



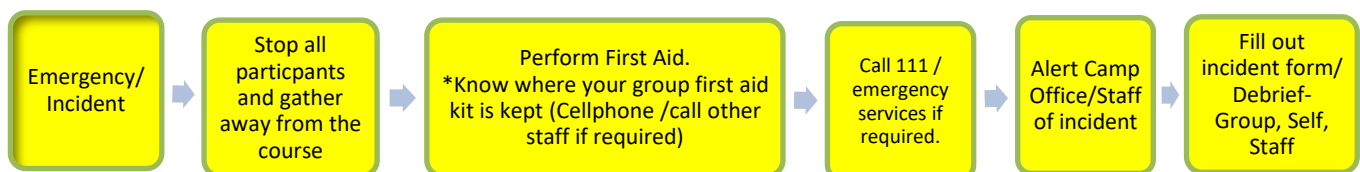
## Standard Operating Procedure

*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.*

*This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.*

<b>Activity:</b>	Climbing Wall		
<b>Location of Activity:</b>	DOC Paddock, off the tower.		
<b>Site:</b>	Taupo	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Joana Acebey	<b>Version:</b>	4
<b>Position:</b>	Lead Instructor	<b>Approved:</b>	30/06/2025. HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	Activities Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor / 10 Participants (+1 Adult Assistant when required) Note: Adult assistant is required to help with groups when deemed necessary. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>MiCamp Equipment:</b>	<ul style="list-style-type: none"> <li>○ Helmets</li> <li>○ Harnesses</li> <li>○ Climbing Ropes</li> <li>○ Two Steel Carabiners</li> <li>○ Four Aluminium Carabiners.</li> </ul>	<b>Instructor:</b>	<ul style="list-style-type: none"> <li>○ Helmet</li> <li>○ Harness</li> </ul> Rescue Gear: Three Aluminium Carabiners, Belay Device, Short Prusik, Long Prusik.
<b>Participant Requirements:</b>	<ul style="list-style-type: none"> <li>○ Covered shoes</li> <li>○ Long hair tied up</li> </ul>	<ul style="list-style-type: none"> <li>○ Appropriate Clothing for weather</li> <li>○ Max weight 130kg</li> </ul>	
<b>Communication Procedures:</b>	Use the instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
<b>Related Documents - Qualifications/ Legislation/Guideline/ Permits/Consents:</b>	Activity Safety Guideline Indoor Climbing and Climbing on Artificial Structures V2 Rock qualifications e.g. Rock leader, NZOIA Rock 1, Diploma in Outdoor Rec- Rock Health and Safety at Work (Adventure Activities) Regulations 2016. Outdoors Mark (Adventure Activities Safety Audit)		

### Emergency Procedures



**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice.**

Operating Procedures	
<b>Pre-activity Check</b>	
1	Communicate with MiCamp Lead Instructor to highlight safety considerations for the day.
2	Re-familiarise with the SOP.
<b>Setup</b>	
1	Visual check of equipment and structures as per equipment check.
2	Open the doors to the wall and secure them back so they do not swing in the wind.
3	Set up climbing ropes on appropriate walls using guy ropes.
4	Tie a figure of eight on a bight with a finishing knot and add a steel carabiner to the climber's end of each rope.
5	Thread the belay end of the rope through the Rix-i-Trix in an S shape starting at the bottom and coming out on top. Tie a double figure of eight loop. Clip the carabiners onto each loop, coil the extra rope and hang it onto itself so it's off the ground.
6	Lay out helmets and harnesses for group.
*	<b>A different set-up could be used if approval is given from MiCamp Manager and/or Lead Instructor.</b>
<b>Instructor Brief to Supervisors</b>	
1	The supervisor must help with belaying and group management.
2	Supervisors must ensure that belayers do not lower anyone without the instructor's permission.
<b>Instructor Safety Brief to Participants</b>	
1	Only one climber should be lowered at a time.
2	Helmets must be worn by all in front of the Rix-i-Trix.
3	The instructor must first do a safety check before a climber can start.
4	The climber must communicate with their belay team and ensure they are ready before they start.
<b>Operating Instructions</b>	
1	Gather the group together and disclose the hazards/risks and explain the rules above.
2	Distribute harnesses helmets. Supervisors can assist with fitting them. The instructor must check everyone.
3	Explain " <b>Challenge by choice</b> ".
4	Create two belay teams and explain belaying: A belay team must have at least three people as part of it, two clipped in and at least one with their hands on the rope. The belay team walks back as the climber is climbing so there is no slack in the system. (The instructor must make sure that the belay team outweigh the climber by a significant amount.)
5	Before each time a participant climbs, the instructor must perform an <b>ABC</b> Check. <b>A – Anchor:</b> Look up and down the rope check that it is set-up correct and fit for use. <b>B- Belay:</b> That the rope is threaded though the Rix-i-Trix correctly, and that team is ready and has at least the minimum number of people in the team. <b>C- Climber:</b> Check the climber that their harness and helmet is fitted properly, that the carabiner is clipped to their belay loop. Perform a pinch check to confirm that it is locked.
	The instructor is the main belayer and must be positioned where they can lock off the belay ropes quickly.
7	Climbers can only be lowered when the instructor gives permission to do so: The climber must sit in their harness, let go of the wall and have their feet on the wall to keep them away from it. The belay team must walk slowly towards the wall, lowering the climber in a controlled manner.
8	<b>Maximum of 2 ropes running at the same time per Instructor.</b>
<b>Debrief suggestions</b>	
1	Discuss what the participants learnt, what was challenging and what they would like to improve on.
2	Reflect on session goals, if made.
3	Get feedback from group (note down useful information). Thank the participants and group supervisors.
<b>Closing Down the Activity</b>	
1	Close the doors to the wall and lock them.
2	Gather all the gear and check that it is all returned. Reset harnesses. Note any broken or damaged gear. Tidy up all gear, ready for the next session.

3	Visually check equipment and record any incidents, near misses, damage, or wear before returning to the shed.	
<b>Pause points:</b>		
1	Pause the activity if the belay team becomes distracted/ ineffective. Immediately communicate with the climber to stop, then refocus belay team. Lock off rope if necessary.	
2	Pause the activity at any time conditions become unsafe.	
3	Pause the activity if participant behaviour compromises group safety.	
4	Pause the activity if anyone walks in front of the Rix-i-Trix without a helmet.	
5	Pause activity if anyone gets Injured.	

<b>Equipment Check</b>		
1	Carabiners - check that it opens and closes easily, there are no cracks, serious abrasions or a sticking gate.	
2	Ropes - check for glazing of the sheath, severe furring of the rope, powdering of the fibres, soft spots, cuts in the rope or any sign of the core showing through.	
3	Helmets and harnesses - check the outer and inner shell for cracks, ensure straps and buckles work well. Check for fraying, cupping, or bowing, etc.	
4	Wall - Check structure and anchor points. Ensure no new hazards are present.	

<b>Hazards and Risk Identification</b>			
<p>This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.</p> <p><b>*All risks must be continually monitored throughout the activity*</b></p> <p>New hazards/risks must be reported or resolved appropriately as soon as possible.</p>			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must manage the group. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety. Weather Risk must be assessed continuously.	Low	Medium
	Parameters to cancel activity: <ul style="list-style-type: none"> <li>• Wind: higher than 30 km/h</li> <li>• Precipitation: more than 5mm up to 30 mins before the activity (Causing surfaces to get slippery)</li> <li>• Lightning – in the previous 10 minutes</li> </ul>		

Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Fall from height	MiCamp Instructors must be vigorous with ABC checks before every climber starts climbing. All supervisors must continually monitor belay, take up slack and remind of appropriate belay technique.	Low	High
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Loose hair/clothing	Long hair must be tied up. Participants should remove necklaces, bracelets, and rings that might pose a risk. All clothing must be tucked into the harness or removed if potentially intrusive to equipment movement/function.	Low	Medium
Participant freezes	Instructors trained in talking participants through challenges and physical rescues.	Low	Medium
Participant comes off the wall	Belay line must be tight at all times. No one should be directly behind participant or in their swing zone. Participants will be instructed on how to get back on the wall.	Low	Medium
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Impaired Instructor	MiCamp has a zero-tolerance policy, regular staff testing.	Low	Extreme
Impaired Participants	Instructor must pay attention to all participants behaviour. they must remove any participants that show any signs of impairment.	Low	Extreme
Equipment failure	Regular checks of equipment and training on correct use by instructors.	Low	Medium
Incorrect use of equipment	All connections, harnesses and helmets are checked by staff before climbing. Correct belay techniques taught and supervised by staff. Appropriate safety equipment must be worn at all times (harness and helmet). Participants are given clear instructions while lowering.	Low	High
Incorrect belay/slack rope attached to the climber.	The instructor and supervisors must continually monitor belayers. Take up slack and remind of appropriate belay technique.	Low	High
Participants are not using equipment correctly	STOP and correct the technique and then continue.	Low	High
Equipment is set up incorrectly	Check over set up each time a participant is clipped in, double check carabiner orientation and stop the participant to correct it.	Low	Medium