

# **THE QUARRIES SCOUT CAMPSITE**



## **CLIMBING WALL**

RISK ASSESSMENT

RULES AND USE

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COPY RECORD SHEET

# THE QUARRIES SCOUT CAMPSITE



WORKING WITH YOUNG PEOPLE FOR THE FUTURE



STRATFORD ROAD, COSGROVE, MILTON KEYNES, MK19 7BD Tel: 01908 564384

## RISK ASSESSMENT FOR CLIMBING WALL

**Managing Risk:** Instructors will hold appropriate qualifications for the activity, (ref to Quarries regulations of use document) Bucks County Scout Council Climbing Advisor & Relevant Commissioners will be satisfied that instructors are trained and competent to lead the activity and instructors are familiar with standard operating procedures for the Wall as listed below.

Associated documentation with relevance to risk assessment.

Regulation of use                      Emergency procedures                      Rules for the Wall                      Maintenance policy

**NB.** All documentation is available for view and is kept in the Quarries office. Rules and condition of use is also published as posters within the Wall.

**Who is at risk:** All participants / Users

HAZARD	LIKELIHOOD & SERIOUSNESS OF HARM / INJURY	CONTROL MEASURES	REMAINING RISK
Fall from height	Likely serious	<ul style="list-style-type: none"> <li>➤ Roped climbing on Wall</li> <li>➤ Helmet worn</li> <li>➤ Appropriate use of spotting techniques if necessary</li> <li>➤ Use Instructor / Coach to monitor safe belaying techniques</li> </ul>	Low
Child protection	Possible Serious	<ul style="list-style-type: none"> <li>➤ All instructors have had DBS checks – with regular review and update</li> <li>➤ All instructors have attended a safeguarding and child protection course</li> <li>➤ Parent / Guardian consent for under 18's</li> <li>➤ Use of guidelines and rules of the Scout Association</li> <li>➤ All instructors registered with the Scout Association and hold the relevant permit for the activity</li> </ul>	Low
Misuse of climbers safety equipment / wall	Possible serious	<ul style="list-style-type: none"> <li>➤ All users to have induction and briefing on use of the Wall</li> <li>➤ Competence of users checked and monitored by supervision</li> <li>➤ Supervision by qualified instructors</li> </ul>	Low

Watches / Jewellery / Piercings / Hair / Clothing / Keys etc.	Likely minor	<ul style="list-style-type: none"> <li>☞ All watches, rings, earrings should be removed or covered with appropriate tape</li> <li>☞ Sharp objects and keys etc removed from pockets</li> <li>☞ Secure footwear i.e. shoelace tied</li> <li>☞ Clothing worn correctly and secure from snagging either Wall of climbing equipment</li> <li>☞ Long hair tied back and secure from snagging either Wall of climbing equipment</li> </ul>	Low
Holds failing	Possible serious	<ul style="list-style-type: none"> <li>☞ Maintenance policy of Wall used and in place</li> <li>☞ Condition of Wall monitored at regular intervals</li> <li>☞ Inspection of Wall prior to each use</li> <li>☞ Helmet worn</li> <li>☞ Effective group management and briefings</li> <li>☞ Defective holds identified and put out of use until rectified</li> <li>☞ Feedback by users enabled</li> </ul>	Low
Falling objects	Likely serious	<ul style="list-style-type: none"> <li>☞ Helmet worn on gravel areas at bottom of Wall</li> <li>☞ Effective group management and briefings</li> <li>☞ Climbers remove items from pockets</li> </ul>	Low
Equipment failure	Possible serious	<ul style="list-style-type: none"> <li>☞ Ensure correct fitting of harness and helmet</li> <li>☞ Condition of all equipment checked prior to use</li> <li>☞ Use of equipment logs and life span and condition monitored</li> <li>☞ Suspect items removed from use and destroyed</li> <li>☞ Competent and correct use of equipment</li> <li>☞ Equipment used meets required EN standards</li> <li>☞ Feedback by users enabled</li> </ul>	Low
Structural failure of Wall or protection points	Possible serious	<ul style="list-style-type: none"> <li>☞ Maintenance policy of Wall used and in place</li> <li>☞ Structural condition of Wall monitored at regular intervals</li> <li>☞ Inspection of Wall prior to use</li> <li>☞ Wall designed to relevant standards and codes of practices</li> <li>☞ Feedback by users enables</li> </ul>	Low
Use of Wall by climbers	Possible serious	<ul style="list-style-type: none"> <li>☞ All users to have induction and briefing on use of the Wall</li> <li>☞ Supervision by qualified instructors</li> <li>☞ Competence of users checked and monitored by supervision</li> <li>☞ Use of log cabin for changing, storage of personal belongings</li> <li>☞ Segregation of climbing / non climbing areas</li> </ul>	Low
Other site users	Possible serious	<ul style="list-style-type: none"> <li>☞ Climbing and general circulation areas segregated</li> <li>☞ Designated safe areas for viewing climbing by non climbers</li> </ul>	Low
Slips, trips and falls	Possible serious	<ul style="list-style-type: none"> <li>☞ Check circulation area by instructors prior and during use of wall</li> <li>☞ Good housekeeping</li> <li>☞ Trip hazards identified on site</li> <li>☞ Good access and egress to areas</li> </ul>	Low

Muscle / Joint injuries	Likely minor	<ul style="list-style-type: none"> <li>➤Use of appropriate climbing specific warm up activities</li> <li>➤Good coaching and instruction principals</li> <li>➤Recognition of overuse injuries, sessions managed with rest and recovery time</li> <li>➤Appropriate activity / exercise for age and ability of persons using the Wall</li> </ul>	Low
Accidents and emergencies	Possible serious	<ul style="list-style-type: none"> <li>➤Emergency procedures are part of the Wall induction</li> <li>➤Emergency procedures are published in poster format around the Wall and log cabin</li> <li>➤All instructors are First Aid trained</li> </ul>	Low

**Policy reviewed and updated January 2019**

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## THE QUARRIES CLIMBING TOWER

### REGULATIONS FOR USE

#### QUALIFIED SUPERVISORS DUTIES AND RESPONSIBILITIES

The **Buckinghamshire County Scout Council's** policy is that all organisers using the climbing facility must provide their own qualified supervisors / instructors. The terms of hire are between the organisation and the qualified staff and not the responsibility of the Scout Council. **The Buckinghamshire County Scout Council's** requires that the organisations ensure that qualified supervisory staff they provide meet the qualification certificates determined by the **The Buckinghamshire County Scout Council as follows:**

#### QUALIFICATIONS

- The Scout Association Adventurous Permit for Climbing and Abseiling
- Buckinghamshire County Council "Climbing Wall Award Scheme" (has been endorsed as acceptable for authorised youth groups)
- Mountain Leader Training Board "Single Pitch Award" and "Climbing Wall Award"
- The Mountain Leader Training UK "Mountain Instructors Award or Mountain Instructors certificate" or Mountain Guide Carnet"

PLEASE NOTE THAT NO OTHER ORGANISATION AWARDS,  
CERTIFICATES OR DIPLOMAS CAN BE ACCEPTED.

#### INSURANCE

All qualified instructors must provide details of their civil liability insurance, a photocopy will be required.

Scout Association members insurance details have been pre-endorsed and are not required to be produced.

## CONDITIONS

- Before a group is admitted to the climbing facility, the instructor must have signed the declaration for qualified supervisors / instructors and produce proof of the qualification held plus a current First Aid certificate.
- For reasons of safety, a limit of **40 persons in the compound is imposed and 12 persons on the climbing structure** at any one time. Where two or more groups are using the structure concurrently the supervisors / instructors are to liaise to ensure the appropriate numbers compatible with safety on the structure at any one time. The ratio of climbers under instruction on the structure to qualified instructors / leaders should not exceed 6 to 1.
- The supervisor is solely responsible for the safe conduct of the activity, the individual safety of each individual participant and the standard and quality of the equipment used. Supervisors / instructors must make a value judgement on whether or not conditions, equipment available and experience of participants is compatible with carrying out the activities.
- Only the qualified supervisor will be permitted to draw keys for the facility. They will ensure the security of the compound including safety lighting and cleanliness of the grounds and building before leaving. Keys will be handed back to the centre staff at the end of the session and the supervisor will guarantee that all participants have vacated the premises.
- The qualified supervisor / instructor will ensure that all groups under instruction wear CE approved climbing helmets while in the vicinity of the Wall. (within 2metres of the Wall)
- The supervisor will report any accidents, incidents, immediately to Quarreis staff, any defects found with the structure or fixed equipment must also be reported.

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### PROCEDURES FOR EMERGENCIES

The qualified supervisor supervising the session is responsible for implementing the procedure as listed below. The qualified supervisor is solely responsible for the conduct of the group and for being able to make a roll call of the group to account for all individuals in an emergency.

#### 1. Telephone

There are no telephones available on site other than personal mobile phones – ensure that the supervisor is carrying one before the session commences.

#### 2. First Aid

The group making the booking is solely responsible for ensuring that the participants are medically capable of carrying out the activity. Groups are required to have a first aid trained person present and must provide their own FA emergency box. The party must have a person with a valid first aid certificate issued by one of the following organisations:

British Red Cross

St John's Ambulance

St Andrews Ambulance

Other qualifications offered as a substitute must be discussed in advance with Milton Keynes District Commissioner or deputy.

#### 3. Accidents

When the result of an accident is more serious, trained assistance should be provided.

The adult supervisor should

- ➔ Apply first aid if trained or call the first aider

- If appropriate, the injured person should be taken directly to the **Accident and Emergency Department of Milton Keynes Hospital** or call an ambulance using a mobile phone.

#### 4. Emergencies (Fire, Bomb or other evacuation incident)

In the event of an emergency the following action should be taken:

- Evacuate the compound and building if appropriate. All occupants should assemble on the Flag Field
- The qualified supervisor should
  - I. Telephone the Fire Brigade / Emergency Services
  - II. Contact the warden on duty to report the situation
  - III. Take a roll call of the members of the group which you are responsible for and remain at the fire assembly point until instructed to leave by a member of the climbing team or the warden.

#### 5. Structural Failure / Emission of Toxic Gases

In the event of any of the above, or any other eventuality which endangers the group for which you are responsible, the following actions should be taken:

- Evacuate the compound and all occupants of the building and should assemble on the Flag Field
- The qualified supervisor should
  - I. Telephone the Fire Brigade / Emergency Services
  - II. Contact the warden on duty to report the situation
  - III. Take a roll call of the members of the group which you are responsible for and remain at the fire assembly point until instructed to leave by a member of the climbing team or the warden.



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## THE QUARRIES CLIMBING TOWER

### RULES FOR USE OF THE TOWER

#### GENERAL SAFETY

- Sign in before you climb
- The climbing area is defined as the gravel surface around the bottom of the Wall
- Report any problems with the Wall, equipment or other climbers behaviour to the duty instructor
- Be aware of other climbers around you and how your actions will affect them
- Do not distract people while climbing or belaying
- Stand well back from the Wall (off the gravel area) unless you are belaying or spotting a climber
- Never stand directly under someone who is climbing
- Helmets must be worn when climbing on the Wall. Helmets must be worn when on the gravel surface areas of the Wall
- Follow the accepted methods of use and practices of the Wall. (If unsure, ask the duty instructor)
- No mobile phones, MP3 players or computer games are allowed within the climbing area
- No eating or drinking within the climbing area

- No baggage, rucksacks, clothing etc to be left in the climbing area

## WHEN CLIMBING

- Solo climbing is not acceptable. Always use a rope to protect yourself
- Always use a safety harness to attach yourself to the rope
- Always tie the rope directly into the harness using a suitable knot. Clipping in with a karabiner is not acceptable
- Always use a belay device attached to your harness with a locking HMS type Karabiner. Traditional or body belaying is not acceptable
- The ground anchors are provided for either direct belays or to give support to those belaying a much heavier climber
- Always stand as close to the Wall as practical when belaying unless you are attached to a ground anchor or using a direct belay
- Sitting or lying down when belaying is not acceptable
- When belaying, always pay attention to what the climber is doing
- When using the top anchors for top roping, a karabiner should be used on the anchor. The rope should not be used directly on the anchor

## GROUND ANCHORS AND HOW TO USE THEM

- Use a ground anchor when belaying a climber who is heavier than you are, or as a direct belay
- Never attach the ground anchor directly to the karabiner you are belaying with as this causes 3 way loading
- Use a climbing sling or rope to attach to the ground anchor
- Attach the ground anchor to your belay loop below your belay device with a locking karabiner or directly into your harness

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## THE QUARRIES CLIMBING COMPLEX

### CLIMBING WALL MAINTAINANCE POLICY

The following sets out the maintenance policy for the Climbing Wall owned by The Quarries, situated within The Quarries Campsite. Note – we have a legal requirement to keep up to date records of maintenance checks, annual inspections and details of remedial action taken.

#### REGULAR MAINTENANCE CHECKS

To be undertaken every six weeks between March and November and every eight weeks outside this period.

This should include checks to ensure that:

- There are no smooth and slippery areas on the climbing surface
- There are no cracks or loose areas on the climbing surface
- The climbing hardware is not worn or damaged
- The belay and protection points are secure
- Holds are free from dirt
- The floor surface (gravel) to base of perimeter of the wall is to the correct depth and spread evenly

The regular maintenance checks to be undertaken by Buckinghamshire Scouts Climbing Advisor or nominated and qualified member of the climbing team.

#### CLEANING THE WALL

To be undertaken as required (once a year is the maximum period between cleaning)

When cleaning the following should be carried out:

- Remove chalk dust
- Wipe down with dilute soapy water
- Rinse well

- Do not use harsh chemicals or solvents
- Do not use abrasive brushes or materials

## INSPECTION AND TESTING

An inspection is to be undertaken on an annual basis by a qualified engineer consisting of the following:

- To include checks of major components of the walls structure
- Protection and belay points to be visually inspected
- A report of inspection to be issued to the County Climbing Advisor

Testing of belay and protection points must be carried out every three years consisting of the following:

- Must comply with current legislation and standards. i.e. EN12572-1
- All major points of protection to be tested
- Report to be issued to County Climbing Advisor

## RECORD KEEPING

A detailed record of all checks, inspections, remedial action required and date actions are advised and closed out, will be kept by the County Secretary of Bucks County Scout Council and held in Bucks County Scout Council's office. These records are to be available for inspection as and when required by the Health & Safety Executive, Buckingham County Council and other interested parties.

**NOTE – it is vital that relevant information detailed as above is passed to the county secretary within seven days of a check or inspection taking place, along with details of remedial action recommended and remedial action taken**

**Policy reviewed and updated January 2019**