



Climbing Wall



Standard Operating Procedure

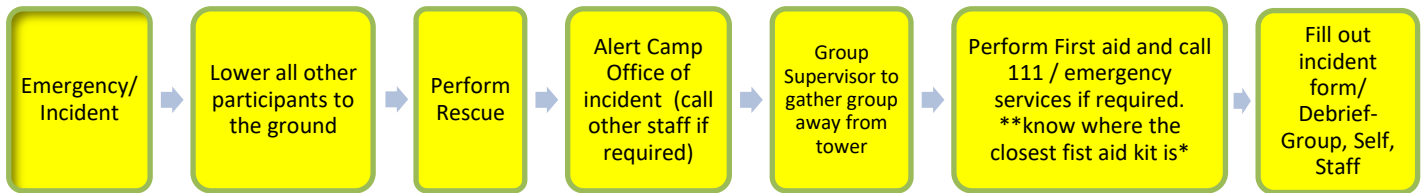
This form describes the details, operational procedures, Risks and emergency procedures for the activity list

This SOP is to be used each time the activity listed is conducted. Changes raised in activity debrief and meetings.

Activity:	Climbing Wall		
Location of Activity:	off the tower		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Chris & Keziah Muir	Version:	3
Position:	Site Managers	Approved:	Ted Muir (20/12/22)
Date Reviewed:	20/12/22	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor / 10 Participants (+1 Adult Assistant when required) Note: Adult assistant is required working with schools and with group when deemed necessary. Note: Ratio adjusted with changes in risk levels	
Instructor Competence:	Site specific induction and assessment on internal competencies.		
Participant & Assistant Equipment & Clothing Requirements:	MiCamp Supplied: Helmets, Harnesses. Participant Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Instructor Equipment & Clothing Requirements:	Helmets, Harnesses. Rescue Gear: Three Aluminium Carabiners, Belay Device, Short Prusik, Long Prusik.		
Other Equipment Requirements:	Climbing Ropes, Two Steel Carabiners, Four Aluminium Carabiners.		
Activity Requirements:	Jewellery, Loose clothing/items to be removed or tucked in, 130kg max weight, Long hair tied up.		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	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. OutdoorsMark (Adventure Activities Safety Audit)		

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.

Emergency Procedures



Operating Procedures

Pre-activity Check	
1	Visual check of equipment and structures as per equipment check
2	Communicate with MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day.
3	Re-familiarise with SOP
Setup	
1	Do pre-use checks and fill out form.
2	Open the doors to the wall and lock them back so they do not swing in the wind.
3	Set up climbing ropes.
4	Tie a Figure of eight on a bight with a stopper knot and add a steel carabiner to the climber’s end of the rope. (A different way maybe used if meet good practice and approval is given from MiCamp Lead Instructor)
5	Thread the belay’s end of the though the Rix-i-Trix in a S shape starting at the bottom and coming out on top. Tie a double figure of eight on a bight making two individual loops to clip to. Add a carabiner to each loop and neatly make a small coil with the extra rope and hang it onto it’s self so it is off the ground. (A different way maybe used if meet good practice and approval is given from MiCamp Lead Instructor)
6	Lay out helmets and harnesses for group.
Instructor Brief to other Assistants	
1	Explain no climbing until safety check completed by instructor.
2	Supervisor is to help with group management.
Instructor Brief to Participants	
1	Gather the group together and disclose hazards/risks in the general area.
2	Distribute harnesses helmets supervisors can assist with fitting them. Instructor to check everyone.
3	Explain what this time looks like & Talk about Challenge by choice .
4	Helmets must be worn by all in front of the Rix-i-Trix.
5	Run through safety check (e.g. CAB or ABCD).

Operating Instructions (A different way maybe used if meet good practice and approval is given from MiCamp Lead Instructor).		
1	Before each time a participant climbs the Instructor must perform a CAB Check. C: Check the climber that their harness is in the right place and that all buckles are locked off, that the carabiner is clipped to their belay loop and perform a pinch check to confirm that it is locked & that their helmet are on correct. A: Look up and down the rope check that it is set-up correct and fit for use. B: That the rope is thread though the Rix-i-Trix correct and that team is ready has at least the minimum number of people in the team.	
2	A belay team is to have at least three people part of it, two clipped in and a 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.	
3	The Participants are part of the of the Belay system, the Instructor is still the belayer and must be position where they can get to the rope and lock off the belay ropes quickly.	
4	Climbers are only to be lowed when the Instructor gives the instructions to do so. The Climber is to sit in their harness, let go of the wall and to have their feet on the wall to keep them away from it. The Belay team is to walk in slowly towards the wall, lowering the climbing in a controlled matter.	
Debrief suggestions		
1	Gather group together; what they learnt, what was challenging, what do they want to practice more.	
2	Reflect on session goals if made.	
3	Get feedback from group (Note down pertinent information). Thank the participants and group supervisors.	
Closing Down the Activity		
1	Gather all gear up and check that it is all returned. Reset harnesses. Note any broken or damaged gear. Put all gear away tidy ready for the next session. Write in rope log (including use).	
2	Visually check equipment and record any incidents, near misses, damage, or wear before returning to shed in rope log.	
3	Close the doors to the wall and lock them.	
Pause points		
1	Belay team becomes distracted/ ineffective. Immediately communicate with climber and refocus belay team. Lock off rope if necessary.	
2	Halt activity at any time if conditions or people become unsafe.	
3	If anyone walks without a helmet into the climbing zone.	
4	Pause activity if anyone gets Injured.	

Equipment Check	
1	Carabiner - check that it opens and closes easily, there are no cracks, serious abrasions or 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, 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 stitching and no fraying
4	Structure- Check structure and Anchor points. Insure no new hazards are present

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All Risk must be continually monitored throughout the activity* New hazards/ risk must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
Long hours in the sun (Supervisors & Participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks/ Supervisor & Instructor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
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
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Fall from height	MiCamp Instructors to be vigorous with ABC checks before every climber starts climbing. All supervisors to continually monitor belay. Take up slack and remind of appropriate belay technique.	Low	High	PPE
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
Loose hair/clothing	All long hair to be tied up. Participants advised to remove necklaces, bracelets and rings that might pose as a risk. All clothing to be tucked into harness, or removed if potentially intrusive to equipment movement/function	Low	Medium	PPE
Participant freezes	Instructors trained in talking participants through challenges and physical rescues	Low	Medium	ADMIN
Participant comes off wall	Instructor to stand beside participant if giving instructions while climbing, no one should be directly behind participant or in their swing zone	Low	Medium	PPE
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment failure	Regular checks of equipment and training on correct use by instructors.	Low	Medium	PPE
Incorrect use of equipment	All connections, harness and helmet fit to be checked by staff before climbing. Correct belay techniques taught and supervised by staff. Appropriate safety equipment is worn at all times (harness, helmet). Participants given clear instructions for lowering.	Low	High	PPE
Hold Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Incorrect belay/ Loose safety rope for climber.	All supervisors to continually monitor belay. Take up slack and remind of appropriate belay technique.	Low	High	ADMIN
Participants are not using equipment correctly	STOP and correct the technique and then continue.	Low	High	ADMIN
Equipment is set up incorrectly	Check over set up each time a participant is clipped in, double check carabiner orientation and stop participant to correct it	Low	Medium	PPE