

**APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS**

1. Indoor Rock-Climbing Activity Safety Guideline
2. High wire and swing ASG
3. Industry best practice standards as set by NZOIA and Skills Active

**ACTIVITY OVERVIEW**

An 8-metre auto belay climbing wall, crate climb, rope climb, ladder climb, and high ropes inside our big gymnasium where, with our instructor, you can climb three different gradients. Instructor included.

**LOCATION: BIG GYM**

Finlay Park

**SUPERVISION REQUIREMENTS****COMPETENCY INSTRUCTOR**

1. Supervision category: Climbing and high ropes falls under the instructor only (X) category
  - a) Min supervision age: 17 years or older
  - b) Min Qualification/ Competency: In house training and/ or Skills active climbing leader level 4 or similar, First Aid comprehensive, NZ police check
  - c) Min experience: experience instructing lower risk activities such as Go karts, and sling shot paintball for more than 15 hours, and completion of 5 sessions of assisting a qualified instructor with group.

**COMPETENCY ADULT**

Activity instructed by FP staff member/ instructor. Adults helping are subject to the FP adult helper agreement.

**EQUIPMENT**

- a) Cell phone
- b) First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- c) Instructor harness
- d) Participant equipment (Karabiners, harnesses, helmets and rescue kit)
- e) Safety tower rescue gear
- f) 6 stainless steel triple lock karabiners
- g) 3 stainless steel triple lock captive karabiners
- h) Ladder climb
- i) Rope Climb
- j) Milk Crates
- k) High Ropes course
- l) Fall mats
- m) Full body harnesses
- n) Safety knife (rescue tower)
- o) Combination locks for locking activity

## PARTICIPANT REQUIREMENTS

### COMPETENCY

- a) Minimum age: 6 years or older and must be able to fit harness correctly and done up properly. Must weigh more than 20Kg's but no more than 120kg's.
- b) Minimum level of competency: Should not be overly anxious or fearful of heights. Able to listen and carry out simple instructions.
- c) Competency age specifics: Carabiners must be checked up to year 8 (12-year-olds) by a supervising adult. Participant's year 9 and up (12 years or older) can check their own carabiner.

### EQUIPMENT

- a) Clothes: Clothing should fit snugly. Jewellery removed and loose hair tied up.
- b) Foot wear: Participants should wear shoes (hygiene reasons) however in some cases the instructor uses his/ or her discretion (e.g., participant might not have any dry shoes left at end of camp).
- c) Harness and helmets: Provided by the camp (see notes below)

## SUPERVISION STRUCTURE

### NUMBERS

Maximum of 30 participants per instructor

### RATIOS

1: 8 (Adults: participants)

### SUPERVISION POSITION

- i. **Instructor:** must be in a place where a quick overview of all separate climbs is easily obtained. Often instructor can have a good overview and control from High Ropes tower whilst assisting participants. However, instructor must frequently scan the area to maintain good overview of participants, as fitting a harness to a participant or lowering someone can be distracting. The ideal position for observation is marked on the tower floor.
- ii. **Adult supervisors:** Adults must be stationed at individual climbs although adults can supervise more than 1 climb at a time. Adult's role is to check karabiners and visually check harness and encourage participants. See specific instructions for adults below.

#### *Ratio supervision changes*

FP requires groups to not exceed numbers greater than 30. If the numbers of a group are greater than 30, we still require 1 adult per climb to supervise. If less adults are present, we operate with less climbs available.

#### *Specific supervision instructions for adult helpers*

Adult helpers must be able to visually and physically check karabiners and harness. They will supervise individual climbs and climb areas. Adults should be encouraged to be involved and support the participants.

Adult supervising the crate climb must wear a helmet

## GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

- For all or any emergency situations the instructor **must** first stabilise the situation and account for all staff and participants.
- For all emergency scenarios the lead instructor Has the Authority to assign responsibility for implementing the plans below, including who must notify emergency services and when.

Minor incidents (scale 1 – 5):

- Pause the activity if needed
- Administer first aid (kit provided, or first aid room)  
Note: All groups are notified to bring their own first aid supplies.
- Assess whether victim can continue or needs to return to camp
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

Serious harm incidents (scale 6 – up)

- Stop the activity
- Ensure the safety of yourself and the participants.
- Administer first aid
- Contact senior staff immediately for extra assistance and/ or contact emergency services
- With senior staff fill out incident report and investigation

Flooding:

- Move group to higher ground ASAP
- Account for all staff and participants
- Inform senior staff of situation

High winds/ cyclone:

- Move group to more sheltered position and/ or
- Account for all staff and participants

Earthquake:

- Move group to assembly area ASAP (if within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

Fire:

- Move group away from imminent danger ASAP and find best possible safe zone. Raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

HAZARD REGISTER

Activity		Climbing/ climb obstacle course/ Crate climb		Supervision category	FP Instructor required X
Area	Big Gym			Date reviewed	July 2024
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk Rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	
Gear failure	Fracture, concussion, back and neck injuries	Equipment	High	All gear (Cables, harnesses, Karabiners, tape, prussic line, etc.) is fit for purpose and inspected at different intervals (daily, weekly, monthly or six monthly). Where needed gear is replaced and updated. The high rope structure is certified by a third-party engineer. The auto belay system is subject to inspections and certification from a third party also. Staff is trained to carry out the routine inspections	
Climbing without a harness/ lack of supervision		People	High	The climbing wall is clearly marked as an "instructor only!" activity. All visitors to Finlay Park are made aware of this through the compulsory safety briefing on the first day. All climbs are marked clearly in order to notify people that a Finlay Park instructor is needed. We also added a physical barrier to the climbing wall that can only be taken down when unlocking the back of the wall by FP staff. Other climbs stored at roof level	
Poor process		People	High	Finlay Park uses an auto belay system that does not require a second competent person to belay the climber. Before climbers start climbing their harness is checked by the instructor, helmet and karabiners are checked by an adult. Under 12-year-olds cannot go up unless checked before each climb. Climbers are taught to check and recheck their own karabiner as well.	
Climbers ascending and/ or falling on top of spectators	Back and neck injuries	People	Medium	All participants receive instructions where they can or cannot stand. Climb areas are clearly defined with fall mats and in case of crate climb the fall area for climbers and crates is clearly marked out.	
Moving trolley and body part entrapment	Damaged finger tissue	Equipment	Low	The obstacle climb/ pipe traverse is designed in such a way that trolleys do not tend to roll at speed toward some one's hand on the pipe. The security tape, connected from harness to trolley is of such a length that it has limited moving ability apart from the movement of the participant. At all other climbs the maximum height is clearly marked, keeping participants away from moving parts of the auto belay system.	
Harness or rope	Rope/ harness burn	People	Low	All harnesses are checked by the climbing instructor and/ or assistant instructor before a session starts. All care is taken to place ropes and fit harnesses in such a way that burn is minimised.	
Rope climb	Falling due to grabbing rope and cable at same time	People	Medium	Participants are informed that they must ensure not to grab rope and auto belay cable at the same time. Cable and rope have a distance between them in order to prevent cable and rope from hanging side by side. Rope climb station is monitored by a supervising adult.	
Harness suffocation	Harness	People	High	All full body harnesses are checked by the climbing and assistant instructor. Care is taken to adjust the middle chest strap in such a way that it will not obstruct the airways when the participants sit fully into the harness.	
concussion	High ropes bar, climb wall,	People	Medium	All participants have to wear helmets to minimise possible head injuries when slipping of walls or when climbing the high rope pipes.	

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<b>Falling crate</b>	Crate at crate climb fall over	People	Medium	Participants are advised to keep a clear area around the crate climb to minimise a possible risk of a crate hitting someone when the stack falls over. Floor is clearly marked. Supervising adult on this activity is required to wear a helmet.	FP staff, participants
<b>Foot traffic</b>	tripping/ distractions	People	Low	People who are not part of activity (Participants, and parents) are advised to stay away from indoor climbing activity area until activity is done.	FP staff and supervising adults
<b>Swing or hanging inverted</b>	Hit head and slip out of harness	people	high	Every participant is to wear a helmet and harnesses are checked to be above the hips, tight enough around the waist, legs, and buckles locked. Once checked participants are given a helmet to show that they have been checked.	FP staff
<b>Unsupervised access to auto belay system/rams</b>	Tampering with/ breaking the system	people	low	All our rams are in locations that are closed up and locked with padlocks to prevent any tampering. This only gets opened when the daily systems checks are done before an activity.	FP staff
<b>Skatepark</b>	Tripping over/hit by skateboard/scooter	people	low	No use of skatepark of any sorts is permitted while indoor climbing is in process. Skateboards and scooters to be put away.	FP staff and supervising adults

VERSION			
Version	Date	Changes	Authorized by
1.0 – 1.6	18 Feb 2016 – 3 Oct 2017	Variety of changes since start. See SOP archive	Gus
1.7	15 Nov 2017	Added wearing shoes for participants and angle fall matt crate climb	Gus
1.8	5/4/2018	Added toilet tag detail and harness check detail.	Gus
1.9	6 June 2018	Added unconscious rescue, made changes to toilet tag system, added min competency for participants	Gus
2.0	27 Aug 2018	Changes to supervision structure and participant requirements	Gus
2.1	15 Feb 2019	Added to visual daily inspection a tick sheet. Added to activity in operation; locking climb gear door	Gus
2.2	12 Aug 2019	Changes to toilet stop and designated crate climb area. Added rope climb (grab cable and rope) hazard. Added locking activity	Gus
2.3	3 Aug 2020	Removed log book from pre check and changed to staff page on line form	Gus
2.4	13 <sup>th</sup> August 2020	Added rescue with descender including unconscious or high rescue	Gus
2.5	20 <sup>th</sup> October 2020	Added adult helper or instructor managing the crate climb must wear a helmet. Crates linked for reducing spread of crates when collapses	Gus
2.6	22/6/2021	Min qualification	Gus
2.7	26/8/2022	Added detail to rescue scenario in regards to mounting the descender	Gus
2.8	16/11/2022	Changed “must” to “should” in section Equipment> footwear. Defined open or closed session (see rules and management point 1)	Gus
2.9	10/10/2023	Changes made to instructor position	Gus
3.0	17/10/2023	Added instructor must stabilise and account for all staff and participants in an emergency situation	Kowie
3.1	17/10/2023	Added for all emergency scenarios, the lead instructor has the authority to assign responsibility for implementing the plans below, including who must notify emergency services and when	Kowie
3.2	19/10/2023	Added to hazard register: Climbing wall barrier Foot traffic Swing or hanging inverted Access to auto belay system Skatepark	Kowie
3.3	8 Aug 2024	Removed amusement devices from legislation. Changed min age of instructor from 18 years to 17 years old.	Kowie
3.4	8 Aug 2024	New SOP created	Kowie