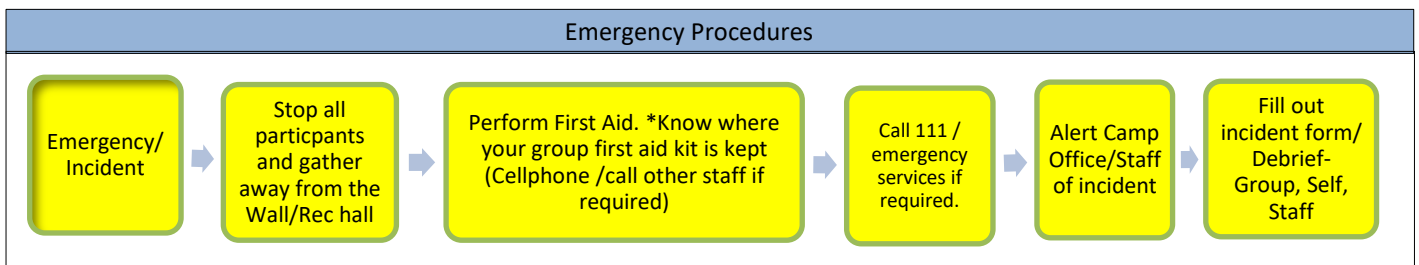




## Standard Operating Procedure

*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 debrief and meetings.*

<b>Activity:</b>	<b>Bouldering Wall</b>		
<b>Location of Activity:</b>	Rec Hall		
<b>Site:</b>	<b>Taupo</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version :</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	Ted Muir & Alex Bennett (25/08/22)
<b>Date Reviewed:</b>	03/05/2022	<b>Location of Hard copy:</b>	Activity Shed
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site specific induction and assessment on internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Safety Mats, Bouldering Games, Blindfolds (optional). Participants Supplied: Covered Shoes.		
<b>Communication Procedures:</b>	Use 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>	Health and Safety at Work (Adventure Activities) Regulations 2016. Activity Safety Guideline Indoor Climbing and Climbing on artificial structures V2		



Equipment Check	
1	Wall – Holds are secure with no sharp edges, Wall is secure
2	Safety Mats are in good repair – no tears

Operating Procedures		
<b>Pre-activity Check</b>		
1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/ equipment location.	
3	Visual check of equipment and structures as per equipment check.	
<b>Setup</b>		
1	Clear wall area.	
2	Arrange safety mats under bouldering wall.	
<b>MiCamp Instructor Brief to Supervisors</b>		
1	Go over SOP's.	
2	Conduct training as per "Activity supervisor training and acknowledgement form".	
3	Ensure supervisor is aware of emergency procedures.	
4	Show general area.	
5	Instruct correct spotting technique – one leg in front of the other, arms up aiming for climber's shoulder blades, thumbs tucked in.	
6	Demonstrate climbing techniques – start with 3 points of contact.	
7	Explain possible games.	
<b>Supervisor Brief to Participants</b>		
1	Two at a time, each climber must be spotted correctly.	
2	Participants take turns to make it across the wall.	
3	Possible challenges: using only one colour, using limited holds, blindfolded, time trails, cross overs.	
4	Watch spotting technique. Keep the group together.	
<b>Closing Down the Activity</b>		
1	Safety mat against wall.	
2	Gather all gear up and check that it is all returned to correct places. Inform MiCamp staff of any broken or damaged gear.	
<b>Pause points</b>		
1	Pause activity at any time if conditions or people become unsafe.	














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

<b>Hazards and risk Identification</b>				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risk must be continually monitored throughout the activity*</b> New hazards/ risk must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove Participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Participant slips or loses grip	Ensure safety mats are under the wall, participants are not to climb above the wall. All climbers must have a spotter.	Low	Medium	PPE
Incorrect spotting	Correct spotting technique. Legs bent one in front of the other, hands up at climbers shoulder height, thumbs tucked in, watching climbers head.	Low	Medium	ADMIN
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Loose or sharp rocks	Wall is checked regularly and holds changed when no longer safe to use.	Low	Medium	ADMIN
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant is being spotted incorrectly or not at all	Stop them immediately, correct technique or organise a spotter before continuing	Low	Medium	ADMIN
<b>Halt activity at anytime if conditions or people become unsafe</b>				