



# Climbing Wall

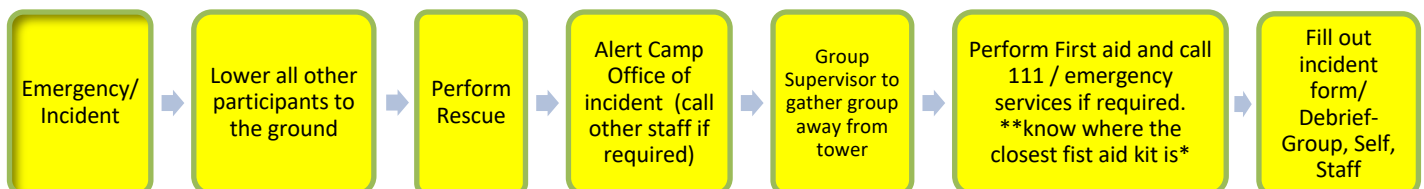


## Standard Operating Procedure

*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 debriefs and meetings.*

<b>Activity:</b>	<b>Climbing Wall</b>		
<b>Location of Activity:</b>	The side of the tower		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	08/02/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	08/02/24	<b>Location of Hard copy:</b>	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 group 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>	Jewellery, Loose clothing/items to be 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)		

### Emergency Procedures



**Equipment Check**

1	Carabiners - check that they open and close 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. Ensure no new hazards are present.

**Operating Instructions**

**(A different way may be used if meet good practice and approval is given from MiCamp Lead Instructor).**

Before each time a participant climbs, the instructor must perform a **CAB** Check.

**Operating Procedures**

**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. Perform a pinch check to confirm that it is locked and that their helmet is on correctly.

**Pre-activity Check**

**A:** Look up and down the rope check that it is set-up correct and fit for use.

1	Visually check the equipment and structures as per equipment check.
2	Communicate with the MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day.
3	De-brief the rise with 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.

**Setup**

1	Do pre-use checks and fill out 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.
4	Tie 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**

**Lead instructor)**

1	Gather the group together. Ask what they learnt, what was challenging and what do they want to practice more.
2	Read 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 itself so it is off the ground. (A different way may be used if meet good practice and approval is given from MiCamp Lead Instructor)
5	Get feedback from group (Note down pertinent information). Thank the participants and group.

**Closing Down the Activity**

1	Gather all the gear and check that it is all returned. Reset harnesses. Note any broken or damaged gear. Put all the gear away tidily ready for the next session. Write in rope log (including use).
2	Explain that there may be no climbing until safety check completed by instructor.
3	Visually check the equipment and record any incidents, near misses, damage in the rope log, or wear before returning to shed.
4	The supervisor is to help with group management.

**Instructor Brief to Participants**

5	Close the doors to the wall and lock them.
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**Pause points**

2	Distribute harnesses and helmets. The supervisors can assist with fitting them. The instructor is to check everyone.
1	Pause if the belay team becomes distracted or ineffective. Immediately communicate with the climber and refocus the belay team. Lock off rope if necessary.
3	Explain that this activity looks like & talk about <b>Challenge by choice</b> & safe.
4	Helmets must be worn by all in front of the Rix-i-Trix without a helmet on.
5	Run through safety check (e.g. CAB or ABCD).

**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.				
Specific	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
aces, running, cards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
the sun &	Apply sunscreen before activity. Bring a water bottle. 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 are to be vigorous with ABC checks before every climber starts climbing. All supervisors are to continually monitor the belaying, take up the slack and remind of appropriate belay techniques.	Low	High	PPE
behaviour group	Give safety brief. Staff or supervisors 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	The instructor is to stand beside the participant if giving instructions while climbing, no one should be directly behind the climbers 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 are 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/slack d to the	The instructor and supervisors are to continually monitor belaying. Take up slack and remind of appropriate belay technique.	Low	High	ADMIN
are not ent	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