

## Course Information and Booking Form

Course Type: **Outdoor Play Area Inspection Training**

Courses Available: **Routine Visual Inspections  
Operational Inspections**

Course Venues: **Brentwood, Essex  
Exeter, Devon  
Huntingdon, Cambridgeshire  
Sittingbourne, Kent  
Swindon, Wiltshire  
Telford, Shropshire  
York, North Yorkshire**

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 our premises around the United Kingdom. You will also find a booking form to enable you to make your booking.

There are two courses available, each of which is run at the locations listed above.

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

When completing the booking form please ensure that you provide all of the required information, including the course type and location.

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

We look forward to welcoming you on 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 (subject to change)**

Start: 09.30

End 4.30

Please arrive at least 20 minutes before the start time.

### **Accommodation** *(Please note you are responsible for booking your own accommodation if required)*

Lunch is provided on the course along with tea and coffee. If the venue provides accommodation you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

### **Prices per person**

#### **Course Fee non-client**

£295 plus VAT

#### **Course Fee RoSPA Playsafety client**

£270 plus VAT

#### **RPII examination fee (Optional)**

£110 (No VAT)

## 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 on the second 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, 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 (subject to change)

Day 1: Start 09.30                      End 4.30  
Day 2: Start 09.00                      End 4.30

Please arrive at least 20 minutes before the start time.

### Accommodation (Please note you are responsible for booking your own accommodation if required)

Lunch is provided on the course along with tea and coffee. If the venue provides accommodation you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

### Prices per person

#### **Course Fee non-client**

£535 plus VAT

#### **Course Fee RoSPA Playsafety client**

£485 plus VAT

#### **RPII examination fee (Optional)**

£220 (No VAT)



**A SEPARATE FORM MUST BE COMPLETED FOR EACH DELEGATE.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION AND RETURN TO THE ADDRESS BELOW**

### ROUTINE COURSE (1 day)

<b>Delegate First Name</b>		<b>Delegate Surname</b>	
<b>Organisation Name</b>			
<b>Organisation Address</b>			
<b>Telephone Number</b>			
<b>Administration Contact Email</b>			
<b>Invoice Address</b>			
<b>Invoice Email</b>			
<b>Purchase Order No</b>		<b>SPECIAL REQUIREMENTS</b>	<b>PLEASE EMAIL SEPARATELY WITH DETAILS</b>
<b>Authorised Signatory</b>		<b>Name</b>	

**PLEASE NOTE: All certificates will be sent to the contact email provided above upon receipt of invoice payment:**

**I AGREE TO THE TERMS AND CONDITIONS. EXTRACTS FROM THE TERMS AND CONDITIONS ARE ON PAGES 8 & 9 OF THIS BOOKLET.**

**Full Terms & Conditions can be found on the RoSPA website at <https://www.rospa.com/media/documents/play-safety/Terms-and-Conditions-260122.pdf>**

**NOW GO TO PAGE 5 TO MAKE YOUR VENUE, COURSE DATE & EXAMINATION SELECTIONS**

### CHOOSE YOUR 2022 ROUTINE COURSE:

- RoSPA Playsafety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company
- Mark  against your course choice.
- RPII Exam (optional) – **Delete YES/NO as appropriate. Please note that if no selection is made the examination will NOT be booked for you.**

**Price Per Person: Client = £270 + VAT    Non Client = £295 + VAT    RPII Exam (optional) = £110 (No VAT)**

		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<i>RPII EXAM</i>
<b>Brentwood</b>	<del>25<sup>th</sup> February</del>		8 <sup>th</sup> September		-		<b>Y / N</b>
<b>Exeter</b>	<del>3<sup>rd</sup> March</del>		7 <sup>th</sup> July		17 <sup>th</sup> November		<b>Y / N</b>
<b>Huntingdon</b>	<del>31<sup>st</sup> March</del>		29 <sup>th</sup> September		-		<b>Y / N</b>
<b>Sittingbourne</b>	9 <sup>th</sup> June		10 <sup>th</sup> November		-		<b>Y / N</b>
<b>Swindon</b>	<del>10<sup>th</sup> February</del>		17 <sup>th</sup> June		20 <sup>th</sup> October		<b>Y / N</b>
<b>Telford</b>	<del>27<sup>th</sup> January</del>		27 <sup>th</sup> May		6 <sup>th</sup> October		<b>Y / N</b>
<b>York</b>	<del>14<sup>th</sup> January</del>		12 <sup>th</sup> May		22 <sup>nd</sup> September		<b>Y / N</b>

**BOOKING FORM**

**A SEPARATE FORM MUST BE COMPLETED FOR EACH DELEGATE.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION AND RETURN TO THE ADDRESS BELOW**

**OPERATIONAL COURSE (2 days with or without the RPII exam)**

<b>Delegate First Name</b>		<b>Delegate Surname</b>	
<b>Organisation Name</b>			
<b>Organisation Address</b>			
<b>Telephone Number</b>			
<b>Administration Contact Email</b>			
<b>Invoice Address</b>			
<b>Invoice Email</b>			
<b>Purchase Order No</b>		<b>SPECIAL REQUIREMENTS</b>	<b>PLEASE EMAIL SEPARATELY WITH DETAILS</b>
<b>Authorised Signatory</b>		<b>Name</b>	

**PLEASE NOTE: All certificates & ID badges will be sent upon receipt of invoice payment. All certificates will be sent to the contact email provided above. RPII ID badges will be sent via post to the organisation address provided above.**

**I AGREE TO THE TERMS AND CONDITIONS. EXTRACTS FROM THE TERMS AND CONDITIONS ARE ON PAGES 8 & 9 OF THIS BOOKLET**

**Full Terms & Conditions can be found on the RoSPA website at <https://www.rosipa.com/media/documents/play-safety/Terms-and-Conditions-260122.pdf>**

**NOW GO TO PAGE 7 TO MAKE YOUR VENUE, COURSE DATE & EXAMINATION SELECTIONS**

**BOOKING FORM**

**CHOOSE YOUR 2022 OPERATIONAL COURSE:**

- RoSPA Playsafety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company
- Mark ✓ against your course choice.
- RPII Exam (optional) – **Delete YES/NO as appropriate. Please note that if no selection is made the examination will NOT be booked for you.**
- **RPII RENEWAL EXAM – Please write the RPII Certificate Number & Expire Date in the box provided at the bottom of this page.**

**Price Per Person: Client = £485 + VAT Non Client = £535 + VAT RPII Exam (optional) = £220 (No VAT) (written & practical exam)**  
**RPII Renewal Exam = £160 (No VAT) (practical exam only – no written exam)**

		✓	✓	✓		✓	RPII EXAM	RPII RENEWAL EXAM
<b>Brentwood</b>	<del>23<sup>rd</sup> – 24<sup>th</sup> February</del>		6 <sup>th</sup> – 7 <sup>th</sup> September		-		Y/N	Y/N
<b>Exeter</b>	<del>1<sup>st</sup> – 2<sup>nd</sup> March</del>		5 <sup>th</sup> – 6 <sup>th</sup> July		15 <sup>th</sup> – 16 <sup>th</sup> November		Y/N	Y/N
<b>Huntingdon</b>	<del>29<sup>th</sup> – 30<sup>th</sup> March</del>		27 <sup>th</sup> - 28 <sup>th</sup> September		-		Y/N	Y/N
<b>Sittingbourne</b>	7 <sup>th</sup> – 8 <sup>th</sup> June		8 <sup>th</sup> – 9 <sup>th</sup> November		-		Y/N	Y/N
<b>Swindon</b>	<del>8<sup>th</sup> – 9<sup>th</sup> February</del>		15 <sup>th</sup> – 16 <sup>th</sup> June		18 <sup>th</sup> -19 <sup>th</sup> October		Y/N	Y/N
<b>Telford</b>	<del>25<sup>th</sup> – 26<sup>th</sup> January</del>		25 <sup>th</sup> – 26 <sup>th</sup> May		4 <sup>th</sup> – 5 <sup>th</sup> October		Y/N	Y/N
<b>York</b>	<del>12<sup>th</sup> – 13<sup>th</sup> January</del>		10 <sup>th</sup> - 11 <sup>th</sup> May		20 <sup>th</sup> - 21 <sup>st</sup> September		Y/N	Y/N

**RPII RENEWAL EXAM**

**Certificate Number:** OP ..... **Expire Date:** .....

## **TERMS, CONDITIONS AND CANCELLATION POLICY**

### **COURSE HELD ON OUR PREMISES**

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

**More than 6 weeks prior to the event – 25% of course fee plus £25 admin fee + VAT**

**3 - 6 weeks prior to the event – 50% of course fee plus £25 admin fee+ VAT**

**Less than 3 weeks or closer prior to the event – 100% of course fee + VAT**

**100% of the course fee will be payable for non-attendance on the day.**

- **TRANSFERS ARE NOT PERMITTED.** To change a booking from one course to another, the original booking is cancelled, and a new booking is to be made. **Usual cancellation and booking fees apply.**
- Delegate substitutions are accepted prior to the start of the course with no additional charge.
- We are unable to book accommodation for a client
- We invoice upon course completion.
- Attendance and RPII certificates will be emailed to delegates upon receipt of payment of invoice.
- We reserve the right to cancel or postpone courses if there is insufficient interest. In the event that 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, N 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.



## **In the event of the passing of HM The Queen**

The passing of HM The Queen will herald two bank holidays, during which RoSPA will close and business activities will cease. The first Bank Holiday will be the day of death. The second Bank Holiday will be the day of the funeral.

As a Royal Society, RoSPA's external business activities will immediately cease for the official mourning period which will be from the day of death until the Queen is laid in state. This is anticipated to be the day of death plus 4 days.

**RoSPA Play Safety training and other events will cease immediately when the death is announced and will not resume until 5 days after the day of death. Activities which were due to take place during the mourning period will be rescheduled once the funeral has taken place.**

In the event an activity has to be postponed we cannot be held responsible for any costs you may incur.