



**THE ROPEWORKS  
'ON SITE'  
ROPES COURSE SAFETY POLICY  
DATED 2009**

This Safety Policy is specific to activities carried out at the Ropeworks main site and includes simple guidelines for non-technical activities that can be carried out within walking distance of the site.

**STAFF RESPONSIBILITY**

All instructors and staff must be familiar with and adhere to the guidelines detailed in the following documents

- This Ropes Course Safety Policy
- The Instructor Notes (revised annually)
- The Instructor Contract

Each year, staff must complete an Instructors Details Form held in the Ropeworks office

**CHAIN OF COMMUNICATION AND RESPONSIBILITY**

In the event of an emergency, accident, injury, or incident the Directors Nick Moore or Ian Roberts must be informed as soon as possible using the chain of communication outlined below.

1. Instructor
2. Office Manager (on the day)
3. Directors – Nick Moore or David East

All contact details and telephone numbers are displayed on the office notice board under Emergency Procedures.

## **REGULATION POLICY**

### **Health and Safety Statement**

The Ropeworks is committed to the health and safety and welfare of its employees, sub-contractors, delegates, representatives of clients and members of the public.

### **Who is responsible for Health and Safety**

The Directors, Nick Moore and Ian Roberts are ultimately responsible for the health and safety for the companies operation, with the assistance of all staff and instructors.

### **Qualifications And Training**

As a minimum all instructors must pass a Ropeworks Site Specific training and assessment course, to instruct at the Ropeworks These will be run by Nick or Ian.

To instruct independently on the course, instructors must also hold a current First Aid certificate.

### **Health and Safety Feedback**

The Ropeworks encourages feedback from all parties regarding Health and Safety matters. Health and Safety Policy will be continuously reviewed.

### **Insurance**

The Ropeworks is covered for Civil Liability, Employers Liability and Public / Products Liability Insurance. A copy of the policy is displayed in the Ropeworks office.

## **FIRST AID POLICY**

Nick Moore is responsible for the maintenance of all First Aid Kits. Nick is also responsible for updating any information concerning new regulations.

### **Centre First Aid Kits**

- A First Aid Kit is located in the office at all times.
- When an activity is conducted offsite a First Aid Kit must be carried.

### **First Aid Qualifications**

- There must be at least one First Aid qualified member of staff on site when the course is in operation
- If an activity takes the group away from the site the member of staff responsible for that group must hold a first aid qualification
- All staff are responsible for updating their first aid qualifications.
- Instructors who do not hold a valid first aid qualification must inform the office manager when arranging work at the course

## **EMERGENCY PROCEDURES**

All staff members must be fully conversant with the procedures listed below

### **On Site Emergency Procedure**

In the event of an accident at the Ropes Course, staff must follow this procedure:

- Ensure the safety of all participants.
- Rescue - If necessary bring the casualty to the ground / Rescue
- Administer appropriate First Aid – Seek further assistance if required
- A member of Ropeworks staff should accompany the injured person to hospital.
- Contact the next of kin or the nominated contact person for the casualty.
- Complete the Accident Report Form as soon as possible
- Inform one of the Directors as soon as possible (Nick or Ian)

### **Off Site Emergency Procedure (within walking distance)**

In the event of an accident whilst conducting activities off site, staff must follow this procedure:

- Ensure the safety of all participants.
- If necessary bring the casualty to the ground / Rescue
- Administer appropriate First Aid – Seek further assistance
- A member of The Ropeworks staff should accompany the injured to hospital
- Contact the office to report the accident
- Complete the Accident Report Form as soon as possible
- Inform one of the Directors as soon as possible (Nick or Ian)

### **BOOKING OUT AND IN PROCEDURE**

Prior to all 'off site' activities instructors must book out and provide an expected time of return via the notice board. The office staff must confirm all activities have booked in and returned.

### **Late Back Procedure (Office routine)**

In the event of a group being late back, office staff must follow this procedure:

- The office must remain open
- Inform one of the directors (or a designated person on the day) after one hour
- If no word has been received after one and a half hours the director (or designated person) must coordinate a check at the activity location.
- Depending on the result of the check the rescue services should be alerted
  - Mountain Rescue            call 999
  - Coast Guard                call 999

### **REPORTING FILES**

#### **Accident Report File**

All accidents relating to the activities at The Ropeworks are to be logged in the Accident Report File. This file is kept in the office.

#### **Near Miss Report File**

Any 'near miss' must be logged in the Near Miss File. The entries in this file have already improved working practices at the Ropeworks, this has eliminated further incidents or possible accidents.

## **EQUIPMENT POLICY**

It is the Ropeworks policy to keep accurate and up to date logs of all PPE (Personal Protective Equipment) including Ropes Course, Climbing, and Mountaineering equipment.

Equipment must only be used for the purpose it is intended and used in line with the manufacturer recommendations

### **Inspection and Replacement**

As well as checking the safety of the course each day, Instructors must check all PPE each time it is used and any suspect equipment must be retired immediately and reported to Nick or Ian

Nick or Ian will carry out regular PPE checks, which are logged in the PPE log file, All PPE will be replaced in accordance with the manufacturer recommendations, or earlier if deemed necessary.

## **EMPLOYMENT POLICY**

The Ropeworks has an equal opportunities policy for all employees

### **Staff Qualifications and Training**

Instructors must provide copies of all relevant qualifications including the most recent first aid certificate. Site Specific training will be provided for all potential Ropes Course Instructors

### **Site Specific Training and Assessment**

All site specific training and assessment courses will be carried out by Nick or Ian. Some aspect of this may be formally delegated to a suitably experienced member of staff

Depending on the potential instructors background and experience the induction process will follow the sequence listed below

- Shadow qualified instructors for at least one session on the course
- Attend a training and assessment course then be given one of the following options
  - Be ready to work straight away
  - Be ready to instruct under supervision, followed by instructing independently
  - Shadow further sessions, instruct under supervision, followed by instructing independently

These recommendations will be discussed with the individual at the end of the instructors course

## FIRE PROCEDURE

In the event of Fire in any area those present are to:

- Attempt to extinguish the fire if safe to do so.
- Evacuate the building
- Raise the alarm
- Congregate at a safe area next to the play ground

## RISK ASSESSMENTS AT THE ROPEWORKS SITE

The risk assessment for each location is scaled 1 to 5, 1 being low and 5 being high

### Office

Specific Item / Task / Appliance	Seriousness of injury	Likely to Occur	Actions to be taken
Electrical Appliances	5	1	All electric components to be unplugged daily, any faults to be reported immediately
Use of sharp tools – Scissors, Guillotine	2	1	Care to be taken when in use. Guillotine safety guard to be in place and used.
Store area / Equipment	1	1	Maintain the store in a clean and orderly state to avoid any problems
Fire exits	5	1	Keep all fire exits clear at all times
General hazards	2	2	Keep all areas tidy, and remove obstructions from the floor to maintain clear walkways

### Course

Specific Area / Task	Seriousness of injury	Likely to Occur	Actions to be taken
Tripping	1	1	Follow guidelines detailed in the Instructor Notes
Falling from any element	5	1	Follow guidelines detailed in the Instructor Notes

### Local Off-Site Areas

Specific Area / Task	Seriousness of injury	Likely to Occur	Actions to be taken
Unaccompanied tasks	2	1	Brief group prior to departure from the Ropeworks Building on: <ul style="list-style-type: none"> <li>• Actions if lost</li> <li>• Actions if injured</li> </ul>
Initiative Tasks	2	1	Carry out of site emergency procedure

## **CARE OF PARTICIPANTS**

To insure due care is maintained towards participants they must respect the decisions of the Ropeworks staff, particularly regarding aspects of safety. This may need to be fully established to continue an activity if the behaviour of the group or individual is acting irresponsibly.

### **Instructors Authority**

- Ropeworks will always back an instructors decision to end an activity due to a point of safety.
- The safe running of any session is the responsibility of the instructor in charge.
- Instructors must exclude any client whose behaviour or actions are endangering themselves or others. (Ropeworks will fully reimburse the participant if necessary)

### **Participants Involvement**

Instructors must always make each participant in their group understand that, if they have a condition or injury that may be affected by a particular activity on the course, that they must inform the instructor and not partake on that element.

### **Duty of Care and Responsibilities**

The duty of care commences when the instructor meets the group or individual and ends when the equipment has been returned. In some circumstances the duty of care may formally be handed back to a responsible person if previously arranged.

The Ropeworks operate a '**Challenge by Choice**' policy and to this end participants will not be forced to partake in an activity not of their choice.