

Myddelton College Climbing Wall Policies and Procedures 2016 V1.1

Myddelton College Climbing department aims to deliver high quality instruction and training. Safety is paramount and whilst we cannot eliminate all risk, our activities are carried out in a manner that ensures staff and participants are exposed to the minimum risk possible. The policies and procedures in this document are not exhaustive and staff should feel confident to work within the limits and remit of their qualification but should not work outside of these.

Myddelton College will keep abreast of the industry good practices in relation to current NGB recommendations (AMI, BMC and ABC). To ensure a high level of safety and good quality sessions, Myddelton College continually reviews its sessions and policies and procedures with instructors, technical advisors, managers and feedback from students.

Definitions

Operational Head teacher – Mark Roberts.

Climbing activity manager– Nat Churchill.

SENIOR ON-DUTY -.Part of SLT

EXCURSION LEADER -

Technical advisor – Danny Griffith.

NGB – National Governing Body.

AMI – Association of Mountaineering Instructors.

BMC – British Mountaineering Council.

ABC – Association of British Climbing walls.

PPE – Personal Protective Equipment.

Instructor – A Myddelton College employee / freelance staff, who is fully NGB qualified, insured and holding a valid first aid certificate.

Competent member of Myddelton College staff – A NGB qualified instructor or staff member who has attended the Myddelton College climbing site specific assistant’s course.

Student – A member of the public who has paid Myddelton College for climbing tuition, coaching or to try climbing at Myddelton College.

Visiting Instructor – Any NGB qualified persons who are bringing a non Myddelton College person or group to use the Myddelton College climbing wall.

Novice - A user unable to satisfy Myddelton College’s minimum requirements to use the climbing wall unsupervised.

Group – A collection of novice climbers.

Unsupervised – An experienced climber using Myddelton College climbing wall without a NGB instructor being onsite.

Accident – any unplanned event that results in personnel injury or damage to property.

Near-miss – Any unplanned event which does not cause injury or damage to property but had the potential to.

Roles and Responsibilities



In addition to the responsibilities determined in the College Staff Structure, the following additions apply:

- The **HEADTEACHER** has overall responsibility for Myddelton College Climbing activities and appropriately NGBG qualified staff are in place. The **HEADTEACHER** must always give final authorisation to any Instructors using the wall once the recommendation for approval has been provided by the **CLIMBING ACTIVITY MANAGER**.
- The **CLIMBING ACTIVITY MANAGER** will guide instructors to ensure correct documentation is in place, observe session delivery and annually review their performance. Reporting all findings to the **HEADTEACHER**.
- The **CLIMBING ACTIVITY MANAGER** will also guide leaders to ensure correct documentation is in place and advise the **HEADTEACHER** on trip approval. They would have attended the RGS Offsite Management Training.
- The **CLIMBING ACTIVITY MANAGER** is responsible for all climbing equipment and structural safety checks.
- The **SENIOR ON-DUTY** is the College contact. They are responsible for checking groups in and out of college. They are the person to call in emergencies.
- **EXCURSION LEADER** is a group Leader who has been appointed as the Senior for the excursion who has previous experience of leading group's offsite. They are the main contact with the base contact. They would have attended in house Offsite Training for Excursion Leaders.

Staff recruitment, training, monitoring and development

The following points are in addition to Myddelton College's current staff recruitment, training, monitoring and development policies.

- All instructors will hold the following NGB qualifications as a minimum and are to work within the remit of their award. Higher level NGB qualifications (MIA, MIC, and BMG) are acceptable.
 - Indoor climbing wall CWA (CWAA preferred)
 - Outdoor climbing session SPA
- All instructors qualification certificates will be photo copied, held on file and checked on the Mountain Training website (<http://www.mountain-training.org/find/find-a-leader>)
- Instructors are required to supply for inspection, logbook / DLog with proof of experience and for it to be kept current.
- Instructors will be required to have two references, including one from their last employer.
- Instructors need to have a minimum of 1 years experience with a minimum of 20 logged group sessions.
- Instructors are to have an enhanced DBS (CRB) check.
- Instructors are to hold an in date First Aid certificate,
 - Minimum of 8 hours for CWA
 - Minimum of 16 hours for SPA or above.
- Instructor's sessions will be periodically checked by a more senior and NGB qualified member of Myddelton College staff (minimum of yearly).
- All Instructors will be given an induction of Myddelton College's Policies and Procedures by



the climbing activity manager.

- All staff associated with climbing to be included in email group for updates and information sharing.

Staff members must only be allocated to duties for which they are NGB qualified and have received training as indicated by the staff report. Therefore it is extremely important that supervisors use this as a reference resource when allocating staff to duties. Staff who are not indicated on the staffing matrix as being trained or NGB qualified for a particular duty **MUST NOT** undertake those duties.

The staffing matrix can be accessed in the SAFETY shared folder on OneDrive for Myddelton College staff.

Support and supervision policy

Myddelton College's support and supervision policy

Disability, Equality and Discrimination

Myddelton College's Disability, Equality and Discrimination

Fire procedures

Myddelton College's Fire Procedures

Health and Safety Policy

Myddelton College's Health and Safety Policy

Child protection

Myddelton College's child protection policy

Climbing Equipment Inspection, Storage and Maintenance

All PPE equipment must be CE marked and be identifiable and easily tracked through all paperwork, from the date purchased, date of first use, each inspection record and date retired.

Purchase of new equipment

- All equipment purchased for the use at Myddelton College for climbing has to be logged
 - Manufacturer & Model.
 - Serial number.
 - Item's individual Myddelton College ID No (If one is assigned).
 - Purchase date.



- Confirmation of full inspection before first use.
- Date of first use.
- A full inspection carried out by a competent and experienced NGB qualified staff member
- The equipment then marked with a unique ID No in accordance to the equipment marking policy and added to the relevant equipment log sheet.
- The equipment then added to the relevant equipment log under the relevant date.
- Only full ropes ① may be used.

Storage

- All equipment to be stored in the climbing equipment cupboard.
- Instructions and documentation for all climbing equipment to be stored for the life time of the equipment.
- All equipment logs to be kept for 6 years.
- Avoid getting equipment covered in dust, grit, dirt or chemicals.
- Only climbing equipment to be stored in climbing equipment cupboard (No chemicals, cleaning products or similar items that may cause damage to climbing equipment).
- Climbing equipment cupboard will be kept locked at all times.
- Only Myddelton College employees are permitted within the climbing equipment cupboard.
- No chemicals to be used to clean within the climbing equipment cupboard.

Equipment ID marking

Every piece of equipment has to be identifiable and easily tracked through paperwork.

- Under no circumstances should permanent markers be used on critical areas of equipment.
- Equipment serial numbers can be used for ID No.
- ID No should, where possible be written on labels.
- If there is no label then tape should be wrapped on a non critical area and ID No written on tape.
- Both ends of ropes should have ID No.

Quarantine Equipment

Any equipment to have, or be suspected to have any defects or not working correctly should be,

- Immediately removed from use.
- Clearly labelled with fault, date removed from use and person's name that identified the fault.
- The damaged labelled equipment should be placed into the climbing the damaged equipment box in the locked Outdoor Store.
- The climbing activity manager should be informed.
- A full inspection carried out by a competent and experienced NGB qualified staff member. If there is any doubt then advice from the named technical advisor should be sort.

Retiring of equipment

If equipment is deemed to be damaged then it will be



- Immediately removed from use.
- Update equipment log.
 - Date of retirement.
 - Reason for retirement.
 - Method of disposal.
- All equipment should be disposed in a manner that will insure the equipment cannot be accidentally used (Harnesses, slings cut etc).

Equipment Inspection and Maintenance

Equipment logs are to be kept tidy and in good order. If a piece of equipment is retired the rest of the dates from this point must be blanked off.

- All climbing equipment to be inspected before each use by the NGB qualified instructor running the session.
- Termly inspections on all climbing equipment to be carried out by NGB qualified member of staff. All findings will be recorded in the 'equipment log'.
- All climbing equipment paperwork, instructions and equipment logs will be kept for the lifetime of the equipment.
- 'Equipment log' must be updated with all information if the equipment is deemed unusable.
- A quarterly inspection on climbing wall lower offs (Y-Hangs) and general condition of the climbing wall to be carried out by a competent person. All findings will be recorded in the 'equipment log'.
- Climbing wall structure to be inspected by suitably qualified and experienced engineers on a yearly basis.

Karabiners

- Check that the gate opens and closes easily and smoothly. If not, lubricate the hinge with a suitable aerosol lubricant such as GT85 or WD40. Wipe away any surplus, and check the movement again – if this does not cure the problem, or you do not have time to lubricate the hinge, clearly label and put in to the damaged equipment locker.
- Check that the gate closes completely from any open position. If the gate catches on the latch or does not close fully under its own spring, the karabiner should be clearly labelled and put in to the damaged equipment locker.
- Very carefully inspect, by eye and using the fingers, the inner surface of the karabiner, particularly where the rope will run in use. Any karabiner with burrs, grooves or sharp edges on its inside radius should be removed from use, clearly labelled and put in to the damaged equipment locker.
- Check the screw action of the sleeve on screw gates to ensure that it is smooth and will keep the sleeve locked in the closed position. Examine the edge of the sleeve which provides the locking action; usually the edge which covers the nose, but in some cases the edge which covers the hinge. If there is any sign of cracking or distortion, the karabiner should be clearly labelled and put into the damaged equipment locker.



- Inspect auto locking and twist lock karabiners very carefully – open the karabiner several times and release the gate from different open positions. Check that the gate closes fully every time, and that the locking sleeve closes of its own accord. If the karabiner is reluctant to lock even after lubrication, it should be clearly labelled and put in to the damaged equipment locker. Again, check the edges of the sleeve – any signs of cracking or distortion are criteria for discarding.
- If a directional karabiner (e.g. DMM Mamba) includes a tape sling, inspect and maintain the sling as described in the section on slings. If the sling cannot be removed but needs replacing or re-stitching, the whole device should be returned to the manufacturer.
- Ensure karabiner ID № is in good condition.

Belay Devices

- Inspect before and after each use for rough edges or burrs on the path where the rope will run, excessive wear of the device and any corrosion and/or cracks (use a magnifying glass). If there is any sign of cracking or distortion, the belay device should be clearly labelled and put in to the damaged equipment locker.
- With locking devices, check that all mechanisms and springs are operating correctly and smoothly, and are properly lubricated (with excess lubrication wiped off). If after lubrication the belay device dose not perform properly it should be clearly labelled and put into the damaged equipment locker.
- Check that any attachment wires or cords are secure and in good condition. If the attachments are not in a good condition clearly labelled and put into the damaged equipment locker.
- Ensure belay device ID № is in good condition.

Ropes

- Tie both ends of the rope together to create a loop.
- Run the entire rope through your fingers feeling for any irregularities or unevenness. If there are any irregularities or unevenness the rope should be clearly labelled and put into the damaged equipment locker.
- Fold the rope and check if you can completely collapse the loop and the loop is consistent along the whole length of the rope. If there are any irregularities or unevenness the rope should be clearly labelled and put into the damaged equipment locker.
- Visually inspect the outer sheath looking for excessive ‘furring’ or damage. If there is any excess wear the rope should be clearly labelled and put into the damaged equipment locker.
- Ensure rope ID № is on both ends of the rope.

Fig of 8’s

- Inspect before and after each use for rough edges or burrs on the path where the rope will run, excessive wear of the device and any corrosion and/or cracks (use a magnifying glass). If there is any sign of cracking or distortion, the figure of 8 device should be clearly labelled and put in to the damaged equipment locker.
- Ensure figure of 8 ID № is in good condition.



Harnesses

- **Tapes** Look for excessive fading, wear or cuts. Any of these could mean that the harness should be labelled and put into the damaged equipment locker.
- **Stitched joints** Look for damaged, frayed or broken stitching as can occur if the harness becomes abraded. If any damage to the stitching is found, label and put into the damaged equipment locker.
- **Abrasion at tie-on points** Look for signs of abrasion, fraying, etc, where the abseil loop touches the rest of the harness, or where the rope is tied on to the harness. . If any damage to the stitching is found, label and put into the damaged equipment locker.
- **Buckles and adjusting devices** Look for bending that could affect the operation of the buckle or adjusting device. Checks for corrosion. If any damage is found, label and put into the damaged equipment locker.
- Ensure harness ID No is in good condition.

Slings

- Avoid contamination with any substances other than water – be especially careful of oils, cleaners and corrosives in places such as garages, car boots and kitchens. If a sling is suspected to have come into contact with any of these, clearly label and put into the damaged equipment locker.
- Inspect webbing visually and with touch for signs of damage to the tape or stitching. The edges of flat (as opposed to tubular) tapes are particularly prone to cuts and abrasions, especially whilst under load. If any damage is found the sling should be clearly labelled and put in to the damaged equipment locker.
- Ensure sling ID No is in good condition.

Lower offs / Y hangs (Indoor wall)

- Inspect for rough edges or burrs on the path where the rope will run, excessive wear of the device and any corrosion and/or cracks (use a magnifying glass). If there is any sign of cracking or distortion, the rope should be removed and the line clearly labelled 'NOT TO BE USED'.
- Inspect the bolts are in the line of load, if not relocate them.
- Inspect the chain for any corrosion and/or cracks (Use a magnifying glass). If there is any sign of cracking or distortion, the rope should be removed and the line clearly labelled 'NOT TO BE USED'.
- Record all findings, notes or actions below (If a new fig of 8 is installed, start record under current inspection date and blank previous boxes).

Instruction of Novice Groups

- All instructors are to be easily identified by wearing Myddelton College uniform / identify badge.
- Medical information and consent forms must be held by Myddelton College before a student can take part in a session.
- Instructor is to look at medical information and consent forms for each student before the



start of the session to identify any medical issues or special requirements. Any problems identified need to be discussed with student / student's parent / guardian before the start of the session.

- Instructor student ratio,
 - Preferred 1-10.
 - Max 2-16 with a competent assistant.
- Appropriate clothing and foot wear should be worn by students and staff.
- It is the instructor's responsibility to give a full and detailed safety brief before each session.
- No group are to be left unattended within the climbing wall or at a crag.
- All groups will have an appropriate (decided by the lead instructor) warm up and cool down on every session.
- It is the instructor's responsibility to inspect correct fitting of harness of every student every time they are attached to a rope to climb or abseil.
- Full body harnesses are to be used with students who are likely to invert or unable to keep themselves upright during decent.
- It is the instructor's responsibility to insure an appropriate and safe belay method is used.
- It is the instructor's responsibility to insure the correct level of supervision and back up for students belaying.
- Sessions are to be run to prescribed session times.
- Instructors on session will be carrying or have easy access to a radio / emergency phone.
- If there is a behaviour issue, the session should be stopped (all participant brought to ground) until the situation is resolved. If the situation is not easily resolved then the instructor should radio / phone for assistance from a competent Myddelton College member of staff.
- Students cannot take part in a session if they are not fit for purpose or suspected to be under the influence of drugs or alcohol. This is within the guidance of Myddelton College misuse of drugs and alcohol policy.
- Under 18's are not permitted to do intense training of their fingers and other small muscle groups.

Outdoor Climbing Sessions

Prior to Leaving the College

Prior to excursion departure instructors should ensure:

Checklist and Preparation

Instructors should ensure they have the following documents with them:

- External Venue Report (EVR) with relevant contact details and emergency numbers
- Student Register and Medical details
- Offsite Procedure Standards (this document)
- Offsite Risk Assessment



- Specific External Venue Risk Assessment
- Activity Specific Risk Assessment if needed
- Fill in the activity Sign out sheet
 - o Number of students.
 - o Vehicle registration number of all vehicles.
 - o Contact numbers of all staff.
 - o Parking locations.
 - o Activity locations.
 - o Estimated time back.
 - o Session information.

Prior to departing the College grounds the **EXCURSION LEADER** should meet with the **SENIOR ON-DUTY** to establish clear communication. The **SENIOR ON-DUTY** should ensure the group is signed out and they are happy for the excursion to go ahead. If needed route cards should be signed. During the meeting they should also discuss

- Confirmation of students and staff
- Any student issues
- Confirm Transport arrangements including times, drop off and pick up points
- Any records of payments paid prior to arrival at venue or money should be given to pay during excursion
- Weather forecast should be checked for the duration of the excursion and adjustments made to equipment / clothing or alternative plan put in action
- Alternative plans should be discussed
- Confirm arrival time back at college for late back procedure

When they have confirmed plans with the **SENIOR ON-DUTY**, the **EXCURSION LEADER** should meet the **GROUP LEADERS** to clarify roles responsibilities and any changes. Safety Equipment should be distributed and all **GROUP LEADERS** should have the appropriate documents.

Communication

- Pick up and sign out an offsite mobile phone ensuring the number is on the base information sheet
- Establish locations of pay phones if in poor reception areas
- Group leaders should have access to a mobile phone
- Base Contact person should be available by phone for the whole duration of the excursion 24hours a day
- Hierarchy of phone numbers in case of emergency
- Excursion Leader should sign students in and inform the **SENIOR ON-DUTY** when the groups have returned to College.
- Any contact with parents of children should be made either by Teacher or **SENIOR ON-DUTY**.
- In the case of serious incidents the **EXCURSION LEADER** will inform the **SENIOR ON-DUTY** as soon as possible who will initiate the company Emergency Action Plan.

Equipment and Clothing

- Footwear and clothing should be appropriate for weather and activity
- Spare warm clothing should be carried
- First Aid kits to be checked



- Emergency shelter to be carried
- Consider sick bags if travelling and sunscreen if UV index deems appropriate
- Additional equipment needed in relation to activity specific risk assessment (hot flasks, water etc).
- Collect lunches if taking from the College.

Travel

- Students to be briefed in appropriate behavior whilst traveling
- Coach Travel Management
- Staff will use designated crossings whenever possible to cross roads. In the event that there is
- Foot Travel and crossing roads staff should follow practical procedure training and wear High Visibility Jackets
- Everyone to wear seat belts, staff at their own discretion may
- Staff should be spread out throughout the vehicle with the **EXCURSION LEADER** at the front
- If at any time staff feel that the driving of the vehicle is compromising the safety of those onboard, the excursion leader should ensure they ask the driver to alter their behavior. If this continues the **EXCURSION LEADER** should call the **SENIOR ON-DUTY** for advice or ask the driver to stop the vehicle.

Group Briefing

At the beginning of the day students should be briefed on:

- Appropriate behavior
- Overview of the excursion, times of departure, where they are going , when they will be back
- What they need for the excursion (clothing, footwear, equipment, money)
- What to do if they get lost, brief a meet point, issue **EXCURSION LEADER** issued mobile phone number
- Students should stay with the **GROUP LEADER** at all times unless otherwise specified. Consider Buddy systems.
- Students should not talk to third parties (strangers) and should be aware of their belongings in public place.

At times throughout the excursion it will be appropriate to brief the students about:

- Meet Points in case they become separated from the group
- If they are in overnight accommodation how to contact staff
- Remote Supervision, boundaries, times to meet back, what to do if they need to contact someone.

Emergency Procedures

If any of the following incidents occur the following steps should be implemented and an Incident Report Form should be completed

Lost and alone

If a student is missing take the following action:



- Gather all students and ask all staff to individually quickly conduct a head count to verify if and who is missing. Students should be asked where they last saw the student missing.
- Keep students stationary together with an appropriate number of staff
- All other staff should conduct a sweep search of the surrounding area including meet point, toilets etc
- Call 999 if the student is still missing
- Call the **SENIOR ON-DUTY** and inform them of all appropriate details
- Ensure the rest of the students are moved to a suitable location
- **EXCURSION LEADER** at a central location to coordinate search and speak to police upon arrival
- Ensure other staff continues to search for the missing student and assist police.

Third Party Interactions

Group's offsite will inevitably come across members of the public. If these interactions compromise the physical, emotional or psychological safety of clients or staff, if possible:

- Remove the group from the situation
- Explain that their actions are not welcome if safe to do so
- Request assistance from the external venue staff
- Consider calling 999 if harassment continues
- Call **SENIOR ON-DUTY** to inform them of the situation and request assistance if needed

Cancelled Bookings

In the event that upon arrival at a venue / accommodation the provider either has no record of the booking or it has been cancelled the excursion leader should take the following action:

- Ensure other staff are supervising students away from the bookings desk but close enough to see
- Request that they look again ensure they have the correct booking name
- Ensure you have all booking confirmation documents and check to ensure you are in the correct place
- Politely produce documents showing them this is their error

If this does not solve the problem:

- Ask if they have room for you
- Ask to speak to the manager and explain the issue and the need / young people
- Demand that they uphold their agreement (use other staff if needed)
- If possible contact **SENIOR ON-DUTY** and ask them to verify bookings and if needed ask them to call the Venue. Further support can be implemented from the College.
- Do not accept no solution. They must provide you with the booking or a suitable alternative provided at their cost. Do not leave, do not remove students from area.

Late Transport

At times traffic can cause transport to arrive late on the way to a venue or on the way back to the College. If this happens take the following steps:

- Call the transport company to find out what is happening and when they are likely to arrive
- Ensure the group are in an appropriate location to wait
- Call the **SENIOR ON-DUTY** to update of any changes
- If the delay significantly affects plans consider either not leaving College or arranging alternative transport / accommodation.



Illness

At times staff and students may become ill whilst offsite, if a student becomes ill:

- Gather the group in one place stationary if possible with another member of staff
- Give assistance / first aid to the student. If life threatening call 999
- Request assistance from other staff and preferably the **EXCURSION LEADER**.
- If possible, move student to a comfortable location and seek medical support if needed
- If possible, activities can continue with **GROUP LEADER**
- Excursion Leader should assess the needs of the student and make a plan
- Call **SENIOR ON-DUTY** to inform and support if student needs evacuating from excursion
- Activities may need to be altered to allow for correct staffing ratios or return to the College if appropriate

If Staff becomes ill:

- Ensure the group are supervised or activities are suspended
- Assistance should be offered to the staff member
- Excursion Leader should assess the needs and ability of staff to continue
- Excursion leader to call **SENIOR ON-DUTY** with a plan of action
- This may mean adjusting activities or another staff member joining the excursion

Injury

- Ensure the rest of the group are not in danger from what has caused the injury

*Follow the actions for Illness Emergency Procedures.

Road Traffic Accident

In the event of a road traffic accident involving the vehicle you are travelling in the following steps should be taken:

- Ensure your own personal safety
- If there are multiple injuries / trauma call 999 immediately
- Ensure you and accompanying staff are all accounted for and not in any further risk
- If possible a staff member should call the **SENIOR ON-DUTY** whilst others are:
- Ensure the student safety

**Please note that if an accident happens not involving the vehicle you are travelling in, your priority is the STUDENTS AND STAFF safety

Climbing specific Emergencies

The following points are in addition to Myddelton College emergency and rescue policies.

- All instructors will be first aid trained, minimum of 16 hours.
- All instructors will carry a mobile phone. If there is no signal then the nearest phone box or place to get signal will be identified on the site specific risk assessment.
- All accidents and near misses will be recorded and reported to the climbing activity manager and reviewed annually by the named technical advisor.
- If there is any doubt as to the nature or seriousness of the injury, the casualty must be brought to / medical attention called, as soon as possible. The climbing activity manager contacted.
- All injuries and near misses must be recorded in accordance to Myddelton College's accident



reporting procedures.

- The instructor should insure the safety of all group members and should bring everyone down to ground level if their attention is concentrated of the emergency / rescue.

Prevention, prior planning and experience will stop most problems or emergencies happening. The following are not intended as exhaustive and instructors are urged to use their own knowledge and experience. It should be stressed that instructors **ARE NOT PERMITTED** to do 'snatch rescues' unless they are MIA, MIC, and BMG or agreed by the named technical advisor.

The following points should be done in descending order until the situation is resolved.

Tope Rope

- **Crag fast, climber scared at top of wall not wanting to be lowered.**
 - Take rope as tight as possible.
 - Talk to climber in a calm manner describing how to descend, offering different techniques to 'weight' the rope
 - "Sit in your harness as if your sitting on a swing"
 - "Lean back"
 - "Bend your knees and let the rope take your weight"
 - "Climb down until the rope goes tight"
 - Tell them to climb down.
 - Send a group member or second instructor up on adjacent rope to talk down (only if there is enough people to suitably belay both the 'stuck' climber and the assisting climber).
 - Call for assistance from a competent Myddelton College employee who can assist with managing belaying. Instructor can then self belay on adjacent rope and assist the climber to weight the rope.
- **Entrapment/stuck climber**
 - Take the rope as tight as possible; a prussic may be used to put more tension on the rope. Climber then to try and release entrapment.
 - Send a group member or second instructor up on adjacent rope to talk down/assist (only if there is enough people to suitably belay both the 'stuck' climber and the assisting climber).
 - Call for assistance from a competent Myddelton College employee who can assist with managing belaying. Instructor can then self belay on adjacent rope and assist the climber to release entrapment.
 - Call 999 for outside rescue.

Abseiling

- **Entrapment/stuck abseiler**



- Take the safety rope as tight as possible. Abseiler then to try and release entrapment.
 - Tie off the safety rope and
 - Release the abseil rope so the entrapment can be released.
 - Retention the abseil rope and tie off.
 - Release the safety rope and continue abseiling.
 - Send a second instructor down on an adjacent rope to assist
 - If there is not second instructor available
 - Tie off the safety rope.
 - Untie and put slack into the abseil rope.
 - Descend down the abseil rope (Using a prussic).
 - Assist the stuck abseiler.
 - Continue to the floor.
 - Walk back to the top of the abseil and continue to lower the abseiler to the ground.
 - Call 999 for outside rescue.
- **Abseiler crag fast**
 - Take the safety rope as tight as possible.
 - Talk to climber in a calm manner describing how to descend, offering different techniques to 'weight' the rope
 - "Sit in your harness as if your sitting on a swing"
 - "Lean back"
 - "Bend your knees and let the rope take your weight"
 - "Climb down until the rope goes tight"
 - Tell them to climb down.
 - Send a second instructor down on an adjacent rope to talk/assist them leaning back.

Late back procedures

All sessions leaving Myddelton College must leave the following information on the activity white board;

- Number of students.
- Vehicle registration number of all vehicles.
- Contact numbers of all staff.
- Parking locations.
- Activity locations.
- Estimated time back.
- Session information.

The following procedure is dependent on time of year and weather, the below are guidelines. For example in summer conditions, these may be relaxed. In full winter conditions these need to be tightened. If it is dark and below freezing it would not be acceptable to wait 3 hours to raise the



alarm.

Staff should contact Myddelton College as soon as it become apparent they will be late back.

Time after estimated time of arrival	
15 mins	<ul style="list-style-type: none">• Phone or text staff and check all are ok• If no reply try other numbers, staff and possibly students
30 mins	<ul style="list-style-type: none">• Call again• If no reply try other numbers, staff and possibly students• Call climbing activity manager
1 hrs	<ul style="list-style-type: none">• Another call to staff members, if students phone numbers are available try these as well• If somebody available to go to location send them
2 hrs	<ul style="list-style-type: none">• Monitor phones or ensure somebody is available to monitor phones• If somebody is now available to go to location, send them• Alert emergency services there is a group missing, give them as much information as is available

Instructor Brief

Generic

- Discuss students aim, objectives and expectations for the session.
- All students are to be informed of the risks associated with climbing.
- Introduce the Climbing area.
 - Safe areas where helmets do not need to be worn.
 - Boundaries for students (away from drops etc).
 - Rock type and geology.
- Describe what to do in the case of an emergency.
- Check there are no medical conditions or special requirements within the group.
- Crag etiquette.
- Correct fitting of harnesses and helmets.
- Remove jewellery, watches or similar items that may cause entrapment.
- Brief group on 'Below' call.

Roped

- Clearly describe and demonstrate belay methods to be used.
- To give the students an appropriate understanding / appreciation that there is no fail safe system when roped climbing (Not to let go).
- Describe and / or demonstrate how to descend from a route properly. (With young climbers



it may be suitable to get every climber to practice before they climb.)

- Not to try and climb past the top rope focal point.
- Long hair to be tied back away from belay device.
- Loose clothing to be kept away from belay device.
- Inform students not to put fingers or other item close to the belay device to avoid entrapment.
- Keep the rope tight when climbers are close to the floor.

Traversing

- To bend your knees and absorb the impact by bending your knees if you do fall off.
- Not to be under / within the landing area of someone bouldering.
- Feet cannot go above the height the lead instructor has deemed to be safe for that session.

Abseiling

- Safe way to get to the top of the abseil / where to wait for instructor to meet and escort to the top of the abseil.
- Safe area to wait for their turn.
- Describe and / or demonstrate how to descend properly.
- Long hair to be tied back away from abseil device.
- Loose clothing to be kept away from abseil device.
- Inform students not to put fingers or other item close to the abseil device to avoid entrapment.

Climbing courses

Climbing courses should follow the structure of Myddelton College climbing scheme / NICAS. The students should be brief on the following information as a minimum on the first session. Instructors should feel confident to add more into their session if they feel it's appropriate and within their qualification. Care should be taken not to 'over load' the student with too much information.

- Introduce the Climbing area.
 - Safe areas where helmets do not need to be worn.
 - Boundaries for students (away from drops etc).
- Describe what to do in the case of an emergency.
- Check there are no medical conditions or special requirements within the group.
- Crag etiquette.
- Remove jewellery, watches or similar items that may cause entrapment.
- Basic climbing techniques.
- Rock type

Roped

- Correctly fitting harnesses, and how to tie in, gear loops and their dangers.



- Correct fitting of helmets.
- Perfect belaying (V, Knee, 1 2 3) or group belaying.
- Give the students a full understanding / appreciation that there is no fail safe system when belaying (Not to let go).
- Fall practice as climber and belayer.
- How to descend from a climb.
- Good communication.
- Keep the rope tight when climbers are close to the floor.
- How to safely traverse.

Helmet Policy

Helmets are to be worn by both students and staff at all times (Including staff running abseils). The only time helmets may be removed is within the 'Safe no helmet area' designated by the lead instructor.

Setup/rigging guide lines

All setups and rigging to be done by a fully qualified NGB instructors. Instructors should stay within the remit of their award and use systems they are familiar and confident using.

- Minimum of two 'bomb proof' anchors to be used.
- Use of low stretch / static rigging ropes (do not use abseil ropes for rigging).
- Ropes brought to form a focal point, where both anchor lines are independent.
- Rope protectors to be used to protect rope and to protect rock.
- Two opposite facing locking karabiners of the same manufacture and model to be used in focal point to put top ropes through.
- Stopper knots to be used unless the tail of rope is longer than 1m.
- It is the responsibility of the NGB instructor to assess institute anchors,
 - Stakes
 - Stake holes
 - Tress
 - Bolts
- No pegs may be used as anchors.
- The instructor setting up / rigging, after finishing will do an over view of the system (Big Picture - Loose rock, depth of soil if using trees, access for abseil etc).
- The instructor setting up / rigging, after finishing will do a full systematic check of every part of the system (Fine detail)
 - Independent – All lines have at least two independent lines.
 - Directional – All gear, knots and rig is setup in the direction of the loads.
 - Equalised – All lines, slings etc are of equal tension.
 - Angle – All angles are below 60° (angles of ropes at focal points, slings equalising gear, slings around trees etc)



- **Safe** – All karabiners are gravity loaded, gates closed, gates not rubbing against rock, rope protectors etc
- Attention should be made not to use climbs or abseils that have large ledges where climbers could get crag fast.



Indoor Climbing Wall

Instructor Brief

Generic

- Discuss students aim, objectives and expectations for the session.
- All students are to be informed of the risks associated with climbing.
- Introduce the Climbing Wall area.
- Describe what to do in the case of an emergency (fire exits, fire meeting points, emergency phone and radio).
- Check there are no medical conditions or special requirements within the group.
- Climbing wall etiquette.
- Inform students not to put fingers in bolts or to hold onto any part of the climbing wall supporting structure.
- Remove jewellery, watches or similar items that may cause entrapment.

Roped

- Clearly describe and demonstrate belay methods to be used.
- To give the students an appropriate understanding / appreciation that there is no fail safe system when roped climbing (Not to let go).
- Describe and / or demonstrate how to descend from a route properly. (With young climbers it may be suitable to get every climber to practice before they climb.)
- Not to hold the top of the wall.
- Not to try and climb over the top of the wall.
- Long hair to be tied back away from belay device.
- Loose clothing to be kept away from belay device.
- Inform students not to put fingers or other item close to the belay device to avoid entrapment.
- Keep the rope tight when climbers are close to the floor.

Traversing

- The protective matting dose not remove all risk.
- To bend your knees and absorb the impact by bending your knees if you do fall off.
- Not to be under / within the landing area of someone bouldering.
- Feet cannot go above the height the lead instructor has deemed to be safe for that session.
- People climbing up have right of way over people traversing.

Abseiling

- Correct fitting of helmets and reason for them.
- Not to look up if 'Below' is shouted.
- Area that helmets must be worn within.
- The correct attachment of the safety line, including showing the instructor the 'Squeeze test'.



- Describe and / or demonstrate how to descend properly.
- Long hair to be tied back away from abseil device.
- Loose clothing to be kept away from abseil device.
- Inform students not to put fingers or other item close to the abseil device to avoid entrapment.
- 'Pinch test' to show karabiner is locked.

Climbing courses

Climbing courses should follow the structure of Myddelton College climbing scheme / NICAS. The students should be brief on the following information as a minimum on the first session. Instructors should feel confident to add more into their session if they feel it's appropriate and within their qualification. Care should be taken not to 'over load' the student with too much information.

- Students aim, objectives and expectations for the session.
- Students are to be informed of the risks associated with climbing.
- Introduce the Climbing Wall area.
- Describe what to do in the case of an emergency (fire exits, fire meeting points, emergency phone and radio).
- Check there are no medical conditions or special requirements within the group.
- Climbing wall etiquette.
- Not to put fingers in bolts or to hold onto any part of the climbing wall supporting structure including the top of the wall.
- Not to climb over the top of the wall.
- Remove jewellery, watches or similar items that by course entrapment or damage if fallen on.
- Basic climbing techniques.

Roped

- Correctly fitting harnesses, and how to tie in, gear loops and their dangers.
- Perfect belaying (V, Knee, 1 2 3) or group belaying.
- Give the students a full understanding / appreciation that there is no fail safe system when belaying (Not to let go).
- Fall practice as climber and belayer.
- How to descend from a climb.
- Good communication.
- Keep the rope tight when climbers are close to the floor.
- Sand bag/ floor anchors.
- How to safely traverse.

Helmet Policy



It has been decided that helmets are not required for groups under the supervision of Myddelton College employees while indoor climbing or traversing (helmets will be worn by students when abseiling).

Helmets are predominantly designed for a top impact, rock fall when climbing outside. Within an indoor environment there is no risk of rock fall. Helmets can present a large risk to individuals; when the helmet is correctly adjusted to a 'small' head, there is a large overhanging area that can catch on holds and strangle the individual.

The risks of not wearing helmets are managed by,

- Giving proper briefs.
- Using correct and suitable belaying methods.
- Use of full body harnesses for 'top heavy' climbers.
- Ropes to be kept snug on climbers so to minimise fall distance.
- Groups being properly supervised by a suitably qualified NGB instructor.
- No lead climbing.

Spinning holds

- Spinning holds, where appropriate and safe, are to be tightened and then recorded in the spinning hold book.
- If it is not appropriate or safe, the spinning hold is to be marked, recorded in the spinning hold book and reported to climbing activity manager.
- The spinning hold book will be inspected quarterly by the climbing activity manager. And annually by the named technical advisor.

Emergency and rescue

The following points are in addition to Myddelton College emergency and rescue policies.

- There will be a First aid trained person on duty at Myddelton College when the climbing wall is in use.
- There is an emergency telephone within the climbing wall.
- A radio will be carried by instructors on session.
- All accidents and near misses will be recorded and reported to the climbing activity manager and reviewed annually by the named technical advisor.
- If there is any doubt as to the nature or seriousness of the injury, the casualty must be brought to / medical attention called, as soon as possible. The climbing activity manager.
- All injuries and near misses must be recorded in accordance to Myddelton College's accident reporting procedures.
- The instructor should insure the safety of all group members and should bring everyone



down to ground level if their attention is concentrated of the emergency / rescue.

Instructor led session

Prevention, prior planning and experience will stop most problems or emergencies happening. The following are not intended as exhaustive and instructors are urged to use their own knowledge and experience. It should be stressed that instructors **ARE NOT PERMITTED** to do 'snatch rescues' unless agreed by the named technical advisor.

The following points should be done in descending order until the situation is resolved.

Tope Rope

- **Crag fast, climber scared at top of wall not wanting to be lowered.**
 - Take rope as tight as possible.
 - Talk to climber in a calm manner describing how to descend, offering different techniques to 'weight' the rope
 - "Sit in your harness as if your sitting on a swing"
 - "Lean back"
 - "Bend your knees and let the rope take your weight"
 - "Climb down until the rope goes tight"
 - Tell them to climb down.
 - Send a group member or second instructor up on adjacent rope to talk down (only if there is enough people to suitably belay both the 'stuck' climber and the assisting climber).
 - Call for assistance from a competent Myddelton College employee who can assist with managing belaying. Instructor can then self belay on adjacent rope and assist the climber to weight the rope.

- **Entrapment/stuck climber**
 - Take the rope as tight as possible; a prussic may be used to put more tension on the rope. Climber then to try and release entrapment.
 - Send a group member or second instructor up on adjacent rope to talk down (only if there is enough people to suitably belay both the 'stuck' climber and the assisting climber).
 - Call for assistance from a competent Myddelton College employee who can assist with managing belaying. Instructor can then self belay on adjacent rope and assist the climber to release entrapment.
 - Call 999 for outside rescue.

Abseil Platform

- **Entrapment/stuck abseiler**



- Take the safety rope as tight as possible. Abseiler then to try and release entrapment.
- Tie off the safety rope and
 - Release the abseil rope so the entrapment can be released.
 - Retention the abseil rope and tie off.
 - Release the safety rope and continue abseiling.

Accident and near miss reporting

The following points are in addition to Myddelton College accident and near miss reporting.

- All accidents and near misses are to be recorded on the BMC/ABCC /Myddelton College accident form.
- All accidents and near misses are to be reported to the climbing activity manager and reviewed annually by the named technical advisor.
- All accidents and near misses to be recorded on the BMC database
<http://www.thebmc.co.uk/acr>

Visiting Instructor Groups

Visiting instructors are welcome to use Myddelton College climbing wall as long as the following points are in place before the start of any climbing wall use.

- Visiting instructor must hold a NGB qualification (Minimum CWA or SPA)
- Visiting instructors are not to use abseil platform.
- Myddelton College is to hold a copy of visiting instructor qualifications.
- Visiting instructors' qualifications to be checked on the Mountain Training website (<http://www.mountain-training.org/find/find-a-leader>).
- Visiting instructors to sign 'Third party group use of Myddelton College Climbing Wall' to show they have relevant insurance cover and first aid to use Myddelton College Climbing wall.
- Max ratio of visiting instructor to students 1-10.
- Max number of students using the wall at any one time ??.
- Visiting instructors are to use their own equipment.
- Visiting instructors are responsible for checking ropes as described in equipment section.
- Visiting instructors file should be inspected on each visit to insure all information is up to date and their sessions have been run safely.
- Floor walks should be carried out by a suitably NGB qualified Myddelton College staff member during each session.
 - The NGB qualified Myddelton College staff member should feel confident to approach the visiting instructor to discuss their concerns, if the session is not being run in line with current 'Good Practice'.
 - The NGB qualified Myddelton College staff member should feel confident to



- intervene and stop the visiting instructor session if there is any safety concerns.
- All discussions or session stops should be recorded on the visiting instructors documents and in the 'Near miss' book.

