

Safe guidelines for manual handling – Members copy

This document will supply you with the safe manual handling for setting up, setting down and moving trampolines. All advice in this form must be followed or members will not be allowed to assist in the and setting up, setting down and moving trampolines, may face disciplinary action and possibly cause harm or injury to themselves and others.

You may only assist with the setting up, setting down and moving of trampolines following 3 training sessions given by a qualified coach. These will be integrated into a normal training session and you are free to ask questions as well as be shown the correct safe techniques. Equally if you do not wish to be involved in the setting up, setting down and moving of the trampolines you are not required to however you will be unable to assist at any time unless you have undertaken the training.

All members must be wearing full shoes (no flip flops/sandals/bare feet) when assisting in the setting up, setting down and moving of trampolines.

Moving trampolines

- 2 people are required to move each trampoline.
- Trampolines should be pulled/pushed using the frame of the bed NOT by pulling the wheels.
- Trampolines should maintain in the vertical until in a correct position to be set up.
- All wheels should be facing in the same direction and the floor clear from obstructions
- Move the trampoline using smooth movements.

Setting up the trampoline

- Holding the legs firmly rotate the trampoline to horizontal, making sure the trampoline is under control and the leg base does swing to the floor
- Make sure the legs of the trampoline are pulled out taught before lowering the trampoline to prevent the trampoline collapsing.
- Reattach the chains (2 red trampolines)
- Pull out pin and slower lift the handle – lowering the trampoline to the floor
- The trampoline is now ready to open
- Be cautious of the hinges and keep all fingers/clothing away from the hinge joints
- Unfold the trampoline – use the heels of the hands keeping elbows out the way and a straight back to lift the trampoline end.
- Support the weight of the first end to prevent it dropping
- Put the legs into the holes
- Lift the other end of the trampoline – this end will be under tension and may spring back
- Once it is flat put the legs into the holes

Attaching the end decks

- End decks should be moved as per trampolines
- Lift the mat from the end deck onto the trampoline
- Carefully tilt the frame of the end deck up to the frame of the bed
- Be cautious the decks don't tip
- Attach the end deck to the trampoline – making sure the screws are tight or the pegs are flicked into the safe mode
- Pull mat onto the end deck and attach securely

Putting away the trampoline

- Remove end decks
- Take the legs out of the base making sure to keep pressure on the trampoline end to prevent it springing out of control
- Carefully guide the trampoline end to vertical and support it into the folded position – using the heel of the hand, elbows kept in towards your body (away from the trampoline). Make sure to keep all clothing/hands away from the hinge
- Take out the legs of the other side – this side will require lifting
- Lift trampoline end to the vertical and lower down as before
- Put wheels into holes
- Remove peg and push down on the handle – lifting the trampoline
- Remove chain on the side of the bed (not the side of the frame)
- With the bed side towards you push the trampoline off the horizontal – be careful that the wheels don't get trapped and the trampoline tips over.
- Keeping a hold of the top leg base and the bottom leg base comes within reach lift it up
- This rights the trampoline into vertical
- Fold the base leg base under the top leg base
- Secure with the chain through both leg bases.

Name *Phillips*
Signed LAURA PHILLIPS - CAPTAIN
Date 18.9.11

Rose Davie

Thomas Battersby