



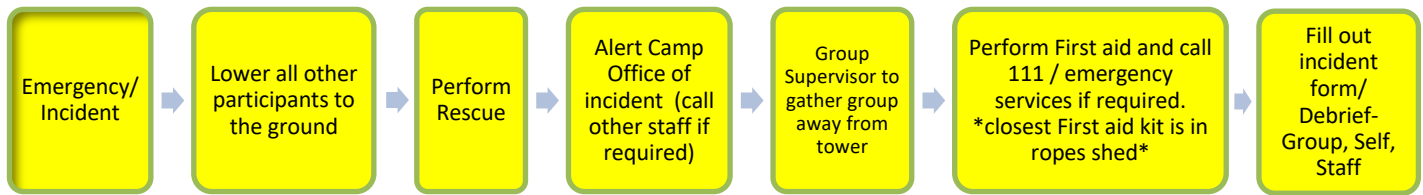
### Standard Operating Procedure

*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 listed is conducted. Changes raised in activity debriefs and meetings.*

<b>Activity:</b>	<b>Climbing Wall.</b>		
<b>Location of Activity:</b>	DOC Paddock, off the tower.		
<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>	19/04/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	19/04/2024	<b>Location of Hard copy:</b>	Camp 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 work with schools and 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>Participant &amp; Assistant Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Helmets, Harnesses. Participant Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
<b>Instructor Equipment &amp; Clothing Requirements:</b>	Helmets, Harnesses. Rescue Gear: Three Aluminium Carabiners, Belay Device, Short Prusik, Long Prusik.		
<b>Other Equipment Requirements:</b>	Climbing Ropes, Two Steel Carabiners, Four Aluminium Carabiners.		
<b>Activity Requirements:</b>	Loose clothing/items removed or tucked in. 130kg max weight, long hair tied up.		
<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)		

**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.**

### Emergency Procedures



### Operating Procedures

#### Pre-activity Check

- |   |  |  |
|---|--|--|
| 1 | Communicate with MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day. |  |
| 2 | Re-familiarise with the SOP.   |  |
| 3 | Visual check of equipment and structures as per equipment check.                                       |  |

#### Setup

- |   |   |  |
|---|---|--|
| 1 | Do pre-use checks and fill out the form.  |  |
| 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 haul cord  |  |
| 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. <b>(A different set-up may be used if approval is given from MiCamp Manager and/or Lead Instructor)</b>  |  |
| 5 | Thread the belay's 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 on a bight, make two individual loops to clip the carabiners to neatly make a small coil with the extra rope and hang it onto itself so it's off the ground. <b>(A different set-up may be used if approval is given from MiCamp Manager and/or Lead Instructor)</b> |  |
| 6 | Lay out helmets and harnesses for group.  |  |

#### Instructor Brief to other Assistants

- |   |  |  |
|---|--|--|
| 1 | Explain that no climbing is allowed until a safety check is completed by the instructor. |  |
| 2 | The Supervisor is to help with group management.   |  |

#### Instructor Brief to Participants

- |   |  |  |
|---|--|--|
| 1 | Gather the group together and disclose the hazards/risks in the general area.                                |  |
| 2 | Distribute harnesses helmets. Supervisors can assist with fitting them. The instructor is to check everyone. |  |
| 3 | Explain what the session looks like and explain <b>"Challenge by choice"</b> .                               |  |
| 4 | Helmets must be worn by all in front of the Rix-i-Trix.  |  |
| 5 | Run through the safety checks (e.g. CAB or ABCD).  |  |

<b>Operating Instructions</b> (A different way may be used if it meets good practice standards and approval is given from MiCamp Lead Instructor).		
1	Before each time a participant climbs, the instructor must perform a <b>CAB</b> Check. <b>C:</b> Check the climber, that their harness is in the right place and that all buckles are secure and tight, that the carabiner is clipped to their belay loop; perform a pinch check to confirm that it is locked. Check that their helmet is on correctly. <b>A:</b> Look up and down the rope check that it is set-up correct and fit for use. <b>B:</b> That the rope is threaded though the Rix-i-Trix correctly, the belay team is ready and 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 at least one with their hands on the rope. The instructor is to make sure that the belay team outweigh the climber by a significant amount. 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 positioned where they can get to the rope and lock off the belay ropes quickly.	
4	Climbers are only to be lowered 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 climber in a controlled matter.	
5	Maximum of 2 ropes running at the same time per Instructor.	
<b>Debrief suggestions</b>		
1	Gather group together; ask what they learnt, what was challenging and what do they want to practice more.	
2	Reflect on session goals, if made.	
3	Get feedback from group (Note down relevant 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. Tidily put all gear away, ready for the next session. Write in rope log (including use).	
3	Visually check equipment and record any incidents, near misses, damage, or wear before returning to the shed in rope log.	
<b>Pause points</b>		
1	Belay team becomes distracted/ ineffective. Immediately communicate with the climber and refocus belay team.	
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.	

<b>Equipment Check</b>	
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 for fraying, cupping, or bowing, etc.
4	Structure- Check structure and Anchor points. Ensure no new hazards are present

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.				
Specific	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
aces, running, hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
the sun &	Apply sunscreen before activity. Bring water bottles. Program breaks/ Supervisor & Instructor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
om	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
ather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously.	Low	Medium	PPE
Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
ght	MiCamp Instructors to be vigorous with CAB checks before every climber starts climbing. All supervisors are to continually monitor belay. Take up slack and remind of appropriate belay technique.	Low	High	PPE
behaviour group	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	ADMIN
othing	All long hair is to be tied up. Participants are advised to remove necklaces, bracelets, and rings that might pose a risk. All clothing is to be tucked into the harness, or removed if potentially intrusive to equipment movement/function	Low	Medium	PPE
eezes	Instructors trained in talking participants through challenges and physical rescues	Low	Medium	ADMIN
omes off	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
Specific	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
ailure	Regular checks of equipment and training on correct use by instructors.	Low	Medium	PPE
of	All connections, harnesses and helmets are 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 are given clear instructions for lowering.	Low	High	PPE
	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
ay/ rope for	All supervisors are to continually monitor belay. Take up slack and remind of appropriate belay technique.	Low	High	ADMIN
are not tent	STOP and correct the technique and then continue.	Low	High	ADMIN
set up	Check over set up each time a participant is clipped in, double check carabiner orientation and stop the participant to correct it.	Low	Medium	PPE