equipment must be checked for damage and wear and tear.
- Inflatables given a complete wipe over with antibacterial spray on all contact points
- equipment safely packed away
- The site must be left as found, secured as necessary and the client informed that we are leaving.

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