

Routine Inspection and Maintenance One Day Course

This course is aimed at those who are responsible for the routine (the daily/weekly) inspections. The *RPII* exam for routine Inspections can also be taken on the same day (extra charges apply).

A RoSPA Certificate of Training will be given to all participants who complete the course. Those completing the course will be eligible to take the Register of Play Inspectors International exam for Routine Inspections. This can be organized on the same day and in which case the maximum number of attendees is reduced slightly.

SYLLABUS

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176
- Documentation, reporting and importance of record keeping
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non play items
- Inspection of specific play equipment or play features including surfacing.
- Common faults on popular items
- Practical site inspection

Training Pack

A training pack will need to be purchased at £20 per person, this includes a training manual and a copy of our publication Routine Inspections of Children's Play Areas.

Timing

Start 9.30 Coffee 11.00 Lunch 12.30 End 4.30

Courses on Clients Premises

In this case the provision of a room with suitable blackout to enable overheads or powerpoint to be provided and a screen, (RoSPA trainers can provide their own Overhead/Powerpoint equipment).

Access to a playground is essential for the practical element of this course and exam (if desired) and is the client's responsibility to provide the necessary transportation to and from the play area if necessary.

Please note:

Attendees must be in good health and physically able to climb and thoroughly inspect play equipment on-site. Due to the practical aspects of this course and possible inclement weather, please wear appropriate clothing.

Fees

The cost of the course at one of our venues is £230 per person or £207.00 for RoSPA client's (those who have annual RoSPA Inspections) Routine Level one exams are available at a cost of £75 each all excluding VAT.

The cost of training on client's premises is £750 per day for the first six delegates and £65 per person there after, plus Trainers expenses, the level one exam costs remain the same. All delegates must also purchase a manual each at £20 per person

RoSPA, Playsafety Ltd
The Old Barn,
Wicklesham Lodge,
Faringdon,
Oxfordshire, SN7 7PN
Tel: 01367 244600 Fax: 01367 244112
Email: info@rospaplaysafety.co.uk

Appeals policy

Where a candidate does not agree with the assessment decision made by an assessor, the following process will be applied:

1. Discussion between the candidate and assessor as to why that decision was reached. Main points and outcomes to be noted by assessor and signed by candidate and assessor as a true record.
2. If candidate is still not satisfied, a meeting between the candidate and the internal verifier will be arranged to discuss the decision. The assessor will provide all relevant information to the verifier prior to the meeting. Internal verifier will note main points and outcomes and note to be signed by verifier and candidate as a true record.
 - a. If the assessment decision is upheld, the candidate still not in agreement, then the candidate may then approach the awarding body.

If the assessment decision is changed, this will be discussed with the assessor and the reasons given

Equal opportunities policy

1 Statement of policy

The aim of this policy is to communicate the commitment of [centre name] to the promotion of equality of opportunity.

It is my policy to provide employment and training equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Race
- Religion
- Disability
- Sexual orientation
- Age

I am/we are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, sub contractors and others who work for me, and students who attend programmes will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

2 To whom does the policy apply?

This policy applies to all those who work for (or apply to work for), or who attend training programmes or assessments conducted by [centre name].

3 Equality commitments

I am/we are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all legal obligations under the equality legislation and associated codes of practice
- Complying with my/our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4 Implementation

The proprietor/manager has specific responsibility for the effective implementation of this policy and expects all our employees, students and subcontractors to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy I/we shall:

- Communicate the policy to employees, job applicants, students and relevant others (such as contract workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff, students and contract workers
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Incorporate equal opportunities notices into general communications practices (eg, newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation, our workforce and our students.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

5 Monitoring and review

I will establish appropriate information and monitoring systems to assist the effective implementation of the equal opportunities policy.

The effectiveness of the equal opportunities policy will be reviewed regularly [at least annually] and action taken as necessary.

6 Complaints

Employees or students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the proprietor who will provide details of the grievance procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Date:

Approved by:

Health and Safety Policy

This is the Health and Safety Policy Statement of RoSPA Playsafety

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees and contract workers on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees and trainees and information for contract workers where appropriate
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions at our premises
- to review and revise this policy as necessary at regular intervals.

Responsibilities

1. Overall and final responsibility for health and safety is that of the proprietor/manager
2. Day-to-day responsibility for ensuring this policy is put into practice is that of the proprietor/manager
3. All employees, trainees and contract workers are required to:
 - co-operate with the proprietor/manager on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to the proprietor/manager.

Health and safety risks arising from our work activities

Risk assessments will be undertaken as appropriate by the proprietor/manager. The findings will be documented and action taken to remove/control risks. Findings will be brought to the attention of appropriate individuals.



Information, instruction and supervision

The proprietor/manager is responsible for ensuring that employees and trainees are given relevant health and safety information, instruction and supervision. The proprietor/manager will also advise contract workers of specific risks related to work activities of which they become aware. Sub-contractors have a responsibility for their own health and safety and will be required to provide the company with copies of their own policies and insurances prior to engagement.

Monitoring

The proprietor/manager undertakes to review health and safety issues on an ongoing basis and update this policy as appropriate.

Date:

Approved by: