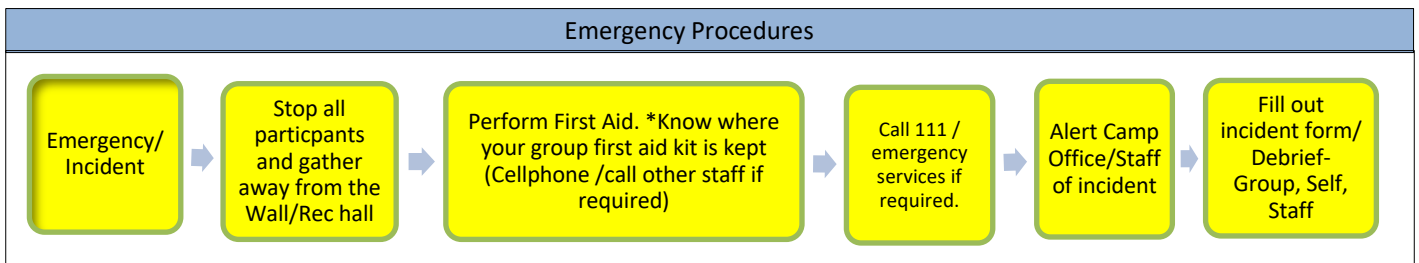




## Standard Operating Procedure

*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>	<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>	17/04/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	17/04/2024	<b>Location of Hard copy:</b>	Camp Office
<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 of 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. Participants Supplied: Covered Shoes.		
<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>	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	Visually check the 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 the SOP.	
2	Conduct training as per “Activity supervisor training and acknowledgement form”.	
3	Ensure supervisor is aware of emergency procedures.	
4	Show general area.	
5	Explain that spotting is required if/when a participant’s feet is higher than hip height or if they become unstable	
6	Instruct correct spotting technique – one leg in front of the other, arms up aiming for climber’s shoulder blades, thumbs tucked in.	
7	Demonstrate climbing techniques – start with 3 points of contact.	
	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, time trials, cross overs.	
<b>Closing Down the Activity</b>		
1	Safety mat against wall.	
2	Gather all the gear 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 conditions or people become unsafe.	
2	Pause activity if anyone gets injured.	














**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.**

Hazards and Risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risks must be continually monitored throughout the activity*</b> New hazards/risks must be reported or resolved appropriately as soon as possible.				
Identified Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Surfaces, cracks, loose structure	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Fall from heights	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant injury	Give safety brief. Staff or Supervisor can remove Participants from the activity or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participant slips	Ensure safety mats are under the wall. Participants are not to climb above the wall. All climbers must have a spotter when above hip height.	Low	Medium	PPE
Spotting	Correct spotting technique: Legs bent, one in front of the other, hands up at climber's shoulder height, thumbs tucked in, watching climber's head.	Low	Medium	ADMIN
Identified Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Sharp edges	The wall is checked regularly, and holds are changed when no longer safe to use.	Low	Medium	ADMIN
Identified Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant spotted	The supervisor is to quickly take over the spotting until the participant is at a safe height, then explain again how to spot correctly.	Low	Medium	ADMIN
<b>Halt activity at any time conditions or people become unsafe</b>				