

Course Information and Booking Form

Course Type: **Play Area Inspection Training**

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

Course Venues: **Brentwood, Essex
Exeter, Devon
Huntingdon, Cambridgeshire
Swindon, Wiltshire
Sittingbourne, Kent
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.

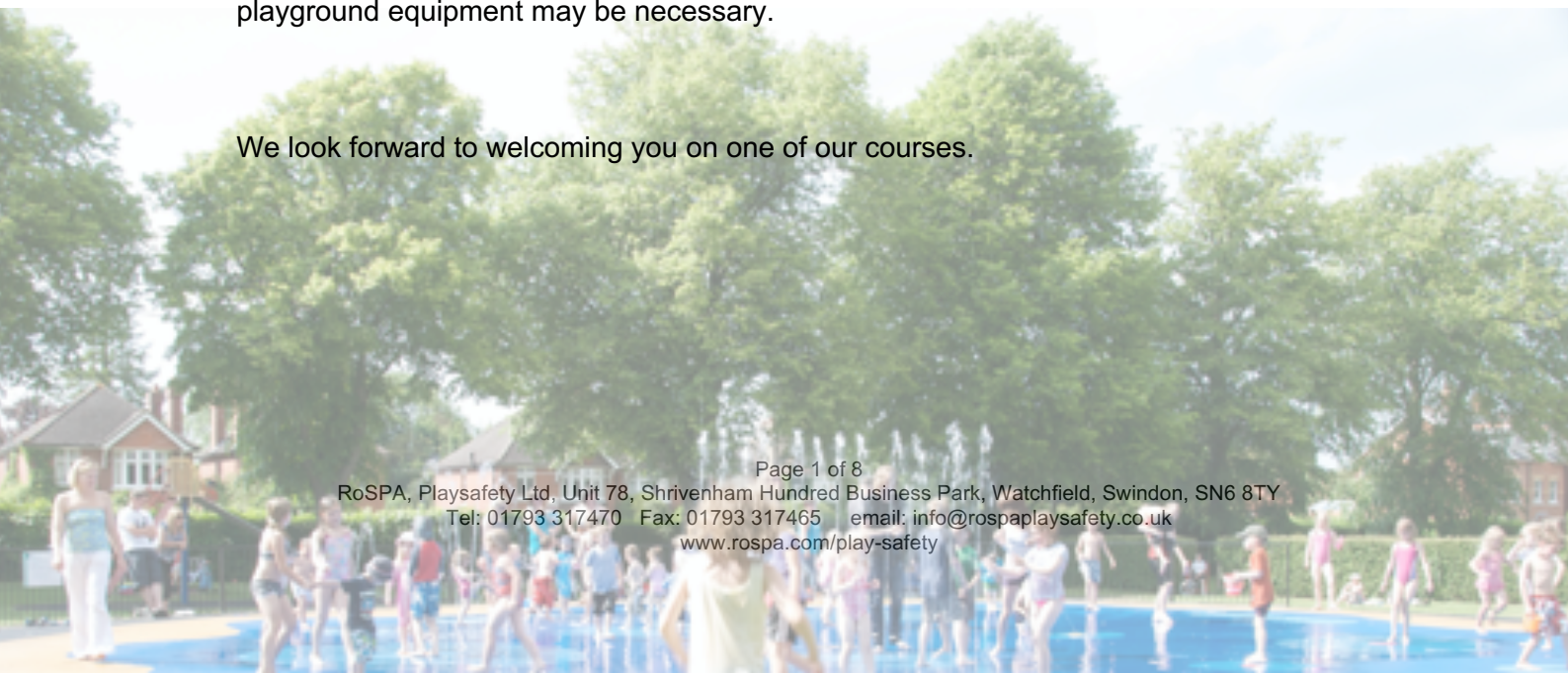
There are two courses available, each of which is run at the locations listed above.

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

£275 plus VAT

Course Fee RoSPA Playsafety client

£250 plus VAT

RPII examination fee (Optional)

£105 (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 a third 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 3.30

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

£490 plus VAT

Course Fee RoSPA Playsafety client

£445 plus VAT

RPII examination fee (Optional)

£210 (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)

Delegate First Name		Delegate Surname	
Organisation Name		Job Title	
Organisation Address			Postcode
<u>Please Note: All certificates will be sent to the contact email provided below:</u>			
Invoice Address			Postcode
Invoice Email			
Telephone		Contact Email	
Purchase Order No		SPECIAL REQUIREMENTS	PLEASE EMAIL SEPARATELY WITH ANY SPECIAL REQUIREMENTS
Authorised Signatory		Name	
<u>I AGREE TO THE TERMS AND CONDITIONS. AN EXTRACT FROM THE TERMS AND CONDITIONS IS ON PAGE 8.</u>			
Full Terms & Conditions can be found on the RoSPA website at https://www.rospa.com/rospaweb/docs/advice-services/play-safety/terms-and-conditions.pdf			

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

CHOOSE YOUR 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) – please 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 = £250 + VAT Non Client = £275 + VAT RPII Exam (optional) = £105 (No VAT)

		<i>Mark</i> ✓		<i>Mark</i> ✓		<i>Mark</i> ✓	<i>RPII EXAM</i> <i>Delete as appropriate</i>
Brentwood	6 th February		23 rd June		11 th November		YES / NO
Exeter	11 th February		30 th June		12 th November		YES / NO
Huntingdon	27 th February		22 nd September		-		YES / NO
Sittingbourne	22 nd January		1 st October		-		YES / NO
Swindon	11 th March		9 th June		27 October		YES / NO
Telford	4 th February		11 th June		6 th October		YES / NO
York	25 th February		17 th June		30 th September		YES / NO

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 without RPII exam, 2 ½ days with RPII exam)

Delegate First Name		Delegate Surname	
Organisation Name		Job Title	
Organisation Address			Postcode

Please Note: All certificates will be sent to the contact email provided below. Operational RPII ID Badges will be sent in the post to the Organisation Address provided on the booking form above.

Invoice Address		Postcode	
------------------------	--	-----------------	--

Invoice Email	
----------------------	--

Telephone		Contact Email	
------------------	--	----------------------	--

Purchase Order No		SPECIAL REQUIREMENTS	PLEASE EMAIL SEPARATELY WITH ANY SPECIAL REQUIREMENTS
--------------------------	--	-----------------------------	--

Authorised Signatory		Name	
-----------------------------	--	-------------	--

I AGREE TO THE TERMS AND CONDITIONS. AN EXTRACT FROM THE TERMS AND CONDITIONS IS ON PAGE 8.

Full Terms & Conditions can be found on the RoSPA website at <https://www.rospace.com/rospaweb/docs/advice-services/play-safety/terms-and-conditions.pdf>

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

CHOOSE YOUR 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) – please 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 = £445 + VAT Non Client = £490 + VAT RPII Exam (optional) = £210 (No VAT)

		<i>Mark</i> <input type="checkbox"/>		<i>Mark</i> <input type="checkbox"/>		<i>Mark</i> <input type="checkbox"/>	<i>RPII EXAM</i> <i>Delete as appropriate</i>
Brentwood	10 th – 12 th March		1 st – 3 rd July		24 th - 26 th November		YES / NO
Exeter	28 th – 30 January		2 nd – 4 th June		8 th – 10 th December		YES / NO
Huntingdon	17 th – 19 th March		7 th – 9 th October		-		YES / NO
Sittingbourne	12 th – 14 th February		8 th – 10 th September		-		YES / NO
Swindon	25 th – 27 th March		24 th – 26 th June		20 th – 22 nd October		YES / NO
Telford	4 th – 6 th March		7 th – 9 th July		1 st – 3 rd December		YES / NO
York	18 th – 20 th March		14 th – 16 th July		18 th – 20 th November		YES / NO

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.