



External and Guest Instructors Operating Procedure

Guest Instructors

External and Guest Instructors are any instructor that is not directly employed or contracted by the Warehouse (Glos) Ltd. Such instructors are required to be familiar with and be able to effect the instructions in this document. Any failure to do so may result in being asked to stop instruction and leave. Any such action by the Warehouse will be reported to the relevant interested parties.

Documents

All external and Guest Instructors must have provided The Warehouse with a copy of their SPA Assessment Pass certificate or The MLTB Indoor Climbing Instructors certificate and a valid First Aid certificate of 16 hours or more. Documents must be provided before any instruction can take place in or for The Warehouse.

The Warehouse will accept MIA and other higher qualifications in place of the SPA certificate or the MLTB Indoor Instructor certificate.

Qualifications

The SPA does not allow the instructor to teach or supervise lead climbing only top roping, bouldering and abseiling. An additional training log is required. SPA instructors can teach and supervise lead climbing if assessed and signed off by a MIA instructor.

MIA instructors can teach and supervise lead climbing, top roping, abseiling and bouldering.

The indoor instructor qualification only allows top roping and bouldering. There is an additional log for abseiling.

Location and Layout

The Warehouse Climbing Walls see Floor Plan in [Appendix A](#). Instructors and staff are to familiarise themselves with the location of all safety equipment and fire exits.

Belays and Belaying

All belaying will be conducted from the floor with the belayer standing at all times. Belaying is only permitted with the use of recognised belay devices, Italian Hitches are not allowed with the exception of specialist courses approved by the Climbing Centre Manager and run by the Warehouse staff. All belay devices are to be used with a locking Karabiner connected to the harness through the belay loop. The Warehouse only permits the recommended safety methods for belaying. Belayers who are lighter in weight than the climber can use our weight bags to anchor themselves as appropriate. The weight bag must be connected with a re threaded figure of eight next to the belay loop. No direct belaying is allowed.

Belaying

When instructing alone and are supervising more than one rope the instructor should not belay. The Instructor should also make sure the ropes being supervised are no more than 5 meters apart.

Belay

On specialist Courses approved by the Centre Manager (e.g Lead Courses) any created belay must consist of a minimum of two sound independent anchors.

Rules of the Climbing Centre

All external and guest instructors must be familiar with the climbing centre rules in [Appendix B](#). It is the external and guest instructors responsibility to make sure all members of their group adhere to these rules. Any group behaving unruly will be asked to stop climbing and leave.

THE WAREHOUSE

*Britains leading
Climbing & Leisure Centre*

Equipment

Instructors will carry sufficient equipment to be able to carry out rescues and be able to react promptly in the event of accidents and incidents. (e.g Extenders, Fig 8, Spare crabs, Prussic Loops, Gri Gri)

Rescue

When Instructing alone no rescue should be attempted if you are supervising more than one active rope. Back up must be called first. (def: Rescue: Retrieving pupil)

When a group who are being supervised by a external or guest Instructor requires a rescue The Warehouse staff must over see the rescue.

All rescues are to be documented in the Near Misses Book see appendix C.

Bolt Hangers and Lower Offs

Clients should be instructed not to use the bolt hangers and lower offs as hand holds.

Parental Permission

It is the external or guest instructors responsibility to obtain parental permission for any person under the age of 18 years old.

Medical Details

It is the external or guest instructors responsibility to obtain any medical details from the persons under supervision.

Warehouse Equipment

The external or guest Instructor is responsible and liable from issue to return of equipment from the stores.

Rope Attachment to Harness

Instructors will ensure that all persons are attached with a rethreaded figure of eight with a stopper knot with a tail minimum of 5cm. The Warehouse also permits Bowlines with a stopper knot with a tail minimum of 5cm.

Over Head Hazards

Instructors must warn all participants of the over head hazards caused by other climbers and are able to take active steps to prevent anyone from causing over head hazards.

What constitutes Unsafe Behaviour

Any breaking of Warehouse rules

Any use of equipment not recommended by the manufacturers

Any (imminently) dangerous belaying

Any behaviour likely to cause injury

Helmets

All participants under instruction and under 16 years old must wear helmets

Groups with even a single individual under 16 years old must all wear helmets

Each helmet must be fitted to each individual

Chin straps and the fit of the helmet must be checked regularly

Participants must be instructed not to drop the helmets or be allowed to mistreat them in any way.

Reporting accidents

The Climbing activity does involve risk. Any minor injuries that are a direct result of participation in the activity should always be reported. If a member of staff was not required to take any further action the incident should be reported in the near misses file. See appendix C. If the member of staff has taken further action it must be reported in the accident file. See appendix D

Any accident or injury that is either significant or caused by something other than climbing activity must be reported. The purpose of reporting injuries is to be able to take action to prevent them reoccurring. It is essential that the cause of the injury or accident is recorded in detail. See appendix D.



Child Protection

All external and guest Instructors must be familiar with the child protection policy.

In order to be above board in all matters relating to the children, instructors are to take care:

- Not to be alone with a child in an enclosed area.
- To not unnecessarily handle or touch children (e.g lifting, pushing and assisting)

I have read and understand the above operating policy for The Warehouse

I have provided The Warehouse with a copy of my _____ Qualification and a copy of my first aid certificate.

My First Aid Certificate is valid until _____

Signed _____ Date _____

Print Name _____

Warehouse Staff sign _____ Date _____

Print Name _____