

From: [REDACTED] rospaplaysafety.co.uk>
Sent: 10 April 2024 12:13
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Re: Reduced Rate Play Area Inspections in April for Melbourn Parish Council

Hi Alex,

Unfortunately you are too late to be included in our reduced rate schedule, so our standard costs apply. Please note our costs may increase slightly next year.

The cost of an outdoor annual inspection is £260 plus VAT for the first play area and then £115 plus VAT per subsequent area.
Total cost for your two inspection is £375 + VAT.

Sites in inner London will be charged an additional London Weighting fee of £50 plus VAT. You will receive a full photographic and written report with risk ratings.

The inspection will take place within 8 weeks of receipt of an order from you.

If you would like to proceed, we require an email from you with the following information:

1. Is access to the area restricted or are there opening times we should be aware of?
 2. A contact person's name and telephone number
 3. A Purchase Order number (if applicable)
- Your Purchase Order should be addressed to Playsafety Ltd or RoSPA Play Safety, not RoSPA in Birmingham. RoSPA Head Office in Birmingham have a different bank account and address to us.

Do you carry out your own weekly checks? You may be interested to hear that we offer a routine checklist specifically tailored to your site.
The cost for this is £40 plus VAT per play area. This will provide you with a template to help you when inspecting your equipment. Do not hesitate to let us know if you wish to add this on to your order for this year.

The report and invoice will be emailed to you shortly after the inspection.
Our payment terms are 30 days from date of invoice.

Many thanks

Kind regards

[REDACTED]
Administrator

RoSPA Play Safety Ltd
Unit 78 | Shrivenham Hundred Business Park
Watchfield | Swindon | SN6 8TY
Phone: 01793 317470

www.rospa.com/play-safety
www.rospa.com/play-safety/Advice/Play-value.aspx

RoSPA's mission is to save lives and reduce injuries.



From: "parishclerk@melbournparishcouncil.gov.uk" <parishclerk@melbournparishcouncil.gov.uk>
Date: Wednesday, 10 April 2024 at 10:36
To: Playsafety <playsafety@rospaplaysafety.co.uk>
Subject: RE: Reduced Rate Play Area Inspections in April for Melbourn Parish Council

CAUTION: EXTERNAL E-MAIL

Good Morning,

We need to get our inspections booked in for our 2 play parks.

Please let me know how I go about this?

Thank you

Best wishes

Alex Coxall & Abi Williams

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

assistantclerk@melbournparishcouncil.gov.uk

<http://melbournparishcouncil.co.uk>

Please note: My working hours are usually Monday to Thursday, 9.30am – 2.30pm

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: playsafety@rospaplaysafety.co.uk <playsafety@rospaplaysafety.co.uk>

Sent: 12 February 2024 05:19

To: assistantclerk@melbournpc.co.uk

Subject: Reduced Rate Play Area Inspections in April for Melbourn Parish Council

Our records show you have not yet booked your 2024 playground inspection with us. It's not too late to take advantage of our special discounted rates.

We are coming to your area in April.

During busy periods the inspection may be undertaken in the following month. The discounted rate inspections take place at the inspectors' convenience. We cannot usually be flexible with dates. If you would like to specify when the inspection takes place please get in touch for a quote.

If you would like to go ahead with the inspection, please click on the below link or reply to this email within the next four weeks

Please note our standard fee will apply after this time.

<https://playbase.rospaplaysafety.co.uk/portal/inspection-approval.php?ID=ACC98D55-DB0C-4188-9879-5CFEBC5662C0>

We can still inspect outside of these months but additional charges will apply.

Prices

We charge an initial set fee to inspect up to five play items, there is an additional fee of £4.00 per item over five.

Parish Council, Town Council or Community Council - £78.00 + VAT per play area

Any other organisation - £108.00 + VAT per play area

Schools/Commercial Sites

All schools, staffed playgrounds and those sites with restricted access will be contacted by our Inspector to confirm a date. Our Inspectors plan their routes towards the end of the month prior to the month of the inspection.

Automatic Schedule

You can opt to be set up on our system as an 'Automatic' client which means we will automatically inspect each year, unless instructed otherwise. Future inspections will be notified in advance so you know that we're coming, and we will send the report and invoice after the inspection has been done. If you wish to take advantage of this very popular service, please let us know by email.

In order to receive our reminders, please make sure that you keep us up to date with email addresses and other contact information. NOTE: If we do not have your correct email address we will be unable to send reminders to you.

Meeting with the Inspector

If you wish to meet or accompany our inspector during the inspection then there is an additional fee of £50.00 + VAT for an appointment. This fee is not applicable to schools, staffed playgrounds and those sites with restricted access. Please note this does not include any form of on-site training.

For further details on our training courses, please visit <https://www.rospa.com/safety-training/play>

Checklists

Do you carry out your own weekly checks? You may be interested to hear that we offer a routine checklist specifically tailored to your site(s).

The cost for this is £40.00 plus VAT per area. This will provide you with a template to help you when inspecting your equipment. Do not hesitate to let us know if you wish to add this on to your order this year.

If you would like to place your order by email, please provide the following information:

- Organisation name and address
- Contact name, number and email address (for reports to be emailed to)
- Invoice address and invoice email address (if different to above)
- Do you want to be set up on our 'Automatic' schedule?
- Any updates on play areas, i.e. additional areas with name of site and address
- Note: If you have more than one play area at your organisation, each area is classed as a separate site, e.g. Junior, Infant, Nursery etc.

Orders are subject to our standard terms and conditions available here:

<https://www.rospa.com/getattachment/1d45dcea-6c7c-4c9b-9567-317d9b6bc133/Terms-and-Conditions-231123.pdf?lang=en-US>

We look forward to receiving your instructions.

RoSPA Play Safety Team

Unit 78,
Shrivenham Hundred Business Park
Watchfield
Swindon
SN6 8TY
01793 317470
email: info@rospaplaysafety.co.uk

PLAYSAFETY LTD IS THE ONLY BODY AUTHORISED TO CONDUCT ROSPA ANNUAL INSPECTIONS

If you are not interested in receiving RoSPA Inspection Reminders just email to let us know and you will be removed from our mailing list.



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www.rospa.com

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P Think of the environment...please don't print this e-mail unless you really need to.

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