



Auckland Climbing College Series – Event 3

2024 EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: Auckland Climbing College Series: event 3	This Plan Dated: 6/03/2024
Event Location	32 Morrin Road St Johns, Panmure - Extreme Edge
Event Date	07/04/2024
Organisation delivering event	Auckland Sport Climbing
Number of Participants	Unknown – (150)
Number of Schools Participating	Unknown – 40 estimate

Event overview. Provide a brief summary of what your event will involve.

Sport Climbing – Indoor Climbing

The event is one of a series of 4 events which includes the 2 disciplines of Climbing

Event 1: Extreme Edge

Consists of 30 Top rope – (traditional climbing with present and secure ropes)

SECTION 2: Event Personnel.

Name	Role	Responsibility	Contact Details
Sandra Bolland	Event Manager	Overall responsibility	accseries1@gmail.com
as above	Volunteer Coordinator	Volunteer recruitment, training & management	
as above	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	
as above	Officials Coordinator	Recruitment, training & management	
Michael O'Keefe	MC, front of house		Michael.i.ok@gmail.com
Committee head Judge for event, Chris Wade	Disputes & Discipline	Convening & Chairing disputes panel	chris@wadeysoft.com



SECTION 3: Risk Assessments and Management

3A: Sport Specific Risk Assessment & Management Plan

Risk Assessment Key

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Core Health and Safety Mitigation program:

Top rope belaying identified as key risk factor: to mitigate any potential risk only experienced belayers, that have their top rope belay license from Extreme Edge Panmure are permitted to belay top rope climbs. Volunteer top rope belayers are co-ordinated in advance.

Harm What could go wrong?	Hazard What could harm you?	Risk Rating How serious?	Controls How can it be prevented? First Eliminate than Minimise the risk.	Residual Risk Rating
Fatality /Serious injury	Harness not fitted and done up properly	High 8	Check harness fitting before climbing, ensure correct lock off as per manufactures instructions. (E)	Low 4
	Equipment failure	High 8	Check equipment before use, including belay anchor points, rope set up through belay device, knot attachment. (M)	Low 2
	Dropping equipment (things in pockets)	High 8	Ensure pockets are empty. (E) Ensure all equipment is attached (completing maintenance). (M) Ensure on one is positioned one directly under climbers. (E)	Low 2
	Participants not being attached to rope safely	High 8	Tie on to the belay loop with a rethreaded figure of 8 and clip carabiner before climber leaves the ground. (E) Lead climbing ensure correct knot is used (must be tied in not clipped). (E)	Low 2
Injury – grazes, bruises, cuts	Poor belay technique (rope management)	Medium 7	Keep belay rope tight (limited slack). (M) Use back up belayer as needed (groups under 12 years of age). (M)	Low 4
	Unstable body position	Medium	Instruct participants to keep their feet wide apart (place of feet to body). (M)	Low

	Injury during descent from swinging/ jumping or collision into other people	Medium 6	Ensure when climbing within the overhang area all participants know someone is climbing (lower section, first 3 metres). (M) Briefing on descent given to prevent improper swinging by climbers. (M)	Low 4
	Loose hair caught in device	Medium 6	Ensure long hair is tied back. (M) Positioning of body when belaying (upright not bending over). (M)	Low 4
Injury to body / personal items	Items of Jewelry / clothing getting trapped in equipment	Medium 6	Participants asked to remove jewelry whilst being kitted with harness. (E) Instructor is to ensure group is suitably dressed for activity. (E) Instructors correctly trained and briefed on how to deal with incidents should they occur. (E)	Low 4
	Items of Jewelry / clothing getting hooked on holds / hangers	Medium 6	Participants asked to remove jewelry whilst being kitted with harness. (E) Instructor is to ensure group is suitably dressed for activity. (E)	Low 4
	Tripping on floor edge	Low 4	Identify area to stand when not belaying climber or climbing. (M)	Low 3
	Movement of mats/ mat covers in bouldering area	Medium 6	Ensure all mats/covers are in place (before session starts). (M)	Low 4
	Falling whilst bouldering	Medium 6	Instructor must give students a safety briefing before allowing them to boulder. (M) Participants should be spotted when appropriate. (M)	Medium 5
	Stuck Climber	Low 4	Participants correctly briefed prior to participation in climbing activity. (M) Staff well briefed and experienced to deal with incidents as they occur. (M)	Low 2
Emotional Distress	Failure in teaching process / progressions	Medium 7	Clear process of Instruction (equipment, warmup, belaying, climbing, warm down). (M)	Low 4



Sport Specific Risk Assessment

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Fall from Height	High	No	No	Yes	Yes	Yes	Only roped climbing will be allowed on the wall. Top ropes will be used with double carabiners attached to rope ends so no knot tying is required of participants. The two carabiners will connect to the participants climbing harness and these to be checked by the belayer prior to climber leaving the ground. Only experienced adults with their EE belay top rope license are permitted to belay. In addition Grigri belay devices will be used to reduce the risk of rope slippage when a climber falls.	Event Manager	onsite first aid Emergency Services if required
Falling objects	Med	No	No	Yes	Yes	No	Climbers to remove items from pockets, Effective group management and briefing.	Event Manager	onsite first aid Emergency Services if required

Equipment failure	High	No	No	Yes	Yes	Yes	Ensure correct fitting and use of harnesses, the condition of all equipment to be assessed prior to use, suspect items removed from service. Gym Management to ensure Autobelays are in good operating condition.	Event Manager	onsite first aid Emergency Services if required
Holds spinning / breaking	Med	Yes	No	Yes	No	No	Condition of holds, monitored, on a regular basis. Holds removed from wall or re-secured prior to commencing session.	Event Manager Route Setters	Route Setter to Repair or Replace before next Competitor
Muscle / Joint injuries	Med	No	No	Yes	No	Yes	Use appropriate climbing specific warm-up activities Recognition of overuse injuries, session managed with rests and recovery time	Team Managers Rock climbing gym staff	onsite first aid

3B: Venue Specific Risk Assessment & Management Plan – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Fire in any area of the building	Medium 7	Fire extinguishers are supplied and checked annually. (M) Exit signs in place to car park area. (M) Exit points are clear of any equipment/bags. (E)	Low 4
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3B: Venue Safety Plan – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

Venue specific plan attached



SECTION 4: Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	Venue	Manager	jacob@extremeedge.co.nz	
Drinking water	Venue	ON site staff		The EE gym has a filtered water fountain that participants can fill water bottles from. Water and drinks also able to be purchased at counter
Food	Personal			Snack bars etc available for purchase at counter
Shade	Venue			N/A - Indoors
Toilets	Venue			Separate male and female toilets



Event Security	N/A			
Waste Management	Venue			Bins onsite, recycling and general rubbish
Spectator Controls	Club leadership	Michael O'Keefe	Michael.j.ok@gmail.com	
Parking	Venue			Parking in carpark and spillover on street in need.
Media		Sandra Bolland	sandratom@xtra.co.nz	Social media & emails

Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content

Pre Event Info – to schools, participants	Sandra Bolland	Schools	Prior the event	Flyer and school information for registering via College Sport Auckland.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Michael O'Keefe		On day – 10 min prior	
Event Day Communications – Cancellations, changes, weather	Michael O'Keefe		On Day	Weather no issue – indoor event
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Sandra / Micheal O'Keefe	Schools, parents, managers	On day	We have Contact details for schools (who have students contact) on google drive accessible online, hardcopy at event
Media information	Sandra	Parents/ Climbers	Prior & after the event	Before : Entry & competition information on College Sport Akl website. Event Flyer on ACCS series Facebook page & Akl sport climbing club website. website. After: Results posted on College Sport Akl web page & ACCSeries Facebook page

Covid Protocols:

Level 1: Standard sanitisation practises

Level 2: Provision of Zoono sanitiser product for all participants, no chalk use, 1m separation protocols in place.



IMPORTANT INFORMATION FOR Team & Customer

Our Objective:

To make Extreme Edge a safe environment for our customers by implementing simplistic procedures to help maintain staff and customer health and safety.

	<p>Hand sanitiser</p>	<p>Visitors are asked to bring their own sanitiser & to use it.</p>
	<p>Clean Hands</p>	<p>Please sanitise your hands upon entry.</p>
	<p>Covid-19 Vaccination Pass</p>	<p>All Visitors must provide their full vaccination certificate at the counter. Those under 12 are not required as per Govt guidelines.</p> <p>Proof of seeing this will be loaded into our Point of Sales system so you do not need to</p>

		show this on your next visit.
	Contact tracing	<p>All visitors (including supervisors and non-climbers) are to sign in on our waiver, then report to the counter to advise staff if they will be climbing or observing.</p> <p>Before exiting everyone must also report to the counter to check out.</p> <p>Please also scan the COVID QR code displayed upon entry.</p>
	Please queue with safe distancing	<p>Customers are required to maintain 1 metre physical distancing.</p> <p>There are some marked out safe queueing distances. Please use them as a guide.</p>
	Capacity	<p>With Extreme Edge being a public facility and having over 2,200</p> <p>square meters, we do not have a limit on the amount of people in the building.</p>

	<p>Climb One Wash One</p>	<p>Both climber & belayer to wash their hands after each climb Moon Board- 3 attempts then wash.</p> <p>Bouldering- 3 attempts then wash. New problem new wash!</p> <p>(We accept using your sanitiser as a replacement for washing hands).</p>
	<p>1 Metre distancing</p>	<p>We ask that all individuals keep to safe distancing of 1metre.</p> <p>Staff will monitor distancing and advise visitors to please keep a safe distance when possible.</p>
	<p>Bare feet</p>	<p>In times like these we ask you to go the extra mile, everyone still needs to be wearing shoes to climb. Also, after you take your climbing shoes off, please have other shoes to put on.</p>
	<p>Frequently wash hands</p>	<p>Each participant should wash their hands with soap and dry them before and after play or use hand sanitiser if this is not possible.</p>

	<p>Bathrooms</p>	<p>Please follow safe distancing practices, One in at a time.</p> <p>Maintain H&S standards & Covid House rules, Staff to use Disabled bathroom.</p>
	<p>PPE</p>	<p>Staff members to wear a face covering at all times.</p>
	<p>Drink bottles & Wather fountain</p>	<p>NO drinking straight from the fountain!</p> <p>Please fill your drink bottle.</p>
	<p>Chalk use at the Extreme Edge moving forward</p>	<p>We will now only allow the use of Chalk Socks & Liquid Chalk in the gym.</p> <p>Sadly we will not be hiring out chalk bags, so please bring your own or purchase one from our shop.</p>
	<p>Washing hands between making coffees</p>	<p>We do this to make sure that you & our staff are safe.</p>
	<p>Hourly wipedowns</p>	<p>You will see us walking around wiping down high contact areas so please do not be alarmed!</p>

	Disinfecting Harnesses & Shoes	We will be disinfecting our harnesses and our climbing shoes after each use.
	Holds (should any Cases be reported in relation to the gym)	We intend to Strip & Clean all affected holds on the walls should the risk arise.
<i>This document is reviewed Daily and can be revised at any time as a result of govt guidance our internal HAZARD RESPONSE PROCESS.</i>		

**EXTREME EDGE / CLIMBZONE
EMERGENCY STRATEGY PLAN**

In the event of an incident / accident:

- Inform the Primary staff member immediately.
- Stay calm

LIFE THREATENING / SERIOUS HARM INJURY

- First Aid FIRST
 - o Ensure patient is not moved if a spinal injury is suspected
 - o Ensure patient has an airway
 - o Have someone dial 111 for Ambulance
 - o Assess ABC's. If no ABC begin CPR
 - o If ABC present, treat for shock & monitor / comfort patient
 - o Perform any other necessary first aid
 - o Give some privacy, (cordon off area if possible)
 - o Contact any family members if they are not on site.
 - o Heart Attack Incident- Nearest Defibrillators .
 - o 1. Esteem Health Care. 24b Morrin Rd Ph 578 2438
 - o 2. Mt Wellington Fire Station Ph 111. Report as Heart Attack – ask for Fire Service help.
- Incident Reporting
 - o Ensure both our Incident Report (INCIDENT REPORT.doc) and the Accident Notification (Accident-Serious Harm Notification Form.pdf) serious harm forms are filled out.
 - Definition of Serious Harm on page of this document.
 - o Contact MBIE (Ministry of Business, Innovation and Employment. Formally DOL/OSH) by phone ASAP. Contact details on page of this document.
 - o Barricade off the incident scene (including rope/belay unit) and do not disturb until clearance is authorised by a health and safety inspector from MBIE.
 - o Call relevant center manager and Craig (or acting Ops Manager if Craig away) asap during work hours.
 - o Post or fax Accident-Serious Harm Notification Form.pdf to MBIE once complete.

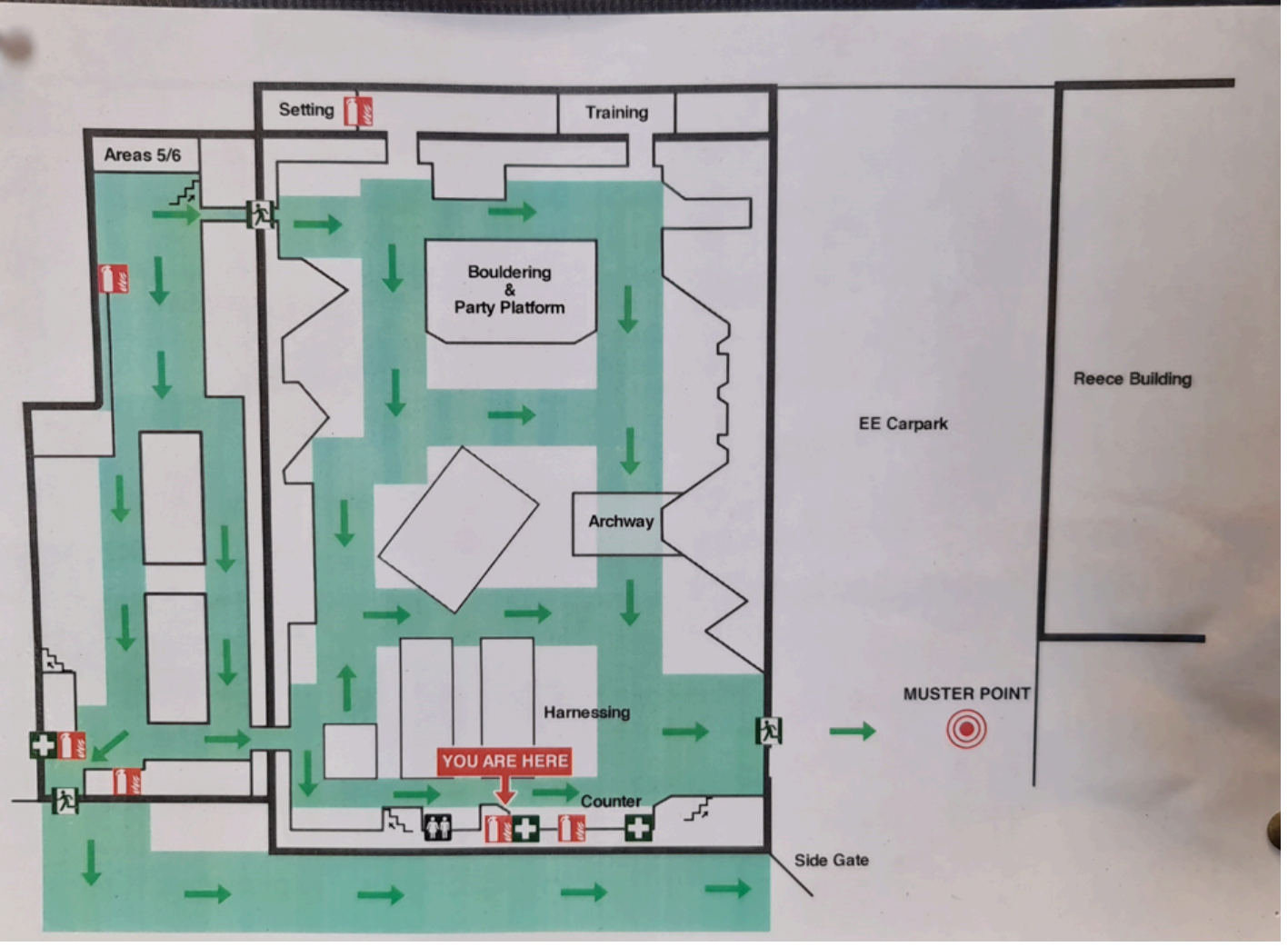
NON SERIOUS HARM INJURY

- First Aid FIRST
 - Assess situation
 - If patient is in pain when moved.
 - Assume Serious Harm Injury and follow above plan.
 - If patient is mobile – suggest they seek medical attention.
 - Perform first aid if required / possible

- Incident Reporting
 - Ensure our Incident Report is filled out.

EVACUATION PLAN IN EVENT OF FIRE

FIRE EVACUATION MAP



EXTREME EDGE / CLIMBZONE CRISIS MANAGEMENT PLAN

There are three stages to the crisis management plan.

1. Prevention / Preparation

As per the Risk Analysis & Management (RAMs) forms & procedures (which all staff must read and understand), risks will be identified & strategies put in place to isolate/prevent/minimize these risks.

All primary staff to:

- Have current first aid certification.
- Read and understand Emergency Strategy Plan and Incident/Accident procedures and definitions.

2. Action

When incidents / accidents do occur, staff shall take action as detailed in the Emergency Strategy Plan.

(Also on the RAMs form).

3. Review

A review shall be done using the Accident Register / Incident Report forms.

This should be filled out as soon as possible following the event.

All staff should be made aware of all details of any incident / accident that has occurred & also of any action taken.

All staff shall be made aware of any policy changes made to prevent / minimize chances of a re-occurrence.

SERIOUS HARM DEFINITION

Below is the definition of Serious Harm from Schedule 1 of the Health and Safety in Employment Act 1992 Serious harm means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and "seriously harmed" has a corresponding meaning. Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as "serious harm" for the purposes of the Act:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more

commencing within 7 days of the harm's occurrence.

The definition of serious harm is relevant to employers' duties to manage hazards, notification requirements, employees' rights to refuse to do dangerous work, and inspectors' powers to issue prohibition notices.

MBIE/DOL REGIONAL OFFICE CONTACT DETAILS

Panmure.

Contact Auckland Central Office

PO Box 105 146

Auckland

Fax (09) 984 4115

WorkSafe New Zealand Level 6
86 Customhouse Quay Wellington
6011 New Zealand

Phone: 0800 040 030
PO Box 165 Wellington 6140
New Zealand

Fax : (04) 914 6866 (General faxes only)

For more on notifiable events, please see:

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

For an online incident report form, please see:

<http://forms.worksafe.govt.nz/notifiable-event-notification>