

# El Shaddai standard operating procedure

Date last assessed: 12/07/2022

## Vertical Ladders

### 1. Qualifications

- An instructor with a "Lead Rock Climbing" qualification and in-house training signed off by the AOC trainer must be present.
- An instructor must be present with a Provide first aid certificate.
- All instructors must have a valid WWCC.

### 2. Ratios

- 1:20 is the instructor to participant ratio. If there is more than 20 participants, there must be a second adult present at the activity. This does not include the assigned adult with the group.

### 3. Set up

- Sign on to the logbook and retrieve the allocated backpack.
- Start by getting out the harnesses, helmets, chain, and belay devices out of the storeroom using the rec-hall key.
- Lower the ropes down from the roof using the ladder and the VC padlock key.
- Once down tie up the knots. Only a person with the training to tie knots should do this. That or they need to be under supervision of someone who is trained. All knots need to be checked by someone with the "lead rock climbing" qualification.
- Once the ropes are done, put the safety signs up and the chain across the middle of the room. This makes it easy to designate the danger zone later on.
- Get out enough chairs for everyone and line them up behind the belay devices.
- Lay the other equipment out neatly to make it easy to run the session.
- Do a quick inspection of everything before starting the day. If there is anything broken or suspicious, get the AOC to come and check it before using it with the group. Remove the piece of equipment from service if it is broken and only bring it back in if it is fixed or replaced.

### 4. Safety

- **Emergency procedures**
  - In case of an emergency, follow the El Shaddai emergency management plan.
- **Safety points**
  - Helmets must be worn when climbing.
  - No one is allowed in the danger zone unless told to by an instructor.
  - Stay seated during the session unless instructed to do otherwise.
  - Do not climb the ladders without the instructor's permission.
  - Hold onto the black rungs, not the side wires.

### 5. Running the session



- Welcome the group and hand out hand sanitizer to everyone.
- Start by getting everyone into harnesses and helmets. Make sure everything is fitted correctly before moving on with the introduction. Documents on how to do this are found in the Vertical Ladders folder.
- Introduce the safety points above to everyone.
- Give quick instructional on how to climb the ladders and the goal of the session which is to climb as high as you can.
- Explain how to come down, making mention again of the danger zone.
- Start the session in an orderly fashion, giving everyone in the group a turn climbing.
- Once done, finish with a debrief. The best topics for this would be on perseverance and growth.

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**6. Pack Up**

- Pack the chairs away neatly.
- If there aren't any vertical ladder sessions left in the week, untie the knots, and pull the ropes back up to the roof. If there is then leave the knots tied up and pull everything up to the roof. And instructional for this is in your folder.
- Return all the equipment back to the rec-hall storeroom (chain, helmets, harnesses) and sign off the logbook. If there is anything broken, log it into the maintenance log and tell an AOC.

Assessor		AOC Trainer	
Name	Timothus Baldwin	Name	Timothy Baldwin
Date	12/07/2022	Date	12/07/2022
Sign		Sign	

## Risk Assessment

Activity: Vertical Ladders

Activity Aspect	Hazard	Risk	Likelihood	Risk Level	Rating	Control measures
Setting up/packing up the activity	Broken equipment	Injury to self or others	Unlikely	Minor	Low	All equipment is checked before each session and at least every month when activities are not being run.  If equipment is broken, it is removed from service immediately and either fixed or replaced before going back into service.
	Equipment left on the ground	Tripping	Unlikely	Minor	Low	Instructors are to be careful when setting up. No running.  Instructors are set everything up neatly as to avoid equipment being left in random places.
	Ladder	Falling	Rare	Moderate	Moderate	All instructors are taught how to use ladders safely and are supervised if they are still in the training process.
	Heavy equipment	Strains	Rare	Moderate	Moderate	All instructors are taught to use safe lifting techniques when moving heavy equipment. If they cannot lift it they use two people.

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Introduction/Debrief	Broken equipment	Injury to self or others	Rare	Minor	Low	All equipment is checked before each session and at least every month when activities are not being run.  If equipment is broken, it is removed from service immediately and either fixed or replaced before going back into service.
	Equipment left on the ground	Tripping	Unlikely	Minor	Low	Instructors and participants are to be careful. No running.  Instructors are set everything up neatly as to avoid equipment being left in random places.
	Behavioural issues	Injury to self or others	Unlikely	Minor	Low	Instructors at the start of each camp are given special activity requirements for the participants that require them. The activity is adapted to accommodate this and to minimise the likelihood of an issue arising. Any participants that are posing a danger to themselves or other participants are removed from the activity immediately.

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Running the activity	Broken equipment	Injury to self or others				<p>All equipment is checked before each session and at least every month when activities are not being run.</p> <p>If equipment is broken, it is removed from service immediately and either fixed or replaced before going back into service.</p>
		Falling				<p>All equipment is checked before each session and at least every month when activities are not being run.</p> <p>If equipment is broken, it is removed from service immediately and either fixed or replaced before going back into service.</p>
	Equipment left on the ground	Tripping	Unlikely	Minor	Low	<p>Instructors and participants are to be careful. No running.</p> <p>Instructors are set everything up neatly as to avoid equipment being left in random places.</p>

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	Behavioural issues	Injury to self or others	Unlikely	Minor	Low	Instructors at the start of each camp are given special activity requirements for the participants that require them. The activity is adapted to accommodate this and to minimise the likelihood of an issue arising. Any participants that are posing a danger to themselves or other participants are removed from the activity immediately.
	Danger zone	Hit by a ladder	Unlikely	Minor	Low	Participants are not allowed into the danger zone unless instructed to by an instructor.
	Carabiners	Injury to self or others	Rare	Minor	Low	Participants are not allowed to touch the carabiners (including the ones at the top of the climb). Only trained instructors are allowed to use carabiners.
Environmental	Extreme hot weather	Hyperthermia and dehydration	Rare	Major	High	Water will be accessible at all times during a session on a hot day. If needed fans can be brought out of the canteen to cool down the rec-hall.

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Maintenance	Broken equipment	Injury to self or others	Unlikely	Minor	Low	Only instructors who are trained to perform maintenance are allowed to. That or they need to be under the supervision of someone who is trained.
Other						

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## Risk Matrix

Risk assessment matrix template as specified by the Australian Adventure Activity Standards Core Good Practice Guide v1.0 which was updated in 2019.

The level of risk matrix combines the scales for likelihood and consequence to produce a qualitative description of the level of risk. An example of the level of risk descriptors are low, moderate, high, and extreme. There is a direct relationship between the increased likelihood of something occurring, the worse the consequences are and the higher the level of risk.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

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