

LEAPS

SCHEME OPERATING PROCEDURES

1.5

For

**The Active Indoor Leisure
Association**

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Record of Amendments and Changes			
Version	Date	Incorporated by	Checked by
Original	08/2023	JR	RR
V1	04/2024	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 the Controllers of leisure Assets that are listed on the Directory of Assets (DA) that is controlled by LEAPS.

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.

This SOP refers to Controllers of Assets that will operate in accordance with the LEAPS System for Safety of Attractions (SSOA) outlined in this SOP that is relevant to members of the Active Indoor Leisure Association. Other SOPs will apply to other Asset types.

GLOSSARY

Appointed Inspection Body (AIB)	An IB that has been engaged by a Controller to certify their Assets that are listed on the Directory of Assets.
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.
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.
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.
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 Active Indoor Leisure Association (TAILA)	The trade association for which this SOP applies.

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.



SOP 1.5 v1
Apr 2024

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. The responsibilities of Controllers 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 by IBs and that their management systems comply with BS EN ISO/IEC 17020.
- 6 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 LEAPS SSOA.
 - Details of documentation which should be held by Controller/operators.
 - Assurance activity to confirm the competence and performance of IBs and Controllers.

REFERENCES

- 7 There are other SOPs that may be used if relevant dependent upon the Asset type. Controllers and IBs should rely on the most appropriate and relevant SOP, standard or guidance.
- 8 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 and IBs where relevant:
 - BS EN ISO 23659 – Sports and recreational facilities – Trampoline parks – Safety requirements.

- PAS 5000 – ‘Specification for the construction and operation of a fixed indoor trampoline park’
- BS EN ISO/IEC 17020 – Conformity assessment. Requirements for the operation of various types of bodies performing Inspection.
- ISO 17842 – Safety of amusement rides and leisure equipment.
- BS EN 17024 - Conformity assessment - General requirements for bodies operating certification of persons.
- Regulations that govern those listed in the DIB and DO.
- Technical and safety bulletins issued by the industry, regulator, manufacturers or other competent body.

(Together referred to as “the Publications”)

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

RESPONSIBILITIES

- 10 LEAPS is responsible for the following:
- Management, implementation, and regulation of the SOPs.
 - Ensuring that 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 within the DIB.
 - The provision and maintenance of the LEAPS Digital System.
- 11 Controllers are responsible for the following:
- Ensuring that where applicable the guidance in the publications is followed.
 - Ensuring any Asset, they bring into use was/is designed and manufactured so it complies with all the relevant legislation, standards and 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 the requirements stipulated in BS EN ISO 23659.
 - Ensuring that the Asset(s) recorded on the DA are safe at all times when in use by the public or employees.

- 12 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.
- 13 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 TAILA.

- 14 The terms and conditions of registration of a Controller under the Scheme are defined within the SOPs and must be accepted by the Controller prior to its inclusion on the DO.
- 15 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 communication obligations.
- 16 The SOPs provides all the necessary information for stakeholders on any interpretation that will be applied in relevant circumstances by LEAPS.
- 17 Any interpretation of the SOPs will be at the sole discretion of LEAPS.
- 18 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

- 19 To be registered on the DO, Controllers must own and operate a Fixed Site Leisure Asset, Mobile Leisure Asset or a Mobile Adventure Training Unit.
- 20 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.
- 21 All Assets will be Inspected in accordance with the legalisation and standard which their chosen IB has decided is appropriate to the Asset. Irrespective of the industry or Asset, wherever possible members of TAILA are required to follow the Inspection regime outlined in this SOP, the LEAPS SSOA. LEAPS will work with industries to define how to vary this system for Assets that cannot fit the necessary criteria. These Inspections are:

INSPECTIONS

- 22 Controllers shall ensure that their chosen IB inspects their Assets in accordance with the relevant SOP. It is at the discretion of the IB which publication or standard they adhere to, but it must be that most appropriate to the Asset.

LEAPS SSOA

23. Pre-use inspections 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 IBs that have attained and maintain appropriate registration on the DIB. The competence to carry this out is over and above the attainment of in-service annual Inspection competencies. Pre-use Inspections are as described in HSG 175. The pre-use inspections are:
- Design Review (DR)
 - Assessment of Conformity to Design (ACD)
 - Initial Test (IT)
24. As an alternative to Pre-use inspections a post-installation inspection as described in BS EN ISO 23659 can be conducted. This type of Inspection can only be completed by IBs that have attained and maintain appropriate registration on the DIB. Competence to carry this out is over and above the attainment of in-service annual Inspection competences.
25. Where a TAILA member has a site that has been brought into service prior to the publishing of BS EN ISO 23659:2022 then inaugural Inspections as described in PAS 5000 will be accepted by the Scheme, where this has occurred prior to the Controllers registration with LEAPS then it is the responsibility of the TAILA member to confirm the competence of the IB that carried this out.
26. Over and above the inaugural Inspection requirements of PAS 5000 the Controller should wherever possible obtain a Design Risk Assessment (DRA) from the manufacturer. Where despite best efforts, this has not been possible, or for Assets already in service at the time of its inclusion onto the DA, the Controller shall engage a competent person to carry this out retrospectively, but before its inclusion on the DA. The DRA should contain at least:
- Details of the Asset's design for which the assessment has been made.
 - Any relevant assumptions which have been made.
 - The identified hazards.
 - The control measures and any further action required.
 - Residual risks.
 - Any requirements that are stipulated in BS EN ISO 23659.

- 26 Comprehensive Inspection as defined in BS EN ISO 23659 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 (relevant to this SOP) to ensure that they have not deteriorated to an extent liable to cause danger.
- 27 Only part of the comprehensive Inspection shall be carried out by the LEAPS IB and is detailed in SOP 1.5, those parts of the comprehensive Inspection that are not completed by the IB shall be completed by LEAPS as part of the Assurance process. It is perfectly acceptable for these separate parts of the comprehensive Inspection to be carried out on different dates but to remain certified not one of these parts may go beyond 12 months since the last date of completion.
- 28 Unless agreed by LEAPS, comprehensive 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

- 29 Certification for all independent 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.
- 30 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.
- 31 Controllers of leisure Assets are given access to the 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.
- 32 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.

REQUIREMENTS FOR THE CONTROLLER

APPLICATION AND REGISTRATION

- 33 When a Controller joins TAILA they will receive the application form for LEAPS, once completed it should be submitted to LEAPS. Application forms and guidance for completion are available on the LEAPS website, www.leapscheme.com.
- 34 Controller applications 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.

- 35 Controllers that change legal ownership or make major changes to the type of Attraction they are operating must notify LEAPS within 5 days. This may mean applying for a change to their registration. In the case of substantive changes this may mean a new application.
- 36 On successful completion of the initial assessment the Controller is placed onto the DO and is subject to the Scheme's rules.
- 37 To accommodate differing legal entities, it is the Controller's individual sites that are recorded on the DO.
- 38 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.
- 39 A Controller's business address should be the main legal address from which the Controller manages their business.

ON GOING REGISTRATION

- 40 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.
- 41 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

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

ASSURANCE

- 46 The Scheme uses Assurance activities to ensure that work carried out 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.
- 47 Controllers shall on an annual basis have assurance activity carried out by LEAPS, this will involve the completion of the audit within Appendix 1. LEAPS will request documentation to support this audit and will generally be carried out virtually but on occasion in person.
- 48 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.
- 49 Prior to acceptance of registration on the DO, LEAPS will require confirmation from the Controller that the Scheme will be complied with.
- 50 Controllers shall provide reasonable assistance to LEAPS where it is carrying out Assurance activity.

LEAP SCHEME TERMS, RECOGNITION AND MAINTENANCE ON THE DO

GENERAL

PERSONNEL

- 51 The Controller shall ensure that at all times where relevant the requirements of BS EN ISO 23569 are followed.
- 52 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.
- 53 If an Asset is removed from the Controller's site, then LEAPS shall be informed within 5 working days and the Certification will be expired for that Asset.

FEES AND CHARGES

- 54 Payment of fees will be collected by TAILA through a Controller's membership with the association.

DATA PROTECTION

- 55 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.
- 56 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.
- 57 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 AGAINST AN IB OR CONTROLLER

- 58 Formal complaints against IBs or Controllers shall be in writing and marked for the attention of the LEAPS General Manager.
- 59 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.
- 60 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.
- 61 Issues beyond the Scheme's remit may be referred to the appropriate enforcement authority with information about the allegation.
- 62 LEAPS reserves the right to determine matters which constitute disrepute.
- 63 LEAPS will operate an appeals process for those IBs or Controllers that have a complaint upheld against them.
- 64 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.

65 All complaints should be sent to enquiries@leapscheme.com

SANCTIONS

66 LEAPS reserves the right to apply sanctions on any IB, Controller or inspector after due process.

67 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.

68 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.

69 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

70 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 ASSURANCE REQUIREMENTS

Subject	Reference	Criteria
Risk Management	5.1	Provide evidence of Risk Assessments to satisfy the reference.
H&S Policy	5.2	Submit your active H&S policy that complies with the reference.
Standard Operating Procedures (SOPs)	5.3	Demonstrate that SOPs are in place that conform to clause 5.3. Where applicable, demonstrate that the SOPs have been determined by the outcomes of the site-specific risk assessments.
Design and Layout	5.4	A design & layout plan is required that identifies features, emergency exits, emergency alarm placement and safety equipment.
SOP for Features, Activities, Sessions & Permitted Actions	5.5	An SOP(s) for features, activities, sessions, showing permitted/prohibited actions, access control measures (especially for area designed for young children, where they exist) shall be demonstrated.
SOP for Users, Spectators, Staff and External Personnel	5.6	An SOP for the management and interaction of users, spectators, staff and external personnel shall be provided.
Staff Information & Training	5.7	The SOP for staff information and training is required and it's contents address clause 5.7 in its entirety. A random selection of training records shall be scrutinised against the SOP.
Activity Management	5.8	An SOP for activity management shall be assessed to meet the criteria of clause 5.8 in its entirety. The maximum supervision ration of 1:32 should not be exceeded. The supervision ratios in use shall be based on the outcomes of the site-specific risk assessment

Safety Information & Briefing	5.9	Submit a copy of safety information (briefing/signage/mixed media etc): The delivery of safety information shall be derived from the site-specific risk assessments and shown in the SOPs. This safety information shall be presented to all users and their accompanying person(s) where applicable. The safety information shall identify critical hazards, promote safe use of the equipment and potential consequences of use/misuse. Where dismount devices such as foam pits or airbags are used, the safety information shall clearly state the risk of fatality & serious injury resulting from misuse, and forbid landing on head or shoulders. Where installed, the difference between performance trampolines and regular trampolines should be communicated
Cleanliness	5.10	A copy of the SOP for park cleanliness, shall be submitted. A copy of cleaning records for a random selection of days shall be compared to the SOP.
Inspection, Testing, Repairs & Maintenance	5.11	Where this is the first inspection, the report of post installation inspection to meet the standards of clause 5.11.2 shall be supplied. Further to this: a). 5 operational days at random will be selected and scrutinised to ensure daily visual inspections meet the standards of clause 5.11.2 b). 2 operational months at random will be selected and scrutinised to ensure equipment integrity inspections meet the standards of clause 5.11.2 c). Where the park has completed a full year of operation or more the most recent annual comprehensive inspection shall be supplied and checked against clause 5.11.2 d). Where the park has completed 2 full years of operation or more, the most recent biennial inspection to meet the standards of clause 5.11.2 shall be supplied. Note Annex D outlines the methods for testing impact attenuation material
First Aid	5.12	A copy of the First Aid SOP shall be supplied. The first aid provision (supplies, rescue equipment, first aid staff, and first aid training) shall be shown to be determined by the site-specific risk assessment. Local legal requirements shall be met. The operator shall

		demonstrate how the provision of first aid supplies is checked to meet the requirements of 5.12.
Emergency Action Plan	5.13	The Emergency Action Plan shall be supplied which satisfies clause 5.13. All staff shall be trained in emergency action plans and as such, staff members can be selected at random and training records checked to meet the standards of the SOP. Importantly, an instructional order of procedures for emergencies shall be rational and clearly stated. The location of emergency equipment shall be noted in the SOP and accessible. All employees shall be trained on the use of rescue equipment.
Emergency Evacuation	5.14	The operator shall supply an SOP containing emergency evacuation procedures that include the roles and responsibilities of personnel during emergencies. The SOP should contain, as a minimum, <ul style="list-style-type: none"> a). Users with additional needs. b). Adverse weather, for example flooding caused by thunderstorm. c). Personnel training. d). Location of physical copies of procedures. e). User signage, including location of emergency exits. f). Periodic checking of exit routes.
Document Control	5.15	The version control of all supplied documents will be checked, and LEAPS will compare 2-3 documents against previous versions where they exist.
Documentation of Accidents & Incidents	5.16	The operator shall supply the SOP for the documentation of accidents and incidents. A selection of documented accidents can be requested and scrutinised against the SOP and clause 5.16

Injury Stats	5.17	Injury data shall be aggregated and reviewed for trends. A procedure for aggregating injury data and reviewing for trends shall be shown by the operator. Evidence of this procedure in use shall be requested and scrutinised against the procedure.
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