



Normal Operating Procedure (inc. Risk Assessment) Crate Stack and Tree Climb (Donkey Belay)

This document should be read in conjunction with PGL's General Delivery NOP and the ACOP

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Extreme Weather
- b. Injury from participation/physical exertion
- c. Fatigue/exhaustion/dehydration
- d. Injury due to incorrect set-up and operation/ belaying
- e. Injury from falling objects
- f. Collision/entanglement with elements / structures / equipment/ people
- g. Entrapment of hair, fingers, loose clothing, etc. in element or operating structure
- h. Injury from cables & cable clamps
- i. Tear/ de-gloving injuries from rings and other jewellery
- j. Danger of ground fall from
 - i. Poor belaying, or lowering
 - ii. Lack of supervision of belayers
 - iii. Intentional misuse of equipment and systems
 - iv. Incorrect attachment
 - v. Poor fitting of harnesses
 - vi. Equipment Failure
- k. Rope burn injury
- l. Slips/Trips/low to ground falls

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measure

Deployment Requirements

Instructor Qualifications: Centre based training by Approved Ropes Trainer and assessment by PGL Approved Assessor

Instructor – Participant ratio: Total group size: 1:15

Active participation: 1: 1

Active Participation: All guests should be active hoisting or on the climber

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1. Equipment Requirements

Per Activity Base:

2 x 30m 11mm Rope
14 x Aluminium HMS Tri- lock karabiners (3D krabs)

Additional to crate stack:
A minimum of 14 crates

2. Guest & Instructor equipment requirements

Per Instructor:
1 x Helmet

Per Participating Guest
1 x Helmet
1 x Sit Harness
1 x Chest Harness
1 x Combi sling
1 x HMS Karabiner

3. Specific Clothing Requirements

Trousers or long shorts
Flat soled shoes or boots unable to slip off
Long hair tied back
Jewellery removed where possible or made safe.
Where a chest harness is worn, a top or t-shirt must be worn that covers the individual's shoulders
Loose items removed from pockets
Any items constituting a risk of entanglement removed

4. Session Preparation

- a. Instructor to carry out a routine visual inspection of the element and activity area, checking the integrity of the whole element (to include poles, ladders, high lap splices, anchor points and guys, etc., as per 'Daily rope inspection Checks.doc'.
- b. If built in a wooded area, check for fallen branches or unsafe trees.
- c. If the Instructor has any concerns about the integrity and safe use of the element and activity area, then they should raise this with the appropriate Senior Staff Member, prior to any activity taking place.
- d. On all days when the activity takes place, a record of the first routine inspection of the day should be logged for future reference.
- e. All set-ups must be rigged in accordance with PGL/MIC Technical Advisor approved methods/policy.
- f. If ladders are used, they must be secured in line with PGL Ladder policy

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- g. Access to adjacent activity areas must be restricted during the session i.e. Jacobs Ladder rungs.
- h. Instructor to visually & physically check the integrity and setup of all PPE to be used, including twists in any straps and amount of PPE for the group.
- i. Specific to crate stack, instructors should check the plastic crates for any cracks, sharp edges, breaks or potential weak points. If any are found, then they are to be taken out of use.
- j. Instructors should prepare themselves for the session ahead by ensuring they are aware of relevant group information and have a broad session plan which can be finalised when meeting the group.

5. Session Instruction

- a. Instructor must deliver an intro and safety brief as detailed in the ACOP.
- b. Guests should not pick up the hauling rope until invited to do so by the instructor.
- c. Instructor must ensure the hauling area is clear of obstructions before each dispatch.
- d. Judgement should be used by the instructor to ensure there are sufficient donkey belayers to lift the participant. If there is deemed to be a risk of injury through over exertion, then the lift must not proceed.
- e. Instructor to remain clear of the rope during hauling.
- f. Should a guest not wish to go any higher or appear distressed in any way, then the hauling team should be instructed to stop, and the lowering procedure followed.
- g. All 5 donkey belayers must remain clipped to the rope until the participant has returned to the ground. Any extra guests holding the rope and helping to donkey belay must also remain holding onto the rope.
- h. Any extra guests that are not used for hauling should help the climbers with encouragement or within crate stack, passing the crates safely to the climbers.
- i. Lowering **1 guest at a time** must be done at a steady speed and is controlled by the instructor through supervision. If at any point the lower becomes too fast the instructor must use the stop command to the guests hauling and reiterate the lowering procedure.

6. Session Conclusion

- a. Ensure activity area is left clear and in a safe condition
- b. Ensure that unauthorised/unsupervised access to the activity base is prevented
- c. Any faults/concerns with the structural integrity should be reported to a senior member of staff
- d. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook

FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE
July 2019	LANA Woolley	

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