

Safety Guidelines for education outside the class room



Clip 'N Climb Auckland Risk Management Information

The following information is a summarised version of Clip 'N Climb Auckland Procedures Manual and Policies. It assists educators in their preparation of their Risk Management Plans. All information should be treated as confidential. Additional information can be obtained by calling 'The Manager' on 09 630 6040.

External Provider Details

Provider Name: Clip 'N Climb Auckland
Provider Site Address: 610 Dominion Road, Balmoral, Auckland
Phone Number: 09 630 6040
Contact Person: Aaron Dolman
Provider Commenced Trading In: 2007

Provider Public Liability Insurance Details

Underwriter: available on request
Policy Number: available on request
Policy Limit: available on request
Policy Expiry Date: available on request

Risk Management Details

Rock climbing, indoor or outdoor, is an inherently risky activity. At Clip 'N Climb Auckland, we minimise the risk (where it cannot be eliminated) by implementing the following procedures, policies and checks.

- All climbing walls are designed, built and then tested to meet EN 12572 (European) Standard for Artificial Climbing Structures.
- All equipment is regularly inspected, logged and replaced as required. At any point in time, these logs are available for inspection/review by education teachers.

Clip 'N climb

- Clip 'N Climb Auckland uses an auto belay system that eliminates the need for a person to belay. The auto belay device is rated up to 150kg and meets the Australian, New Zealand and European standard. Our Trublues are tested annually.
- Clip 'N Climb Auckland has a separate area for students to fit the harnesses with no distractions, then they are double checked by our instructors before leaving the room.

We have attached to this document a complete RAMs form for you to submit with your activity documentation – simply add your detail and dates.

Staff

At Clip 'N Climb Auckland Senior Staff are required to have Workplace First aid Qualifications (or equivalent or greater). Given our staff know our facility, including emergency exits, fire fighting equipment locations, emergency assembly areas, telephone locations and evacuation procedures, we prefer that our staff act as the **RESPONSIBLE Emergency Response Coordinator** for any activity on our premises.

In addition to their First Aid qualifications, we undertake the following comprehensive training with all staff, including regular updates:

- Fire fighting equipment use
- Emergency & Evacuation Procedures
- Rescue Procedures and Incident Response
- Group Management

Teachers attending with the group are welcome to bring their own first aid kits, but we do have the following equipment on site:

- Portable Sports First Aid Kit
- Rope Rescue Kit

Clip 'N Climb Auckland complies with the Occupational Health & Safety Act in New Zealand. An Emergency Evacuation Plan (map) of the entire complex is available upon request. Our full Emergency Evacuation Procedure is detailed in our procedures manual and is available for review upon request, but it is not distributed publicly.

All instructors are on 'staff', not sub-contractors, and all have been through intensive in-house training and are not permitted to take school group sessions until we are satisfied with their competence. As a minimum, all our instructors will be able to:

- Fit all necessary equipment
- Manage the group of students
- Provide all necessary training in the use of the equipment
- Supervise all participants in safe use of equipment

All Clip 'N Climb Auckland staff are employed on the basis that they have relevant experience or qualifications in the field of indoor climbing.

Role of Teacher(s): Although our instructors will provide all technical instruction and training, the role of the attending teacher(s) is to assist with the direct supervision and disciplining of the students.

Instructor Ratios

Year 8 – 12 students our Ratio 1:20 Effective Ratio = 1:10 including supervising teacher.

Up to Year 7 Students our Ratio is 1:10 Effective Ratio = 1:5 depending on the number of teachers.

Students attending Clip 'N Climb Auckland should wear the standard school sports uniform as attire, if there is no official school sports uniform, tracksuits, shorts and t-shirts are appropriate and "runners" are appropriate footwear.

Items that should not be worn:

- Denim jeans
- Skirts or dresses
- Overly baggy pants
- Excessive jewellery
- School ties, belts, school shoes

Students should not bring iPods, phones or MP3 players as they pose a hazard during the activity and we accept no responsibility for damage or loss of the said equipment.

Risk Analysis Matrix

at Clip 'N Climb Auckland



School/Organisation Name: _____

Group Leader: _____ Date: _____

Reviewed on: _____

RISKS What could go wrong?	HAZARDS Why would this happen?	SIGNIFICANT? Yes / No	CONTROLS How we can prevent it?
Injury to climber following a fall from the wall	Faulty equipment: ropes, belay devices, anchors, etc	Yes	The Clip 'N Climb Auckland policies for equipment selection, inspection and retirement include: - Equipment selection is aligned to industry practices and manufacturers recommendations for us. Regular inspections of equipment, checks it remains in safe working condition. - Equipment is retired when it is no longer in safe working condition. Guidelines for retirement take into consideration industry practices and manufacturers recommendations. - Gear storage is aligned to manufacturers recommendations. - The staff completing gear inspections have the necessary skills and training to perform the task. All personal gear used at Clip 'N Climb Auckland must meet industry standards (eg: UIAA, EN)
	Inadequate skills of the climber, e.g. - Harness not done up - Not clipped in correctly	Yes	All climbers at Clip 'N Climb Auckland complete a comprehensive pre-climbing training including harness checks. Climbers will only climb in the manner to which they have been taught using our Trublue auto belays. The Safety Supervisor's responsibilities include: - The ongoing checks of a climbers skills - Advising climbers of poor or unsafe practise
	Climber is distracted from task	Yes	The Safety Supervisor's responsibilities include the management of undesirable behaviour or excessive noise in the climbing area. Clip 'N Climb Auckland rules advises climbers to remain attentive to the needs of others and to avoid creating excessive noise. Parental supervision is required for youth under 13 years.
	Poor fit of climbers harness	Yes	A variety of harness sizes are available. Clip 'N Climb Auckland staff are skilled in the selection of and fitting of harnesses for climbers. Clip 'N Climb Auckland staff are aware of situations where the use of a full body harness may be warranted.
	Inadequate supervision	Yes	A Safety Supervisor is always 'onsite' when climbing is being undertaken. Clip 'N Climb Auckland 'Ratio Procedures' establish guidelines for the number of staff to clients.
	Poor or inadequate instruction of skills	Yes	Inexperienced climbers are taught by adequately skilled instructors.

RISKS What could go wrong?	HAZARDS Why would this happen?	SIGNIFICANT? Yes / No	CONTROLS How we can prevent it?
Injury from being hit by a descending climber	Poor communication	No	All climbers at Clip 'N Climb Auckland are taught to climb and descend safely including their ability to communicate effectively.
	Low skills level	No	Clip 'N Climb Auckland identifies the approximate difficulty of the climb, with most having at least three levels of difficulty.
	Poor route setting on Real Roc wall	No	Clip 'N Climb Auckland route setters consider the potential risks associated with a falling climber and design routes accordingly.
Injury to climber	Low skill level of climber	No	All climbers at Clip 'N Climb Auckland are assessed on their competency to climb safely. The challenge board on each climb identifies the approximate difficulty of the climbs.
	Poor or inadequate instruction of skills	No	Clip 'N Climb Auckland instructors have the necessary skills and experience to supervise climbers.
	Inadequate supervision	No	The Safety Supervisor's role includes the ongoing assessment of climber's safe practices. Clip 'N Climb Auckland 'Ratio Procedures' establish appropriate guidelines for the numbers of staff to clients.
Sprains/ strains	Poor match of climbers ability and difficulty of a climb	No	Clip 'N Climb Auckland challenge boards identifies the approximate difficulty of the climbs.
	Climbers do not warm up adequately	No	Clip 'N Climb Auckland recommends climbers warm up.
Injury – generic	Staff are overly familiar with risks	Yes	Clip 'N Climb Auckland culture encourages staff to maintain an awareness of safety and report new hazards, safety concerns and incidents. Clip 'N Climb Auckland management communicates to all staff any new hazards and the outcomes of incident reviews.
	Repetitive nature of work resulting in boredom	Yes	Training of staff includes their development of systematic checking procedures, eg: checking of harness, karabiners.
Emotional trauma	A poor process exists for introducing beginner climbers	No	Beginner climbers are instructed in using Trublue auto belays. Climbers new to Clip 'N Climb Auckland are provided with a Clip 'N Climb Auckland 'tour'.
	Staff have a poor ability to communicate effectively to a variety of clients	No	Clip 'N Climb Auckland Safety Supervisors and reception staff have an ability to relate well and communicate with a variety of clients. Clip 'N Climb Auckland culture encourages a welcoming environment for climbers of all abilities.
	Climbs not established for varied skill level	No	Routes setters have skills and experience to develop routes for varied skill level of clients. Manager of wall establishes requirements for routes of varied difficult and climbing style.