

LEAPS

SCHEME OPERATING PROCEDURES 1.8

Family Entertainment Centres

CONTENTS

FOREWORD	4
GLOSSARY	5
INTRODUCTION	7
REFERENCES	7
RESPONSIBILITIES	8
SCHEME OPERATING PROCEDURES FOR PLAY EQUIPMENT (This Document) ..	9
ASSURANCE	11
LEAP SCHEME TERMS, REGISTRATION AND MAINTENANCE ON THE DO	12
MISCELLANEOUS	14
APPENDIX 1	15

Record of Amendments and Changes			
Version	Date	Incorporated by	Checked by
Original	11/2022	JR	RR
V1	11/2023	JR	SD

FOREWORD

This document is one of a series of Scheme Operating Procedures (SOPs) that sets out the details of the Leisure Equipment Asset Protection Scheme (LEAPS) including how the Scheme is governed, managed and run. This SOP details the LEAPS regulations with regards to Play Equipment both in and outdoor.

This SOP is one of a series relating to the operation and governance of LEAPS. Controllers are responsible for ensuring they are aware of and have read and understood all others that may apply to their operation.

GLOSSARY

Asset	An item of equipment that requires certification and recording on the DA.
Assurance	A series of activities that together assure compliance with the Scheme.
Certification	Set of specified scheme requirements to be complied with to establish or maintain registration on the LEAPS digital system.
Controller	The person or organisation having overall control of an Asset (including maintenance and safe use). This may be either an individual or corporate body owning an Asset that is listed on the DA.
Design Risk Assessment (DRA)	The process of assessing the hazards that an asset might pose, the likelihood of those hazards causing a risk and the control measures that are necessary to control those risks adequately.
Directory of Assets (DA)	The directory listing Assets that have been declared to be safe to operate by an IB and in which each Asset is identified by a unique identifier that is married to the Asset for life.
Directory of IBs (DIB)	The directory listing IBs that have been certified by LEAPS as being competent to carry out Inspection work.
Directory of Operators (DO)	The directory listing Controllers/operators which comply with the relevant SOPs.
Due Process	Fair treatment through the application of LEAPS procedures to ensure a respect to the legal rights owed to the Controller, Inspector or IB.
Family Entertainment Centre (FEC)	A collection of indoor and/or outdoor play for the purposes of amusing children.
Formal Accreditation	Accreditation by the United Kingdom Accreditation Service (UKAS) or another National Accreditation Body (which is a signatory to the IAF- MLA) to the requirements of BS EN ISO/IEC 17020 or 17024.
Inspection	An inspection undertaken by an IB in respect of an Asset and in accordance with the publications as referred to in Para 7.
Inspection Body (IB)	An inspection body that is competent to certify leisure Assets and is recorded on the DIB.
Inspector	A person who is or is employed by an IB or formally contracted to work under its QMS.
LEAPS	LEAPS is the private company (company registration number 13421227) called Leapscheme Ltd whose registered office is at Ivanhoe Business Park, Ashby de la Zouch, Leicestershire, LE65 2AB.
LEAPS Digital System	The DA, DIB and the DO.
Play Equipment	An Asset used Indoor or Outdoor for the purpose of fun.

Quality Management System (QMS)

A formalised system that documents processes, procedures and responsibilities for achieving quality policies and objectives.

Scheme Operating Procedures (SOPs)

A series of documents comprising of the Scheme rules and procedures. These will include documents for IBs, controllers and Inspectors who are competent to control or certify leisure equipment as being safe for use.

The Scheme

The Leisure Equipment Asset Protection Scheme (LEAPS) for inspection and certification of Assets. Including but not limited to the SOPs and such other matters that are notified by LEAPS to the IBs and Controllers from time to time.

The System for Safety of Attractions (SSOA)

The LEAPS safety system modelled upon HSG 175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

INTRODUCTION

- 1 The Scheme is operated by LEAPS.
- 2 The Scheme is for the recording of Inspection and Certification of Assets, designed for use by owners, managers, Controllers, operators and Inspectors of Assets, not only in the UK, but throughout the world.
- 3 The Scheme has been designed and developed to assist Controllers in complying with their legal duties to ensure that the use and/or operation of Assets complies with all relevant legislation when in use by Controllers or the public.
- 4 The legal duty for ensuring the safety of Assets belongs to the Controller. For instance, The Management of Health and Safety at Work Regulations 1999 and HSG 175 Fairgrounds and amusement parks – Guidance on safe practice, puts the responsibility for ensuring the competence of the IB on the Controller.
- 5 The DIB lists those IBs which have been accepted onto the Scheme in respect of categories of Assets and undergo Assurance activities regularly thereafter to ensure their competence to work on such Assets. IBs who are listed in the DIB, provide Inspection services to Controllers. LEAPS ensures that IBs and their management systems comply with BS EN ISO/IEC 17020 where relevant.
- 6 The responsibilities of Controllers of Play Equipment are set out in this SOP. LEAPS will carry out Assurance activities to ensure the relevant standards, guidance and legislation are being followed/complied with.
- 7 The Scheme's governance documentation includes the following:
 - Directories of IBs, Controllers/operators and Assets.
 - An Agreement for Controllers and IBs.
 - Details of the different types of Inspection which comprise the SSOA as defined in HSG 175 to which LEAPS adheres.
 - Details of documentation which should be held by Controllers/operators.
 - Assurance activity to confirm the competence and performance IBs and Controllers/Operators.

REFERENCES

- 8 There are other SOPs that may be used if relevant dependent upon the Asset type. When Inspecting IBs should rely on the most appropriate and relevant SOP, standards and guidance.
- 9 The following standards and documents contain guidance, policies and rules which are incorporated by reference into this SOP, and which shall be followed by Controllers where relevant:
 - HSG 175 Fairgrounds and amusement parks – Guidance on safe practice.

- BS EN 1176 Playground equipment and surfacing.
- BS 8409 Fully enclosed play facilities – Code of practice.
- CDM 2015 – Construction (Design and Management) Regulations.
- BS EN 14960 Inflatable play equipment: safety requirements and test methods.
- ISO 17842 Safety of amusement rides and amusement devices.
- Regulations that govern those listed in the DIB.
- Technical and safety bulletins issued by the industry, regulator, manufacturers or other competent body.

(Together referred to as "the Publications")

- 10 Where a reference is made to a publication the current issued version is being referred to.

RESPONSIBILITIES

- 11 LEAPS is responsible for the following:

- Management, implementation and regulation of the SOPs.
- Ensuring that Controllers, IBs and Assets are recorded within the LEAPS digital system.
- Where necessary appointing suitably trained and experienced external consultants to carry out Assurance of those listed on the DO.
- The provision and maintenance of the LEAPS Digital System.

- 12 Controllers are responsible for the following:

- Ensuring that where applicable the Publications are followed.
- Ensuring any Asset, they bring into use was/is designed and manufactured so it complies with all the relevant legislation, standards and where appropriate the LEAPS SSOA.
- Ensuring that they hold and maintain all relevant information and an Operations Manual for each Asset recorded on the DA in accordance with Appendix 3 of HSG 175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.
- Ensuring that the Asset(s) recorded on the DA are safe at all times when in use by the public or employees.

- 13 Controllers and all relevant personnel employed by them that have responsibilities for the Asset must be able to demonstrate that they are fully conversant with the contents and requirements of the Scheme and all other factors that might affect the Inspection and Certification of any Asset(s) they have recorded on the DA.

- 14 Controllers must ensure they have suitably qualified and experienced personnel to ensure their Asset(s) are maintained and operated so that they are safe at all times when in use by the public or employees.

SCHEME OPERATING PROCEDURES FOR PLAY EQUIPMENT (This Document)

- 15 The terms and conditions of registration of a Controller under the Scheme are defined within this SOP and must be accepted by the Controller prior to their inclusion on the DO.
- 16 The SOPs provide the LEAPS Controllers, their terms for initial and continued registration of their place within the DO and clarification of their on-going requirements, conditions and communications obligations.
- 17 The SOPs provides all the necessary information for stakeholders on any interpretation that will be applied in relevant circumstances by LEAPS.
- 18 Any interpretation of the SOPs will be at the sole discretion of LEAPS.
- 19 The SOPs may be amended by LEAPS at any time, all those on any of the LEAPS directories will be consulted and informed when this happens.

CONTROLLERS

- 20 To be registered on the DO under this SOP, Controllers must own and operate an FEC which has been designed by competent designers with knowledge of the relevant standards and manufactured to the design specification.
- 21 Controllers registered on the DO are subject to Asset Inspection and the completion of their recommended actions for the different types of leisure Assets as detailed in the relevant publications pertinent to the type of Asset held by them. They are responsible for ensuring their Asset is inspected appropriately and at least annually by an independent, competent IB recorded on the DIB.
- 22 All Assets will be inspected in accordance with the legislation and standard which their chosen IB has decided is appropriate to the Asset. Irrespective of the industry or Asset, wherever possible Controllers are required to follow the Inspection regime outlined in the HSE System for Safety of Attractions (SSoA) as described in their guidance document, HSG 175 Fairgrounds and Amusement Parks – Guidance on Safe Practice. LEAPS will work with industries to define how to vary this system for Assets that cannot fit the necessary criteria. These Inspections are:

INSPECTIONS

- 23 Controllers shall ensure that they inspect their sites with independent IBs listed on the DIB. The IB should be independent from the manufacturer, importer, supplier or operator of the site.
- 24 The post installation Inspection for indoor and outdoor play equipment shall be carried out before any Asset is used for the first time in the UK or following any safety critical modification(s) thereafter. This set of Inspections can only be completed by LEAPS IBs. The post installation Inspection shall include as a minimum:

- A design risk assessment.
 - Review of the design information supplied by the manufacturer.
 - Inspection of the entire structure and any resulting actions completed prior to its first use.
 - The issue of a report detailing the relevant Inspection information.
- 25 The annual main inspection (as defined in BS EN 1176) is an assessment of the fitness of any Asset for continued use during its operational life. It is a check on the safety critical components of any leisure Asset to ensure that they have not deteriorated to an extent liable to cause danger. The IB carrying out this Inspection shall be independent from the manufacturer, importer or supplier of the Asset.
- 26 Unless agreed by LEAPS, in-service Inspections carried out in accordance with the Scheme are valid for a maximum of 12 months, from the date on which the IB declares that the Inspection has been satisfactorily completed and those parts or elements of an Asset inspected by the IB are safe for use.

CERTIFICATION

- 27 Certification for all Inspections of Assets is maintained on the LEAPS Digital System on a rolling basis for so long as the Inspection requirements for the Asset have been fulfilled and remain 'in date.' Ownership of all Certification shall at all times remain with LEAPS which shall own all intellectual property rights in respect of it.
- 28 Certification for all Inspections of Assets is virtual and on a rolling basis so long as the Inspection requirements have been fulfilled and continue to be valid. This can be verified using the LEAPS Digital System.
- 29 Controllers of leisure Assets are given access to relevant areas of the LEAPS Digital System so that they can view their Inspection status, information and report reference numbers that have been placed on the LEAPS database as agreed with their IB.
- 30 Controllers shall ensure that both they and any Inspectors or staff employed by them respect and maintain the confidentiality of all information supplied to them and shall not allow any other party to gain access to the LEAPS Digital System or any information provided by LEAPS. If the Controller or IB suspects or has any reason to suspect that any third party has gained unauthorised access to the LEAPS Digital System, then the Controller or IB shall immediately notify LEAPS and shall be responsible for all loss or damage suffered by LEAPS as a result of such access or use.

APPLICATION AND REGISTRATION

- 31 The initial step to becoming a LEAPS registered Controller is to complete an application form and submit this to LEAPS. Application forms and guidance for completion are available on the LEAPS website, <https://www.leapscheme.com/>
- 32 Controllers' application to join LEAPS are subject to a rigorous and fair initial assessment prior to the Controller being placed on the DO. Ongoing compliance with

the Scheme will maintain their registration. A reassessment will be required in the event of material changes to information contained in an application. Any supporting documents accompanying the application shall be submitted for initial assessment and subsequently if material changes to information contained in their application have taken place.

- 33 Controllers' that change legal ownership or if they make major changes to the type of attraction, they are operating they must notify LEAPS within 5 working days. This may mean applying for a change to their registration. In the case of substantive changes this may mean a new application.
- 34 On successful completion of the initial assessment the Controller is placed onto the DO and is subject to the Scheme's rules.
- 35 To accommodate differing legal entities, it is the Controller's individual sites that are recorded on the DO.
- 36 By registering with LEAPS, a Controller agrees to comply with the Scheme and publications. Notwithstanding any other rights it has, LEAPS reserves the right to remove the Controller from the DO if the Controller fails to comply with this paragraph.
- 37 A Controller's business address should be the main legal address from which the Controller manages their business.

ON GOING REGISTRATION

- 38 A Controller retains its placing on the DO on an annual basis from the date of initially being registered on the DO. Controllers are responsible for informing LEAPS in writing if they wish to discontinue their place on the DO for the following year. Continued participation in the Scheme conveys agreement to conform with the Scheme.
- 39 When a Controller voluntarily discontinues their association with LEAPS, they should email enquiries@leapscheme.com with a minimum of 30 days' notice, they will then be removed from the DO.

COMMUNICATION

- 40 Electronic communication will be the preferred method for LEAPS to communicate with Controllers and vice versa.
- 41 The Controller shall notify LEAPS of a single responsible persons or email addresses for contact regarding all matters relating to the Scheme. It will be assumed that the email addresses provided by them for this purpose is that of the responsible people for the Controller. The Controller shall advise LEAPS of any contact changes within 5 working days.
- 42 The Controller is responsible for monitoring all communications and responding promptly to content as required.
- 43 The Controller is responsible for disseminating all communications to all their relevant personnel, of all matters relating to the Scheme.

ASSURANCE

- 44 The Scheme uses Assurance activities to ensure that work carried out by and on behalf of Controllers is performed competently, diligently and in accordance with relevant standards and industry best practice. Part of this Assurance will be carried out on LEAPS recorded Controller's sites as witnessed Inspections. This will be arranged with the Controller by the IB.
- 45 Controllers shall on an annual basis complete the LEAPS self-audit which contains information regarding their operation to ensure that each Controller is compliant with the SOPs and any other requirements.
- 46 Where evidence is presented to LEAPS that a Controller's processes and procedures have failed to meet the standards set out by the Scheme, then LEAPS retains the right to seek assurances that remedial measures are in place to re-establish the standards that are required by the Scheme. Some examples of this could be:
- Regulatory enforcement action.
 - High accident statistics.
 - Credible information received from within or without the Scheme.
 - Activities that may bring LEAPS into disrepute.
- 47 Prior to acceptance of registration on the DO, LEAPS will require confirmation from the Controller that the Scheme will be complied with.
- 48 Controllers shall provide reasonable assistance to LEAPS where it is carrying out Assurance activity.

LEAP SCHEME TERMS, REGISTRATION AND MAINTENANCE ON THE DO

GENERAL

PERSONNEL

- 49 The Controller shall be wholly responsible for ensuring that any Asset not owned by them but to be used by the public on their site is listed in the LEAPS DA prior to first use.
- 50 If an Asset is removed from the Controllers site, then LEAPS shall be informed within 5 working days and the Certification will be expired for that Asset.
- 51 The Controller shall ensure their staff are adequately trained, appropriately supervised and that records are kept. Each member of staff should also have a training plan in place which is revised annually.

FEES AND CHARGES

- 52 Payment of fees will be due annually in advance on the anniversary of the Controller being registered on the DO. Within 30 days of receiving a proper and valid VAT invoice from LEAPS, the Controller shall ensure that LEAPS receives a full payment for all Scheme fees and charges relating to the Controller in line with LEAPS payment terms. Any Controller that does not pay the fee within the agreed timescales, they may have

their access to the LEAPS digital system restricted and ultimately removed from the DO.

DATA PROTECTION

- 53 Where required to do so by law, LEAPS may share information with others as set out in the SOPs. If this happens then the Controller shall be informed by LEAPS.
- 54 LEAPS is committed to the principles and processes required to ensure full compliance with GDPR and any relevant UK data protection legislation (collectively the "Legislation"). As such it has trained its employees and directors on the requirements of the Legislation. Any breach of the Legislation by employees, workers, sub-contractors, Controllers or IBs will be dealt with immediately and may lead to immediate termination of registration.
- 55 Controllers shall ensure that all and any data is kept in a secure location at all times and that any papers or hand-held devices are secure and have the relevant level of security in place. This includes any documentation containing personal sensitive data held at any home or residential address. In the event that any party has reasonable grounds to believe that there has been, or is likely to be, a breach of the Legislation then they are to report it to LEAPS. LEAPS reserves the right to undertake spot checks in relation to data protection issues of any Controllers, IBs, workers or third parties performing services or duties under the Scheme.

COMPLAINTS

- 56 Formal complaints against IBs or Controllers shall be in writing and marked for the attention of the LEAPS General Manager.
- 57 LEAPS will investigate complaints and allegations thoroughly and objectively. Where sufficient evidence is found to indicate unsafe work or actions that breach the Scheme or may bring LEAPS or the industry into disrepute, appropriate and proportionate sanctions may be applied after Due Process.
- 58 In the event of a complaint being made against an IB or Controller, the responder shall:
- Co-operate fully with any investigation carried out by LEAPS including any Assurance activity.
 - Provide all documentation requested without delay.
 - Comply with the SOPs.
- 59 Issues beyond the Scheme's remit may be referred to the appropriate enforcement authority with information about the allegation.
- 60 LEAPS reserves the right to determine matters which constitute disrepute.
- 61 LEAPS will operate an appeals process for those IBs or Controllers that have a complaint upheld against them.

- 62 If there is a complaint made against the Scheme, then it is to be in writing addressed to the General Manager. If a complaint is made against the General Manager, then it is to be addressed to the Directors of LEAPS.
- 63 All complaints should be sent to enquiries@leapscheme.com

SANCTIONS

- 64 LEAPS reserves the right to apply sanctions on any IB, Controller or Inspector after due process.
- 65 Failure to demonstrate that the IB or Controller is working in accordance with the provisions of the SOPs, or to the appropriate standards may result in the immediate suspension or removal of the IB, Controller or Inspector (as appropriate) from the relevant directory.
- 66 The IB or Controller concerned shall be given written notification of the suspension or removal with reasons. The IB or Controller concerned may apply to LEAPS to lift any such interim measures by a notice in writing to LEAPS, setting out clearly the reasons why the interim measures should be lifted. This shall be reviewed by LEAPS.
- 67 An IB, Controller or Inspector who after due process has been removed or suspended from the LEAPS DIB for any reason may not apply for being listed on the DIB until such time set by LEAPS as part of the removal or suspension process.

MISCELLANEOUS

- 68 LEAPS reserves the right to amend the SOPs at any time. Notwithstanding this, LEAPS may consult with Controllers/operators, IBs and regulators in respect of such amendments.

APPENDIX 1

**ANNUAL CERTIFICATION SELF AUDIT
ASSURANCE REQUIREMENTS**

.



Question	Response	Comments
How many staff do you employ?		
Have you a training plan in place for new staff?		
Do you have a mentoring scheme for staff?		
Are there written procedures in the event of:		
Fire		
Accidents involving staff or the public		
What date did you last carry out an emergency evacuation practice?		
How many reportable accidents were there in the last 12 months?		
Is there an Operations and Maintenance manual in place for your Assets? Does it include:		
Design information		
Inspection reports		
Routine visual Inspection		
Operational Inspection		
Monthly checks		
Records of maintenance		
Risk Assessments		
Operating Instructions (if applicable)		