



SCAFELL NATIONAL SASU

TEMPORARY/PURPOSE BUILT CLIMBING & ABSEIL TOWERS

STANDARD OPERATING PROCEDURES 2018



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1. Introduction to this Operation Manual

This manual has been compiled to give information on the running, safety and maintenance of any temporary/purpose built climbing & abseil towers. The document has the aim of recording controls put in place during the risk assessment process undertaken by Karl Levene (SCAFELL National SASU Manager) concerning the running of climbing & abseil towers. This document has also been produced for the purposes of communicating the necessary safe systems of work that have been proposed to negate the risks highlighted in the risk assessments (Reference).

This manual is by no means an exhaustive document and must be taken as guidance only. However, it does highlight many of the aspects of the day to day running which must be adhered to in the interests of public and staff safety.

This manual is split into sections:

- Climbing / Abseil Team (CA Team)
- Equipment
- Session Running
- Emergency Procedures
- Accident Procedures
- Risk assessments

2. Climbing / Abseil Team

2.1 Introduction to Team Roles

It is the duty of the SCAFELL Senior Management Team to provide suitable trained CA Team members for the safe running of the temporary/purpose built climbing & abseil walls. It is the duty of individual CA Team members to ensure that they have the suitable training/qualifications to undertake any job. If any team member is unsure, and requires additional training or support, it is their responsibility to make this known to a senior instructor immediately.

The climbing team roles and responsibilities are:

Role	Responsibilities
Senior Instructor	The safe running of the climbing and abseil wall. Responsible for ensuring the wall is run in accordance to all safety rules and procedures set out by TSA. Responsibilities also include that the correct qualified instructors are running the appropriate parts of the wall.
Climbing Instructor	The safe running of the climbing wall including all aspects of belaying and safety checks.
Abseil Instructor	The safe running of the abseil wall including all aspects of belaying and safety checks. They will also be responsible for the safety of all participants as they climb the structure to reach the abseil platform.
Kitting/De-Kitting Team Member	The correct fitting of helmets and harnesses. Ensuring participants are wearing the correct clothing and footwear. Ensuring that participants with long hair have tied back in such a way that it minimizes any chance of tangling with any of the climbing/abseil equipment
Wall Marshall	The safe management of any queues and only allowing persons with the correct Personal Protection Equipment (PPE) onto the wall.



2.2 Senior Instructor Qualifications

Senior instructors must hold the following minimum scout permit qualifications:

- Climbing Wall – Artificial Top Rope Supervisor
- Abseil Wall – Artificial Abseil Supervisor

2.3 Instructor Qualifications

It is recommended that anyone undertaking any belaying holds a minimum rope leader scout permit.

2.4 Team Member/Wall Marshall

No formal qualifications are required for these roles. However, a full safety brief will be given to anyone before they start in their role

3 Equipment inspection and reporting

Any staff responsible for running a wall session must visually inspect equipment prior to issuing.

- Rope/sling inspection, putting up and taking down
- Metal work (belay & abseil devices, carabineers etc) inspection
- Helmet inspection and adjustment.
- Harness inspection and adjustment.
- Correct footwear and clothing is being worn by the participant.

4 Session Running

- All climbing/abseil instructors should be confident in their own abilities to run the session
- Senior instructors to check permits before allowing anyone to run a session
- Safety briefing to be given to all team members prior to them running their session
- Correct inspection, fit and adjustment of all safety kit
- Correct health and safety briefing
- Good, clear and safe demonstration
- Session targeted to customer ability and experience
- Ongoing risk assessment and tailoring session throughout
- Keeping the wall area clean and in order
- Reporting kit concerns and malfunctions
- Accident reporting and recording

In addition to the above, no unauthorized access to the wall is permitted without the correct PPE or with the express permission from one of the senior instructors. Anyone not participating in a climb or abseil will not be permitted onto the structure. This is to minimize the number of people on the wall at any given time and ensure that all safety procedures are adhered to.



5 Minimum Team Size

	Senior Instructor	Climbing Instructor (including rotation & rest)	Kitting/De-kitting	Wall Marshal	Total Team
2 Rope System	1	3	1	1	6
3 Rope System	1	5	2	1	9
4 Rope System	2	6	2	1	11
5 Rope System	2	8	3	1	14

The numbers are a minimum team size to safely run the wall in a queue-based system. Heat and cold can cause fatigue in instructors. Therefore, there is a requirement to have spare instructors available to rotate and rest the team.

6 Emergency procedures

All team members working on the climbing/abseil wall must be familiar with the appropriate emergency procedures. Full briefing will be given at the beginning of all sessions:

- In an emergency, climbers should be evacuated from the Wall as quickly and safely as possible.
- Lower climbers in a safe and controlled manor.
- Use the closest emergency exit and go to the meeting point. Designated by the senior event team.
- Inform the senior instructor that your participants have been accounted for at the meeting point.
- Stay with the client and reassure them until it is safe to return to the wall. If this is not possible, follow the senior instructor instructions; maintain the safety and welfare of the participant and the wall kit.

7 Accident Procedure

- All accidents and near misses should be reported promptly to the nominated first aid member of staff.
- All accidents and near miss incidents should be recorded as close to the incident as possible.
- A copy of the report should be given to the event safety team with any action or adjustment to procedures or risk assessment recorded.

8 Conditions of Use

Anyone wishing to enter the climbing/abseil structure areas must comply with the wall conditions. Anyone failing to comply will be putting themselves, other participant, and members of the climbing/abseil at risk. It is the duty of all the climbing/abseil team present to ensure conditions are complied with at all times. Any participant engaging in dangerous activity will be given a verbal warning, explaining the risks inherent with what they are doing. If they continue in the dangerous activity, they should be asked to leave the wall immediately, and a near miss report completed and filed accordingly.

- No one should be in the wall enclosure without a member of the CA Team
- Helmets must be worn at all times when on the wall
- Suitable and safe harnesses must be worn when climbing
- CA Team must inspect all safety equipment and tying in system prior to the participant leaving the floor
- Participants must wear suitable clothing including footwear. Climbing harnesses must not touch bare skin
- One climber at a time may attempt a face of the wall.
- Participants may only climb when belayed by a wall instructor
- CA Team must be sure participants understand the full safety briefing, and all aspects have been covered
- Spectators must remain outside the wall structure, unless specifically invited by one of the senior instructors
- Participants waiting to climb should follow instructor's advice on where to stand and be aware of other people on the wall at all times.
- Participants should make the instructor aware if they become hurt or feel unwell



- Participants using their own kit are responsible for its care and maintenance; however, the instructor will inspect its suitability of use prior to the session. Failure of their equipment is their sole liability and neither instructors or The Scout Association are liable.



9 Risk Assessments

The following Risk assessment has been created for the any temporary/purpose-built climbing/abseil structure. This is not an absolute list, but a guidance of what needs to be considered when running any type of climbing or abseil activity:

Hazard	Likelihood	Seriousness	Control Measures	Remaining measures
Fall from Height	Medium	High	<ul style="list-style-type: none"> Only roped climbing allowed Helmets to be worn Appropriate spotting techniques used Use appropriate and monitor safe belay techniques 	Medium
Falling objects	High	High	<ul style="list-style-type: none"> Helmets to be worn Climbers to remove items from pockets Effective group management and briefing Members in a safe area during set up 	Low
Equipment Failure	Medium	High	<ul style="list-style-type: none"> Ensure Correct fitting of harness Ensure Correct selection of harness All equipment to be logged and inspected prior to use Any damaged equipment to be removed from service immediately All equipment to be stored appropriately free from damp and uv 	Low
Other Site users	Medium	High	<ul style="list-style-type: none"> Access to climbing area denied during session Signs to warn of climbing session in progress displayed on entrance to doorway during session 	Low
Watches Jewelry/ Piercings and loose clothing	Medium	High	<ul style="list-style-type: none"> All watches rings etc. should be removed or covered with appropriate tape All belly button piercings are to be removed or covered with appropriate tape or dressings All lose clothing kneckers/scarfs etc. to be removed 	Low
Holds Breaking/spinning	High	Medium	<ul style="list-style-type: none"> Condition of holds monitored Helmets to be worn Appropriate spotting techniques used Only roped climbing allowed above safe height 	low
Muscle /joint injuries	Medium	High	<ul style="list-style-type: none"> Use appropriate warm up techniques Good coaching of climbing principles Recognition of overuse injuries session managed with rest and recovery time 	Low



Participant falling from top of abseil Group	High	High	<ul style="list-style-type: none"> • Group must be allocated a safe place to wait and secured if necessary • Good clear briefing outlining the hazards must be given • Extra care should be taken at the top of the abseil and a safety rope fitted before approaching the edge of the abseil 	Low
Entanglement / Entrapment Group	High	High	<ul style="list-style-type: none"> • A releasable abseil system must be used. • Long hair should be tied back and jewelry/loose clothing should be removed/taped over. • Correct body position and technique must be included in the activity briefing 	Low
Rope Burns Group & Instructor/s	Medium	High	<ul style="list-style-type: none"> • Instructor/s brief must include correct position and technique. • Speed should be controlled by the instructor using the safety rope. • No excess slack given in the safety rope 	Low
Exposure related: Hypothermia/ Hyperthermia/ Sunstroke/ Dehydration	Medium	High	<ul style="list-style-type: none"> • Participant must be adequately clothed and equipped. • Instructor must have spare warm clothing/group shelter, water, and sun cream. • Participants must be continuously monitored 	Low
High Wind Speeds	High	High	<ul style="list-style-type: none"> • Handheld Anemometer to be installed at the top of the highest occupied part of the tower • Climbing and Abseil activities to stop if wind speed exceeds those set by scaffold company • Participants to be safely returned to the ground • No one to be on the tower if wind speed exceeds maximum 	Low
Emergency Communication	Medium	High	<ul style="list-style-type: none"> • A radio with direct contact to the on-site emergency team will be provided by the event team to ensure quick and effective communication is available 	Low