

# Information Pack for Registration as an RPII



## Inspector Inflatable



### Register of Play Inspectors International Ltd (RPII)

1b Bagshaw Close, Ryton on Dunsmore, Warwickshire, CV8 3EX

Tel: 024 76 693787

Revised: Jan 2015

Email: [rpii@playinspectors.com](mailto:rpii@playinspectors.com) Website: [www.playinspectors.com](http://www.playinspectors.com)

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# Information Pack for Registration as an RPII Inspector Inflatable



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## Steps to becoming a Registered Play Inspector - Inflatables

### Inspector Inflatable

#### Am I eligible?

To be eligible you will already have a good working knowledge of design, manufacture, materials used, operating, maintenance and inspection of Inflatable Play Equipment. You will probably already have carried out annual inspections.

You will have a good working knowledge of the European Standard for Inflatable Play Equipment, BS:EN 14960:2013. You will also have a full understanding and capability to apply Risk Assessment to Inflatable Play Equipment.

An understanding of how children use this type of equipment is also essential. **ALL CANDIDATES MUST HAVE AND PRODUCE A CURRENT PAT TESTING CERTIFICATE BEFORE SITTING THE RPII EXAMINATION**

#### How do I apply?

##### STAGE 1

Prepare a portfolio of your work. This could include the following:

- a brief CV giving details of relevant experience
- a copy of current PAT testing Certificate.
- the names of two referees, preferably previous employers or customers for whom you have carried out Annual Inspections

This portfolio should then be sent to RPII at the address below, together with:

- a signed copy of the enclosed Membership and Examination Application Form
- details of your Professional Indemnity and Public Liability Insurances
- a passport size photograph the sum due

The portfolio will then be evaluated and if it meets the above criteria by showing that you have the required experience and knowledge, you will proceed to Stage 2.

If you do not have the required experience and knowledge, you will be notified of courses, which you could attend to increase your competence. In that event, your fees will be returned, less an administration fee of £25.

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Please note that the evaluation is not a significant hurdle itself, it is merely aimed at avoiding people spending money on a full assessment when they clearly do not have the requisite knowledge.

## STAGE 2

If you progress to stage 2, you will be required to attend an assessment day. The assessment day will consist of two parts, a written and a practical examination.

### Written:

The written examination will consist of two papers containing some multiple choice questions. Both papers will test your knowledge of the Standard, BS:EN 14960:2013 and your working knowledge of the design, manufacture, materials used, operating, maintenance and inspection of inflatable play equipment.

### Practical:

Practical inflatable inspections of one hour duration will be carried out in the presence of an RPII examiner. You will be required to carry out inspections of inflatable play equipment. You will need to describe what you are doing and explain the reasons for your actions. You will also need to make notes. The examiner may ask questions to clarify why you are inspecting in a particular manner.

You will be permitted to refer to your own short codes, reference book, Standard, etc.

You will be required to demonstrate that you know how to use EN1176 Standard probes during the course of your inspection. Probes will be available on site, or you may bring your own.

An important emphasis of the assessment will be on your ability to identify hazards as well as technical failures linked to the requirements of the Standard, BS:EN 14960:2013

At the conclusion of the practical inspections your written notes will be viewed by the examiner who will countersign and photocopy them and return them to you. The reports will be completed on a pro-forma report provided. You will be allowed one hour to complete this task.

The Inspection Report must be based on the notes you have made on site, although it is quite permissible to refer to the Draft Standard for clarification where the data is not commonly used. The written inspection site notes will, therefore, need to indicate where you considered

there might be failures and what they might be. A copy of these notes and the initial report you complete on site will be taken by the examiner.

### STAGE 3:

On satisfactory completion of the examination your name will be entered onto the Register and appropriate documentation supplied.

Applications should be returned to: Register of Play Inspectors International Ltd, 1b Bagshaw Close, Ryton on Dunsmore, Warwickshire, CV8 3EX. Tel: 024 76 693787

E-Mail: [rpii@playinspectors.com](mailto:rpii@playinspectors.com)

Web: [www.playinspectors.com](http://www.playinspectors.com)

## Criteria for of Membership - Inflatables

Membership of the Register shall be open to any person meeting the requirements of membership to the satisfaction of the Board of Directors.

### Membership Requirements

1. Provision of a satisfactory declaration of suitability for work with children (CRB). This should be a personal statement with any supplementary supporting information you consider appropriate.

2.

(a) Public Liability Insurance to £5,000,000 minimum

(b) Professional Indemnity Insurance to £500,000 minimum

**NB** If an Inspector is engaged with a suitable organisation (that is either employed by or self employed but able to benefit from the insurance cover of such an organisation) this membership condition may be satisfied on production of evidence acceptable to RPII of appropriate insurance cover.

3. Acceptance of the Code of Conduct

4. Proof of professional competence by meeting the entrance qualification requirements

5. Payment of all appropriate fees

Acceptance of membership shall be for a period of three years and continued membership will be on condition of attending a number of nominated CPD events throughout the year

### HSE Endorsement

*"HSE welcomes the initiative by the Register of Play Inspectors International Ltd to maintain a register of playground inspectors. The scheme allows you inspectors to demonstrate their competence to carry out post installation, annual or regular visual inspections as appropriate. The use of registered inspectors will help local authorities and other playground providers to comply with their duties under section 3 of the Health and Safety at Work etc. Act 1974. The Register is an important step forward to achieving higher standards of playground safety through industry self-regulation".*

*Jayne Whitehead*

*H.M Inspector of Health and Safety*

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# Code of Conduct

## 1. Introduction

The Register of Play Inspectors International (RPII) aims to promote the highest standards of professional practice, responsibility and ethics within the play inspection profession. All members of RPII are required to endorse and affirm the Code of Conduct Annually and uphold the standards prescribed in this document.

## 2. Code of Conduct

At all times members shall uphold the good standing and reputation of the RPII and in fulfilling their daily responsibilities shall:

- comply with all statutory and other legal requirements of the country in which they work
- not misuse their authority or office for personal or other gain
- ensure that the health and safety of children using the play facility is the primary purpose for any Inspection

Members shall observe the following standards:

### General Conduct

**Members** shall always conduct themselves in such ways as are appropriate for gaining the respect of the general public, their clients, their employers and members of their own and other organisations with whom they come into contact

### Reputation of the RPII

**Members** shall uphold the reputation of the RPII and refrain from acting in any way likely to bring the RPII into disrepute. All members shall actively promote the interests and reputation of the RPII.

### Application of Skills

**Members** shall use their professional skills with integrity. They shall carry out all inspections to the best of their ability and not undertake work for which they are not competent.

### Confidentiality

**Members** shall treat all information with their client or employer as confidential unless

- this should compromise the primary purpose of the inspection which is to ensure the health and safety of children using the play facility; or
- where the public interest is paramount;
- or unless permission has been given to do so by those with the appropriate authority to give such permission.

## Declaration of Interests

**Members** shall declare to their client or employer any personal interest that may impinge on, or be deemed by others to impinge on, their impartiality in performing their duties.

## Inducements to Influence Proper Professional Judgment

**Members** shall neither offer nor accept any gift, favour or hospitality that is intended as, or which may be deemed by others to have the effect of, bribery and corruption.

## Remuneration

**Members** shall only accept fees or remuneration in connection with services rendered to their client or employer.

## Transparency of the Inspection Process

The inspection and advice provided shall be independent of any commercial, financial or other pressures and reflect the interests of the commissioning agency and the users of the play facility.

Where the Inspector is employed by a commercial company it should be clear that the Inspector is separate from sales, spare parts and maintenance services.

## Prejudicing the Interests of Others

**Members** shall not maliciously or recklessly damage or attempt to damage the reputation or prospects of others.

## Responsibility

**Members** shall accept responsibility for all work undertaken by them or under their supervision or direction and shall take all reasonable steps to ensure that those working under their supervision or direction are competent to carry out the tasks assigned to them

## Equal Opportunities

**Members** shall have regard for equality of opportunity for all in carrying out their professional duties and shall not discriminate directly or indirectly on the grounds of sex, marital status, sexual orientation, age, race, ethnic or national origin, religion or disability

## Health and Safety

**Members** shall ensure that they give full consideration to health and safety in carrying out their professional duties and avoid any action that may endanger the health and safety of any person

## Environment

**Members** shall take all reasonable steps to avoid waste of natural resources or damage to the environment

### Continuing Professional Development

**Members** shall take all reasonable steps to maintain and develop their professional competence. Members shall ensure that they maintain up to date awareness of developments in the field of play safety and ensure that they have systems for maintaining and demonstrating professional competence.

### Training

**Members** shall encourage those under their supervision or direction to improve their performance in the tasks assigned to them and to develop their potential by undergoing suitable training/examination.

### Insurance

**Members** will ensure that they are covered by appropriate levels of Professional Indemnity and Public Liability Insurance as advised by the Board of the RPII.

## 3. Breaches of the Code of Conduct

Any complaint against a member which constitutes an alleged breach of the Code of Conduct must be reported to the Chair of the Board of RPII. There will then be an investigation to determine if there is a prima facie case to answer.

If there is a prima facie case the complaint will be considered by a Disciplinary Committee, in accordance with the RPII's Disciplinary Procedure. The respondent will have a right of appeal to an Appeal Committee.

Signed:.....Name:.....(PRINT PLEASE)

Company: ..... (PRINT PLEASE)

Date: .....

Register of Play Inspectors International Ltd (RPII) 1b Bagshaw Close, Ryton on Dunsmore, Warwickshire, CV8 3EX

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## Areas of Required Competence

An Inspector will be required to demonstrate his/her competence within the following areas by an approved acceptance method at intervals not exceeding 3 years.

Should the Registered Inspector leave the inflatable play equipment industry and return at a later date they will be required to re-demonstrate their competence. The areas of knowledge required will be based upon the following. The required levels of knowledge for each of these will differ. This list is extensive, to ensure an overall competence.

**H** = High level of knowledge; **M** = Medium level of knowledge; **L** = Low level of knowledge

- H** The European Standard, BS:EN 14960:2013
- H** Hazard based 'risk assessment' principles and procedures
- H** Knowledge of faults, problems within inflatable play equipment
- H** Inspection and record keeping, principles and methodologies
- H** Knowledge of inflatable play equipment production processes, protective finishes
- H** Principles and techniques involved in the maintenance and repair of inflatable play equipment
- M** Legislation relating to inflatable play equipment provision
- M** Knowledge of the application and use of safety surfaces within the Impact Area(s) of inflatable play equipment.
- M** Knowledge of faults, problems within ancillary equipment found in and around inflatable play equipment.
- M** Inflatable play equipment design and layout
- M** Knowledge of type, style, frequency and varying severity of inflatable play

equipment accidents

L Inflatable play equipment ranges previously and currently available within the UK

## Guidance Notes and Syllabus

As there was no acknowledged independent accreditation and training process either for existing inflatable play equipment inspectors or for those who may aspire to the role, a number of well-known and experienced organisations have joined together to fill this gap by providing independent accreditation. This scheme enables inspectors, who are on the Register, to demonstrate their competency to carry out the tasks required.

The organisations involved comprise of the Association of Play Industries (API), Institute of Leisure and Amenity Management (ILAM), the National Playing Fields Association (NPFA) and the Royal Society for the Prevention of Accidents (RoSPA).

In addition to the above the Inflatable Play Manufacturers Association (IPMA), Association of Inflatable Manufacturers, Operators, Designers and Suppliers (AIMODS), National Association of Inflatable Hirers (NAIH), British Inflatable Hirers Association (BIHA) have been significantly involved in determining the syllabus and examination for inflatable play equipment inspectors.

- 1.1 To accredit and certify individual inflatable play equipment inspectors who
- 1.2. To provide a Register of those inflatable play equipment inspectors who
- 1.3. To market the Register and make it widely available to organisations and
- 2.1 By accrediting organisations that satisfy the requirements of the Board with approval to organise and run Inflatable Play Equipment Inspectors Courses for those people who wish to learn the necessary knowledge and skills.
- 2.4 By ensuring candidates who wish to be included on the Register have a range of opportunities to demonstrate skills, knowledge and competencies to the necessary standards.

### 1. Recognition of Prior Experience (RPE) for immediate examination.

An examiner who has no connection with the candidate will carry out the examination.

## 2. Accreditation of Prior Learning and/or Recognition of Prior Experience

Examinations for those candidates who attend a course of instruction will consist of a series of multi-choice questions. Other questions that require the candidate to provide descriptions or elaboration may be used at the discretion of the Board.

### Syllabus

1. Candidates must demonstrate a detailed knowledge and understanding together with the ability to reference the European Standard, BS:EN 14960:2013.

This will include, but not exclusively inflatable play equipment:-

A. Terminology

B. Materials

C. Designs related to

- Anchorage
- Structural Integrity
- Access-egress
- Blowers
- Entrapment
- Hard objects, sharp angles and edges
- Electrical installations
- Siting
- Containment

D. Supervision

E. Test Methods & Reports

F. Information to be provided by the supplier/manufacturer

G. General Product Information

H. Installation Information

I. Operating Information

J. Inspection and Maintenance Information

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K. Alteration/Modification

L. Marketing

M. Documentation

Candidates will be expected to demonstrate a basic understanding of the types and physical characteristics of surfaces upon which inflatable are installed, together with any related hazards.

Faults and problems with inflatable play ancillary equipment

## **2. Hazard based 'risk assessment' and procedures**

### *Learning Outcomes*

Candidates will build upon the knowledge and discussion from section 1 and show satisfactory knowledge and skills in this area.

## **3. Knowledge of faults, problems with inflatable play equipment**

### *Learning Outcomes*

Candidates will build upon the requirements of section 1. and show they have theoretical knowledge and practical ability to identify faults and problems to the required standard of competence.

## **4. Inspection and Record Keeping, principles and methodologies.**

### *Learning Outcomes*

Once again candidates will build upon the requirements of section 1 and demonstrate an understanding of the need for, and requirements of, inspection and record keeping.

## **5. Legislation relating to children's inflatable play equipment provision**

### *Learning Outcomes*

Candidates will draw upon section 1 and develop their knowledge and analysis of the Health and Safety at Work Act etc.

## **6. Impact Absorbing Surfaces**

### *Learning Outcomes*

Candidates will be expected to demonstrate a basic understanding of the types and physical

characteristics of surfaces upon which inflatable are installed, together with any related hazards.

## **7. Faults and problems with inflatable play ancillary equipment**

### *Learning Outcomes*

Candidates will once again build upon section 1 and demonstrate a good and knowledgeable understanding of faults and problems with such equipment including, for example, blowers, anchors, etc.

## **8. Knowledge of inflatable play equipment production processes, decorative finishes**

### *Learning Outcomes*

Candidates will show an adequate understanding of the major production processes together with their strengths and weaknesses

## **9. Inflatable play equipment design and layout**

### *Learning Outcomes*

Candidates should demonstrate a thorough understanding of the design and layout principles of inflatable play equipment and the ability to analyse and make constructive criticism on both proposed and existing inflatable play equipment and/or plans. The need for separation of ages, movement flows and potential and actual dangers will need to be justified.

## **12. Maintenance and repair of inflatable play equipment**

### *Learning Outcomes*

A reasonable knowledge of how to correct major and routine faults will be required together with the ability to identify where and when major faults need attention

## **13. Equipment, past and present**

### *Learning Outcomes*

Candidates will demonstrate a good knowledge of the various ranges and manufacturers of equipment commonly in use and equipment that has been used or was popular in the past. An understanding of why trends may have changed, e.g. new safety requirements etc. will also need to be demonstrated

## **14. Inflatable play equipment accidents**

### *Learning Outcomes*

There will be a requirement that candidates demonstrate knowledge of the different types, style, varying severity and frequency of accidents within the inflatable play equipment environment. This will include recognition of the type of accidents that may be likely from various types of equipment.

## 15. Relationships

### *Learning Outcomes*

Candidates will need to demonstrate knowledge of self management and how to deal with the public and children. They will need to recognise the vulnerable situations each of the foregoing may find themselves in and demonstrate ways of reducing risk and/or compromising situations.

### Appeals

Any candidate who wishes to appeal against the decision of the examiners should, in the first instance, lodge a written appeal directly with the examiners. Should the appeal be rejected the candidate will have the right to send the written appeal to the Board whose decision will be final.

### SUMMARY

The Register of Playground Inspectors and Inflatable Play Inspectors will be available on the internet at [www.playinspectors.com](http://www.playinspectors.com).

This register will contain only inspectors who have demonstrated adequate skills, knowledge and competence to independent examiners. The examiners will have been appointed by an independent Board made up of knowledgeable people from widely known and respected organisations. Gaining entry to the Register via the routes shown in this document will demonstrate a commitment, by practitioners, to high moral, ethical and professional standards.

## Specimen Questions

Three categories of questions will be involved in the written assessment namely:-

- a) "Quick Fire" responses required – based usually on a question of fact requiring in most cases one to six word answers.
- b) Multiple Choice – a statement with a number of options; usually three or four from which to choose the correct answer.
- c) Detailed Response required – with explanation(s) and or logistics to be provided in some cases as well as providing facts.

### Examples A – Quick Fire

1. What is the minimum tear strength of fabrics used?

- a) warp
- b) weft

2. What is the maximum height of free fall from any open side of an Inflatable?

\_\_\_\_\_mms

### Example B – Multiple Choice

1. Where netting is used and more than 1 meter in vertical height the mesh size should be less than:-

a) 50 mm b) 30 mm c) 80 mm d) 100 mm

2. Anchors or ground stakes should not be exposed above ground by more than?

a) 35 mm b) 50 mm c) 25 mm d) 45 mm

### Example C – Detailed Response Required

1. Define inflatable play equipment

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2. In the Beaufort Scale Force 5 is a "Fresh Breeze"

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i. How is it defined and identified?

ii. Give the miles per hour equivalent to Force 5

iii. Give the kilometres per hour equivalent to Force 5

3. Define a ramp and explain its main purposes.

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## Practical Inspections

The practical inspection will be undertaken at a suitable location when the candidate will be asked to carry out an annual inspection of a number of inflatables. They will then be asked to submit a full report for each inflatable inspected on the pro-forma report provided.

### Paperwork

At the time of carrying out the inspection it is expected the candidate will make notes. A copy of these notes will be taken when the inspections have been completed.

### Tools

The candidate should display and show knowledge of tools appropriate to carrying out the inspection process. A set of EN1176 compliant probes is considered essential to carry out annual inspections.

### Inspection

The candidate will describe each inspection process and findings to the examiner, using whatever tools are necessary. The candidate will be expected to identify those items covered by the competencies. Where/if further research is required on the candidates' part, this will be identified to the examiner.

### Design

The candidate will talk through the design of each inflatable:

- a) Reference compliance with the European Standard, BS:EN 14960:2013
- b) Identification of faults
- c) Recommendations for action
- d) Remedial work required

### Risk Assessment

The candidate needs to show an understanding of risk assessment and the ability to apply the technique to inflatable play equipment.

### Examiner

The examiner will ensure that candidates fully understand the equipment and competencies required. He will ask whatever questions are necessary to ensure the candidate has a full and clear understanding of the inspection.

The examiner will carry an assessment sheet listing each item and the areas of competency. Marks will be awarded out of five for each item or area inspected. This will comprise 75% of the total. The remaining 25% will be given on assessment of the site paperwork and prepared report.

The examiner will supply, in writing, to the Board an assessment of the candidate, together with the examiner's site sheet, his assessment of the site paperwork and the report.

## Details of Liability Insurance Scheme

As an accredited inspector of the Register of Play Inspectors International Ltd, you are required to maintain Professional Indemnity, Public Liability and Employers' Liability Insurance to agreed levels.

Other members have found the companies listed below helpful in sourcing the insurance requirements. The RPII does not recommend any particular insurance broker as insurance may be available from other sources.

**Blythin & Brown Insurance** House 16 Baxter Gate Loughborough Leicestershire LE11 1TC

T: 01509 230871

E: [gavin@blythinandbrown.co.uk](mailto:gavin@blythinandbrown.co.uk) Contact: Gavin Mitchell

**FML Insurance Service Ltd** Roots Hall House 16/22 West Street Southend-on-Sea Essex SS2 6HJ

T: 01702 437800

E: [michaelscott@fmlinsurance.com](mailto:michaelscott@fmlinsurance.com) Contact: Michael Scott

**TL Dallas Dallas House** Low Moor Bradford BD12 0HF

T: 01274 465500

E: [Shayne.rhodes@tldallas.com](mailto:Shayne.rhodes@tldallas.com) Contact: Shayne Rhodes

**Astbury Wren Group** 2 Pepper Street Chester CH1 1DF

T: 01244 310574

E: [john.dean@astbury-wren.co.uk](mailto:john.dean@astbury-wren.co.uk) Contact: John Dean

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## Reading List

The following list gives details of some publications covering inflatable play and play policy.

The examination questions will not necessarily be based on Information contained therein.

**A Guide To The Reporting of Injuries, Dangerous Occurrences Regulations 1995 L73** – HSE books 1999 ISBN 0 7176 2431 5 Available from: Health & Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

**BSEN45004:1995** – General criteria for the operations of various types of bodies performing inspection Available from: BSI [www.bsi-global.com](http://www.bsi-global.com)

**Carnival Amusement Rides Safety Regulatory** – New Jersey USA Sub Chapter 13 Inflatable Rides. Available from: Register of Play Inspectors International (RPII)

**Five Steps to Risk Assessment** -Explains risk assessment and it aims Available from: Health & Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

## Equal Opportunities Policy

The Register of Playground Inspectors International (RPII) firmly supports the principle of equal opportunities throughout its range of training services and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, marital status, sexual orientation, disability, class, age, religion or membership of a trade union.

### RPII:

1. Seeks to comply fully with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 (as amended) and the Disability Discrimination Act 1995 and will take note of the various codes of practice dealing with the elimination of discrimination and the promotion of equal opportunities. RPII has a positive commitment to equal opportunities beyond legislation and will seek to ensure that all its training services are available equally to all without discrimination.
2. Holds the principle of equal opportunities as central to its strategic development and to its planning and implementation strategies.
3. Recognises that equality is a key aspect of quality assurance and should be addressed as part of the company's standard quality assurance procedures.
4. Recognises that individuals are disadvantaged in society by sexist, racist and other stereotypical expectations.
5. Seeks to counteract this stereotyping and will offer positive images where possible. All staff will be encouraged to become aware of direct and indirect discrimination in their dealings with Candidates and in action planning and delivery.
6. Seeks to ensure that Candidates are placed on programmes which are appropriate to their needs so as to encourage them to meet their full potential and to ensure that all programmes are free from artificial barriers which restrict access and progression. As part of this commitment, RPII will seek to ensure that appropriate support is available to all Candidates.

## Check List

When you are ready to forward your application please include the following:

- |                                 |                          |
|---------------------------------|--------------------------|
| A Portfolio of your work        | <input type="checkbox"/> |
| A Brief C.V.                    | <input type="checkbox"/> |
| Names of 2 referees             | <input type="checkbox"/> |
| Signed copy of Application Form | <input type="checkbox"/> |
| Copy of Insurance Certificate*  | <input type="checkbox"/> |
| Passport sized photograph       | <input type="checkbox"/> |
| The appropriate payment         | <input type="checkbox"/> |

\*Insurance may be forwarded on completion of the examination if necessary. You will be required to provide evidence of the required insurance before being entered onto the Register.