

Course Information and Booking Form

Course Type: Play Area Inspection Training

Courses Available: Routine Visual Inspections
Operational Inspections

Course Venues: Your Premises

Examinations Available: RPII Level 1
RPII Level 2

Thank you for your interest in our courses.

Within this brochure you will find details of the courses that we offer on your premises. You will also find a booking form to enable you to make your booking.

In order to provide economic courses for you, our experienced trainers will come to your premises to train your staff directly, including using your own playgrounds.

If you plan to use playgrounds which belong to another organisation, we recommend that you contact the owner to gain permission prior to the course date.

You will also be responsible for providing a suitable training room within easy reach of at least two playgrounds. The room will have lighting for viewing a PowerPoint presentation. **Please ensure there is parking available for the trainer at the venue.**

Examinations are an option on every course and should be indicated at the time of booking.

When completing the booking form please provide all the required information, including the course type and confirmation that you will be able to provide a suitable indoor venue within easy reach of at least two playgrounds, along with an Authorised Signature. An incomplete booking form cannot be processed.

Due to the practical aspects of this course and possible inclement weather please wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.

We look forward to visiting you to deliver one of our courses.

1. Routine Visual Inspection Course

This course is aimed at those who are responsible for the routine (daily/weekly) inspections. Such inspections are mainly visual and offer you the opportunity to check for issues arising from day-to-day wear and tear, weather and vandalism.

A RoSPA Certificate of Training will be given to all participants who complete the course. **The RPII examination can be undertaken on the same day (extra charges apply). The course will cover:**

- 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

Timings

We are flexible and can arrange a start time to suit you between 8am and 9.30am. Finish times are between 3.30pm and 4.30pm and will depend on whether exams are taken. Please arrive at least 20 minutes before the start time.

Please email us for course fees and availability

2. Operational Inspection Course

This course is aimed at those who are responsible for the operational (monthly/quarterly) inspections, and those in a supervisory or maintenance role. Such inspections are hands-on and involve checking of wear to components, the correct operation of equipment and may involve referral to manufacturers' instructions.

A RoSPA Certificate of Training will be given to all participants who complete the course. **The RPII examination can be undertaken. Depending on the number of delegates, the exam will take place on the second day of the course or the third morning immediately after the course** (extra charges apply).

The course will cover:

- 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, including how managers can operate effective systems.
- Documentation, reporting and importance of record keeping including how to ensure an effective system of reporting.
- Incorporating information from routine and annual inspections
- 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, including in-depth examination of equipment
- Common faults on popular items
- Checking of maintenance and other playground actions taken
- Practical site inspection

Timings

We are flexible and can arrange a start time to suit you between 8am and 9.30am. Finish times are between 3.30pm and 4.30pm and will depend on whether exams are taken. Please arrive at least 20 minutes before the start time.

Please email us for course fees and availability

BOOKING FORM

Organiser First Name		Surname	
Organisation Name			
Telephone Number	Landline: Mobile:		
Email Address			
Organisation Address & Postcode			
Invoice Address & Postcode			
Invoice Email			
Purchase Order No	PLEASE NOTE - Your PO should be addressed to Playsafety Ltd or RoSPA Play Safety <u>NOT</u> RoSPA Head Office Birmingham.		PO No:
Authorised Signatory		Name	
I AGREE TO THE TERMS AND CONDITIONS. AN EXTRACT FROM THE TERMS AND CONDITIONS IS ON PAGE 5. Full Terms & Conditions can be found on the RoSPA website at https://www.rospa.com/getattachment/1d45dcea-6c7c-4c9b-9567-317d9b6bc133/Terms-and-Conditions-231123.pdf?lang=en-US			
Course Type	<u>PLEASE SELECT COURSE TYPE BELOW ***</u> ROUTINE / OPERATIONAL		
Course Date(s) Agreed	Agreed Date:		
Preferred Start Time	START TIME (No Later Than 9.30am):		
Venue Address			
Number of Delegates			
Names of Delegates (if available)			
Do you Require RPII Exams	Delete As Appropriate YES / NO		
Names of Delegates Who Require RPII Exams			
SPECIAL REQUIREMENTS: PLEASE EMAIL SEPARATELY WITH ANY SPECIAL REQUIREMENTS			

BOOKING FORM

TERMS, CONDITIONS AND CANCELLATION POLICY COURSE HELD ON CLIENT'S PREMISES

- **POSTPONEMENTS & CANCELLATIONS:**
These must be made VIA EMAIL and the following charges apply once a booking has been confirmed.

PLEASE NOTE OUR CANCELLATION FEES BELOW:

- **More than 3 weeks prior to the event**
25% of course fee plus £25 admin fee + VAT
- **Less than 3 weeks prior to the event**
50% of course fee plus £25 administration fee + VAT
- **5 working days (or closer) prior to the event**
100% of course fee + VAT.
- **We will invoice upon course completion.**
- **Electronic copies of the Attendance and RPII certificates will be emailed to delegates upon receipt of payment of invoice.**
- **We reserve the right to cancel or postpone course. In the event a course is cancelled you will be notified and we will refund any monies paid. We cannot be held responsible for any costs incurred due to a cancelled event.**

PAYMENT DETAILS

We will invoice upon course completion. Please provide your purchase order number, if applicable, on the booking form.

If you are based outside the UK, you will be required to make payment in advance. Independent, non-public bodies based in mainland Scotland, the Scottish Islands, Northern Ireland and the Channel Islands may be required to pay for our services at the time of booking. If payment is due in advance the Company will let you know and an invoice will be raised upon receipt of the booking form. Payment will be required before any confirmation of a booking can be issued.