

Garner's Field Campsite Climbing & Abseiling Tower

Climbing & Abseiling Tower Operating Procedure for External Instructor led events

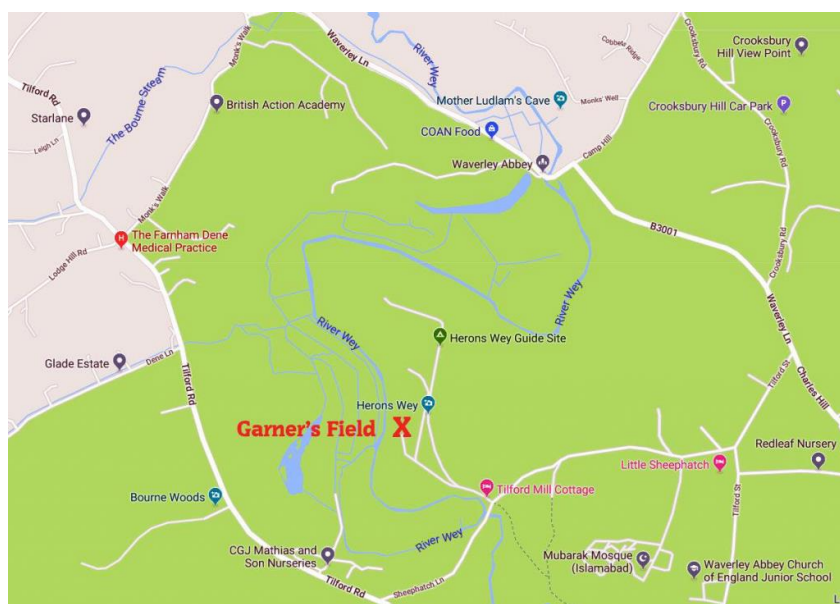
Version 0.1

October 2024

Location of compound using the application:

///what3words

///flicked.flinches.clipboard



1. Version Control and Contents

1.1 Version Control

Version	Change	Author	Date	Approver	Date
0.1	First Draft	Andrew Kite	17/10/24	Nick Cann & Russ Baldwin	2/12/24

1.2 Table of Contents

1.	Version Control and Contents	2
1.1	Version Control	2
1.2	Table of Contents	2
2.	Overview of the Tower	3
3.	General Information	4
3.1	Instructor Qualifications	4
3.2	Climbing	4
3.3	Abseiling	4
3.4	Accessing the Climbing Tower	4
3.5	Equipment	4
3.6	Setting up the tower	5
3.7	Restrictions	5
3.8	Accidents	5
3.9	Garners Field Campsite Accident and Emergency Procedure	5
3.10	Weather conditions	6
3.11	Risk Assessments	6
4.	Set Up Instructions	8
4.1	Visual Inspection of the Tower	8
4.2	Ground Anchors	8
4.3	Top rope Set-Up	9
4.4	Abseil set up	10
5.	Running the Session	11
5.1	Prior to commencing any activity	11
5.2	Equipment required by participants and instructors	11
5.3	During the Activity	11
5.4	After the activities have ended	11

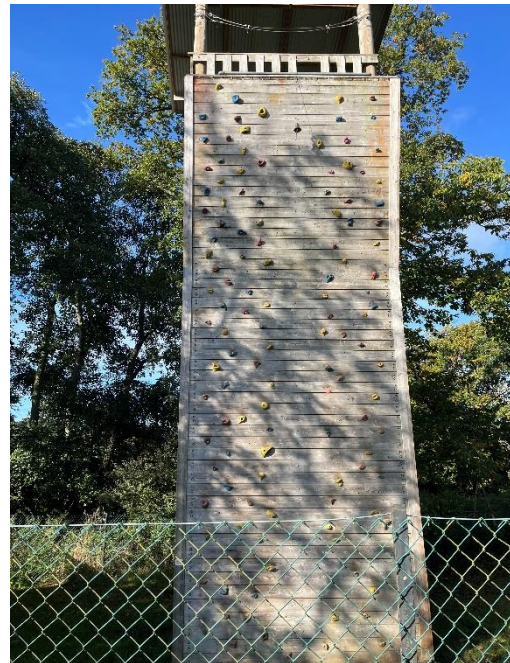
2. Overview of the Tower

Climbing and abseiling takes place on a purpose-built wooden **Self-Supporting Climbing Wall** located at Garners Field Campsite. The structure is inspected and certified by an approved contractor annually in accordance with EN 15567-1 2007 and 2015.

The tower has three working sides



Climbs 1 and 2 on a straight wall



Climbs 3 and 4 on a straight wall with overhang



Abseil Wall

3. General Information

3.1 Instructor Qualifications

The following qualifications can be used for this activity (or equivalent qualifications)

- Climbing Wall Instructor (CWI) or higher (With abseil endorsement if abseiling)
- Girlguiding Level 1 Climbing/Abseiling
- The Scout Association Climbing/Abseiling Permit (Leadership or above)

A copy of the instructor's qualification must be attached to the Garners field booking procedure prior to a session taking place when using non-Farnham District instructors. This will be kept on file for future reference.

When the tower is hired as a self-led activity, the leader in charge of the group assumes responsibility for the safe set up and running of the activity. If at any time a campsite warden or District climbing team member is concerned about the way a session is progressing, the session will be stopped.

3.2 Climbing

- Where there is more than one qualified climbing instructor on a session, one must be designated to be the person in charge of the session or supervisor.
- No more than two climbing ropes can be supervised by a single climbing instructor who has the qualifications stated above.

3.3 Abseiling

- Abseiling will be operated by a suitably qualified Abseil instructor.
- **All people abseiling down the wall must do so with a back-up safety mechanism.**

3.4 Accessing the Climbing Tower

- The tower compound is to be kept locked when unattended.
- The gate to the climbing compound and the access door to the tower itself are both padlocked. You must either request the codes for the padlocks or ask a campsite warden to open the padlocks for you.

3.5 Equipment

- When outside groups have hired the tower only with no equipment, the responsibility for the safety and suitability of their equipment rests with the group leader in charge. If the campsite wardens or a member of the Farnham district climbing team feel the equipment or operation is unsafe, the session will be stopped, and the equipment investigated with the leader in charge.

- For information, the climbing ropes used by the Farnham District climbing team are 25m long, and the abseil rope is 13.8m long.

3.6 Setting up the tower

Climbing Activity will be set up in accordance with the set-Up Instructions as detailed in this document. A copy of these set up instructions are also displayed inside the climbing equipment store.

If you have any questions, please speak to the campsite warden or District climbing team.

3.7 Restrictions

Maximum weight of an individual using the facility is limited to 120Kg (19 stones).

There is no limit on Height, though it is important that people can duck under the horizontal steel support wire between eye bolts when starting to abseil. Minimum height is set by use of our smallest full body harness.

A maximum of 10 people can be on the tower platform at any one time, including instructors.

3.8 Accidents

If any accidents or first aid takes place as part of the activity, the group leader hiring the session must be contacted. All groups hiring must have their own first aid kit on site. Farnham District have provided a first aid kit inside the tower.

An accident form must be completed as soon as possible before the end of the working day – there is a pad inside the tower. Out of District groups hiring the activity must keep and retain their own forms. In District Groups must complete one that is kept in the locked filing cabinet inside the hall office in line with to current GDPR procedures.

The activity must be stopped while the first aid incident is taking place unless there are enough qualified personnel to continue to run the activity safely **and** manage the Accident. If the activity needs to be stopped all climbers and abseilers must be lowered to the ground immediately.

3.9 Garners Field Campsite Accident and Emergency Procedure

Garners Field Campsite Accident and Emergency Procedure must be followed:

SUMMONING EMERGENCY SERVICES

Instructions for finding Garner's Field Campsite

Garners Field Campsite is located towards the end of a tarmac single lane branching off Sheephatch Lane near Tilford village, about 3 miles south of central Farnham.

The tarmac track to the Campsite starts beside 'Tilford Mill Cottage' ///lawns,rainy.glow post code GU10 2AQ which is situated adjacent to 'Old Tilford Mill Bridge'. Emergency Services should be made aware that if coming from the Farnham or Tilford direction via Tilford Road into Sheephatch, they will need to cross this narrow bridge which has a weight restriction of 7.5 tons. Once on the Campsite Lane – do not take the first right into 'Herons Way' Girl Guide Campsite but carry straight on. Go past the small holding entrance to the right and just beyond is the entrance to Garner's Field ///fastening.drones.sings on the right. Sheephatch Lane to Garner's Field entrance along the Campsite Lane is about ¼ mile.

In an emergency it is recommended to send a responsible person along the Campsite Lane to the main entrance of Sheephatch Lane to direct any arriving emergency vehicles. At night wear a high viz jacket and carry a light if possible.

3.10 Weather conditions

The instructor must check the weather conditions prior to starting the activity. The campsite warden or District climbing team will inform the instructors of any conditions that might stop the activity.

The activity must not take place in the following conditions

- Electrical storms
- Very high winds (20mph is the recommended maximum wind speed for safe climbing). Wind speeds can be checked using weather apps on smart phones or with the use of an Anemometer.
- Very heavy rain
- Any other condition the instructor in charge deems unsafe

If thunder or lightning is witnessed locally then activities must stop and **wait 30 minutes** before proceeding after the last thunder was heard.

Instructors must inform the campsite warden or district climbing team if the activity has been stopped due to weather conditions.

The instructor has the final say in whether an activity takes place or must be terminated.

3.11 Risk Assessments

The site risk assessment document must be read in conjunction with the activity risk assessment document provided by the operator.

A risk assessment hard copy can be found inside the tower and a soft copy can be found on the district campsite website.

Instructors must have read this document and the risk assessment for this activity before they instruct this activity.

This document and the risk assessment are regularly updated. The campsite warden or district climbing team will update instructors of any changes to these documents. Instructors must ensure that they have read these changes.

Any Group / Section using the climbing tower must also complete their own additional risk assessment specific to the people involved in their own group.

4. Set Up Instructions

4.1 Visual Inspection of the Tower

As a part of the set up process a routine visual check (RVC) of the tower must take place at the start of each day that the tower is in use. The RVC must be performed by a competent Climbing Instructor. When inspecting the top platform of the tower the person making the inspection must be wearing a harness and helmet and be connected to a safety line.

The RVC should include

- Ground Surface
- Sharp Edges
- Missing components
- Integrity of the safety system
- Trees including hanging branches
- Vandalism / damage to the tower

4.2 Ground Anchors

There are four ground anchors in the climbing area that are available for External Groups to use if required.

When not in use each Ground anchor is protected by placing a traffic cone over it – this must be replaced for each ground anchor at the end of every climbing session.



Ground anchors for climbs 1,2,3,4

4.3 Top rope Set-Up

To set up the top ropes for climbing the climbing instructor must be wearing their harness and helmet, and be connected to a safety line at the top of the tower. The top rope for climb 1 is accessed by standing on a hinged board that goes across the stairs used to access the top of the tower.



Climbs 1 (right) and 2 (left)



Climbs 3 (right) and 4 (left)



Access to Climb 1 top rope across hatch

Climbs 2,3,4 can be accessed directly from the platform at the top of the tower.

Dynamic rope is passed through the reduction block, one for each of the 4 climbs. The rope must pass through the block under the spacer bars, not over the spacer bars.

See below for the correct installation of the top rope



4.4 Abseil set up

To set up the Abseil the climbing instructor must be wearing their harness and helmet and be connected to a safety line at the top of the tower, which for the instructor must be connected to one of the cables to the left or right of the tower, separate to the cable used for the participants safety line.

Abseil and Abseil Safety Rope anchor points

The tower allows for two Abseils to be set up and operated. See below for the anchor points that can be used. Abseiling cannot be set up using any anchor points other than those shown.



5. Running the Session

5.1 Prior to commencing any activity

The instructor in charge of the session is responsible for checking the equipment is set up correctly, regardless of who set the activity up.

The following list of tasks are required to be completed before the activity can start

- A visual inspection of the tower must be undertaken during set up of the activity. This is to include looking for any damage and checking the area around the tower is free of debris and other trip hazards.
- The instructor must ensure the tower is set up in accordance with Tower Operating Procedures.
- The instructor must check the fitting of all participant's personal protective equipment.
- The instructor must ensure the group are prepared for the session, including correct clothing, footwear, long hair tied back, and jewellery removed.

5.2 Equipment required by participants and instructors

Any participant taking part in the activities once beyond the waiting area inside the compound must have the following:

Equipment	Participant	Instructor
Harness	✓	✓
Helmet	✓	✓

5.3 During the Activity

- Anyone inside the climbing compound must always wear a helmet.
- Spectators must stay outside the compound unless agreed by the lead climbing instructor.

5.4 After the activities have ended

- Any accident or incident must be recorded appropriately.
- The Climbing Tower usage log should be filled in with relevant details of the activity.
- Ensure nobody is left inside the compound when leaving the activity and lock up the compound to prevent unauthorised access.