

## Course Information and Booking Form

Course Type: **Play Area Inspection Training**

Courses Available: **1. Routine Visual Inspections  
2. Operational Inspections**

Course Venues: **Brentwood, Essex  
Cambridge, Cambridgeshire  
Deeside, Flintshire  
Exeter, Devon  
Sittingbourne, Kent  
Marsh Farm Hotel, Swindon  
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

Break: 11.00

Lunch: 12.30

End 4.30

Please arrive at least 20 minutes before the start time.

### **Accommodation**

Tea and coffee are available throughout the course. Lunch is also provided. Please note you are responsible for booking your own accommodation if required. 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**

£260 plus VAT

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

£235 plus VAT

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

£95 (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 | Break 11.00 | Lunch 12.30 | End 4.30 |
| Day 2: Start 09.00 | Site visit  | Lunch 12.30 | End 3.30 |

Please arrive at least 20 minutes before the start time.

### Accommodation

Tea and coffee are available throughout the course. Lunch is catered for on both days. Please note you are responsible for booking your own accommodation if required. 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**

£465 plus VAT

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

£420 plus VAT

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

£195 (No VAT)



**BOOKING FORM – PAGE 1 OF 3**

**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 DETAILS  |  |                      |          |
|---|--|----------------------|----------|
| First Name  |  | Surname              |          |
| Organisation Name   |  | Job Title            |          |
| Organisation Address  |  |                      | Postcode |
| Invoice Address   |  |                      | Postcode |
| Invoice Email   |  |                      |          |
| Telephone   |  | Email                |          |
| Purchase Order No   |  | Special Requirements |          |
| Authorised Signatory  |  | Name                 |          |
| <p><b>BY SIGNING ABOVE, I HEREBY CONFIRM THAT I HAVE READ &amp; UNDERSTOOD THE TERMS &amp; CONDITIONS ON PAGE 3 (PLEASE NOTE THE CANCELLATION POLICY)</b></p> |  |                      |          |

**CHOOSE YOUR 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

| Price Per Person: |                                | Client = £235 + VAT |                                | Non Client = £260 + VAT |                                | RPII Exam (optional) = £95 (No VAT) |   |
|-------------------|--------------------------------|---------------------|--------------------------------|-------------------------|--------------------------------|-------------------------------------|---|
|                   |                                | Mark<br>✓           |                                | Mark<br>✓               |                                | Mark<br>✓                           | RPII EXAM – Delete<br>Yes/No as appropriate |
| Brentwood         | 25 <sup>th</sup> April 2017    |                     | 7 <sup>th</sup> September 2017 |                         |                                |                                     | RPII Exam – YES / NO                        |
| Cambridge         | 26 <sup>th</sup> January 2017  |                     | 4 <sup>th</sup> July 2017      |                         | -                              |                                     | RPII Exam – YES / NO                        |
| Exeter            | 24 <sup>th</sup> April 2017    |                     | 20 <sup>th</sup> June 2017     |                         | 6 <sup>th</sup> December 2017  |                                     | RPII Exam – YES / NO                        |
| Flintshire        | 16 <sup>th</sup> March 2017    |                     | -                              |                         | -                              |                                     | RPII Exam – YES / NO                        |
| Sittingbourne     | 7 <sup>th</sup> February 2017  |                     | 5 <sup>th</sup> July 2017      |                         | -                              |                                     | RPII Exam – YES / NO                        |
| Swindon           | 28 <sup>th</sup> February 2017 |                     | 19 <sup>th</sup> July 2017     |                         | 21 <sup>st</sup> November 2017 |                                     | RPII Exam – YES / NO                        |
| Telford           | 1 <sup>st</sup> February 2017  |                     | 11 <sup>th</sup> May 2017      |                         | 18 <sup>th</sup> October 2017  |                                     | RPII Exam – YES / NO                        |
| York              | 21 <sup>st</sup> March 2017    |                     | 7 <sup>th</sup> June 2017      |                         | 3 <sup>rd</sup> October 2017   |                                     | RPII Exam – YES / NO                        |



**BOOKING FORM - PAGE 2 OF 3**

**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 DETAILS     |  |                      |          |
|----------------------|--|----------------------|----------|
| First Name           |  | Surname              |          |
| Organisation Name    |  | Job Title            |          |
| Organisation Address |  |                      | Postcode |
| Invoice Address      |  |                      | Postcode |
| Invoice Email        |  |                      |          |
| Telephone            |  | Email                |          |
| Purchase Order No    |  | Special Requirements |          |
| Authorised Signatory |  | Name                 |          |

**BY SIGNING ABOVE, I HEREBY CONFIRM THAT I HAVE READ & UNDERSTOOD THE TERMS & CONDITIONS ON PAGE 3 (PLEASE NOTE THE CANCELLATION POLICY)**

**CHOOSE YOUR 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

| Price Per Person: |  | Client = £420 + VAT | Non Client = £465 + VAT                            | RPII Exam (optional) = £195 (No VAT) |  |
|-------------------|--|---------------------|--|--------------------------------------|--|
|                   |  | Mark<br>✓           |  | Mark<br>✓                            | RPII EXAM - Delete<br>Yes/No as appropriate        |
| Brentwood         | 21 <sup>st</sup> - 23 <sup>rd</sup> March 2017   |                     | 27 <sup>th</sup> - 29 <sup>th</sup> June 2017      |                                      | 4 <sup>th</sup> - 6 <sup>th</sup> October 2017     |
| Cambridge         | 3 <sup>rd</sup> - 5 <sup>th</sup> May 2017       |                     | 14 <sup>th</sup> - 16 <sup>th</sup> November 2017  |                                      | -  |
| Exeter            | 8 <sup>th</sup> - 10 <sup>th</sup> March 2017    |                     | 22 <sup>nd</sup> - 24 <sup>th</sup> November 2017  |                                      | -  |
| Flintshire        | 26 <sup>th</sup> - 28 <sup>th</sup> Sept 2017    |                     | -  |                                      | -  |
| Sittingbourne     | 26 <sup>th</sup> - 28 <sup>th</sup> April 2017   |                     | 19 <sup>th</sup> - 21 <sup>st</sup> September 2017 |                                      | -  |
| Swindon           | 28 <sup>th</sup> - 30 <sup>th</sup> March 2017   |                     | 21 <sup>st</sup> - 23 <sup>rd</sup> June 2017      |                                      | 10 <sup>th</sup> - 12 <sup>th</sup> October 2017   |
| Telford           | 13 <sup>th</sup> - 15 <sup>th</sup> March 2017   |                     | 5 <sup>th</sup> - 7 <sup>th</sup> July 2017        |                                      | 29 <sup>th</sup> Nov - 1 <sup>st</sup> Dec 2017    |
| York              | 8 <sup>th</sup> - 10 <sup>th</sup> February 2017 |                     | 17 <sup>th</sup> - 19 <sup>th</sup> May 2017       |                                      | 13 <sup>th</sup> - 15 <sup>th</sup> September 2017 |

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### 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 issued 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 before the course date. An invoice will be raised upon receipt of the booking form and payment will be required before any confirmation of a booking can be made.