

PROCEDURE

Baden Powell Scout Centre – Crate Stack



Issued with the authority of the Head of Risk, Commercial Manager of Scouts Australia NSW

		Head of Risk Signature	
Sponsor	Assistant Site Manager, BPSC	Commercial manager Signature	
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Baden Powell Scout Centre- Crate Stack

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1 Location

The Crate Stack is located just off the fire ring road, below the high ropes course and camping flats.

2 Aims of Crate Stack

- `Challenge by Choice` To provide the necessary information and details so that all participants can make their own valued decision on how far they wish to participate in the activity (Pushing personal 'comfort zones').
- To climb as high as possible using the aid of milk crates
- To achieve one's personal goal for the activity
- Support through encouragement from peers.
- Teamwork.
- Building a rapport with others.
- Achieving their set goals. – Reminding them that it is okay to not get as far as you planned
- Problem Solving: Challenge of the equipment, fear of heights, decision making and overcoming perceived limitation of self.
- Communicating: Positive support and encouragement of others, safety.
- Values: Commitment, respect and trust for others, trust in instructor, self and equipment.
- Fun: Enjoying time in the outdoors doing different activities as well as building of friendships.

3 Pre-Activity Checks

Miscellaneous

- Check weather forecast.
- Complete usage log in Crate Stack folder
- Ensure all equipment is present and accounted for (*Checklist in activity bay*).
- Check all equipment before the activity begins to ensure that it is safe, clean and in working order.
- Check the activity site for hazards (Fallen trees, branches, excessive leaves, snakes, etc.). If hazards are detected a hazard report form will need to be filled out and handed to the Manager.
- Check ground areas around the Crate Stack for debris, and move any out of the area.
- Ensure **liability forms** have been signed and participants are present during the Activity Briefing. For scout groups, check with leader that they have a signed E1 form for every participant.
- Acquire a group 'Role', photocopy this and place copy in the role holder in the office above the emergency siren button next to the door. The group keeps the original.
- Ensure chains are across drive ways.

Weather conditions appropriate

- A BOM Weather check should be done first thing in the morning, and last thing before the activity is commenced. Terrey Hills observations to be used for wind speed

<http://www.bom.gov.au/products/IDN60801/IDN60801.94759.shtml>

- Activity cannot be conducted in the event of a bushfire at the north western tip of Lane Cove National Park. – Use Fires Near Me App or NSW Fire Brigade website

- Activity cannot be conducted during storms, heavy rain, lightning or heavy winds at a Beaufort scale of 6 (= 41-50km winds – large branches sway, umbrella used with difficulty).
- Specific consideration must be given to:
 - Water on climbing surfaces making them slippery.
 - Mud/sand/soft fall causing damage to equipment.
 - General health and wellbeing of the group.
 - It is extremely important to consider the effects of the weather on the participants, as well as the Activity infrastructure and equipment.

Medical

- Obtain briefing from Camp Management on particular medical needs for each group.
- **Instructor must carry a fully stocked First-Aid kit at all times (one located in the office).**
- 1 Instructor must have current first-aid qualifications.
- Minimum age is 5 Years old, Joey Scouts, or Kindergarten Students.

Supervision

1 Qualified (as in line with the NSW AAS guidelines) Activity Instructor – Conducting Activity

1 Assisting Instructor

1 Supervising Adult/Visiting Teacher

Per 20 Participants

If group size is less than 20, 1 instructor will suffice (if competent, signed off, and approved by management)

One instructor must have at least a current Apply 1st Aid qualification

Equipment

- 6 x Full body harnesses (Singing Rock)
- 25 x Helmets (Yellow)
- 2 x 30m White and Black Static Ropes
- 2 x Steel Tri-Lock Carabineers with yellow tape
- 2 Captive Eye with yellow tape
- 2 x GriGri+ Devices
- 2 x large buckets
- 30 x Milk Crates (or as many as you may need for the activity - make sure they are not broken!)
- 1 x Small First Aid Kit
- Junior helmets if needed
- Ladder

Instructor Personal Protection Equipment (PPE)

- 2 x full body Harnesses
- 2 x Helmets
- 1 x instructor daisy chain with 1 x steel tri-lock carabineer
- 2 x Radio
- Crab claws and carabineer to rethread rope

4 Activity Setup

Crate Stack set-up

- Lean a ladder (near the first staple) onto the tree - ladder needs to be held by second staff member. Untie VB cords from staples then remove ladder and place it on the ground next to the tree.
- Prior to any use, all ropes and equipment needs to be inspected to ensure its safety.
- Thread both static ropes through the pulleys (one on each pulley) using the VB cords – thread VB cord through cord in rope and tie securely before pulling rope through
- On the side of the rope closest to the Leap of Faith activity, connect a GriGri+ as shown ON the GriGri+ device with a Tri-Lock carabineer. Add a stopper knot at end of rope below GriGri+ (See Fig. 1.1).
- The end of this rope needs to be placed into the bucket, to keep dirt off rope.
- Connect 1 captive eye carabineer to the climber's end of each rope (rock wall side) with a rethreaded figure 8 knot with stopper. (See Fig 1.2) (See attached document for knots and how to tie them).
- Perform a safety check on all carabineers and GriGri+'s
 - Ensure set-up is running correctly. Double check everything. Physically check GriGri+ is correctly loaded and locks
- Set up helmets and harnesses in the waiting/safe area (rock wall area that is above crate stacking flat area).
- Stack crates just outside the Pioneer Hut – have participants help in taking them down to the crate stacking area (stack them neatly by the tree with the staples on it).
-



Figure 1.1: Gri Gri + with stopper

Figure 1.2: Rethreaded figure 8, with stopper, attached through front 'D' on Harness.



Attaching and climbing

- The first 2 participants are individually attached to the static ropes by the captive eye carabineers connected to the dressed Figure 8. The carabineers must be attached through the front attachment point on the full body harness
- The instructors are attached individually to the other ends of the ropes with the carabineers (on harness loop) that have the GriGri+ on it.
- The instructors belaying will then take in the slack from the ropes and instruct the participants to climb. The qualified instructor ensures safety, checking that ropes are taken in and locked off. Belay using the 5 step method

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- While there is a participant climbing, other participants are not permitted between the belaying instructors and the stack of crates.
- Participants assisting on the ground cannot stand on milk crates
- Participants are allowed to pass crates to the climber, no throwing!
- All participants need to wear helmets when not in the safe areas.
- Instructors need to make sure they keep the ropes taut at all times.
- Encourage climbers not to hold onto their rope as they climb the crates.
- Establish a code word with participants that signal that the crates are falling. When participant calls out that specific word participants on the ground are to immediately make their way to the rock wall. They are not to look up! Climbers are encouraged to gently push crates towards Leap of Faith Side of Activity.

Qualified Activity Instructor's Role

- Instructor needs to be signed off on introduction and competency in operating Crate Stacking before having the responsibility of the leading the session.
- The lead activity instructor needs to be in control of the session the entire time.
- Instruct the participants on how to climb the crates, and how to check the crates are locked in securely to help prevent crates from falling onto the heads of the participants below.
- The lead instructor needs to make sure that the 5 step belay method is followed at all times (see attached).

Assisting Activity Instructor's Role

- Assistant instructor needs to be signed off on competency in assisting Crate Stacking
- Act as the belayer for one of the crate stacking lines, using the 5 step belay method.
- The Assisting Activity Instructor is responsible for assisting with the management of the group.

Both Activity Instructors

- Instructors must be connected to safety belay at all times while participants are climbing.
- Perform a head to toe check, making sure that the helmet and harness are on correctly, any long hair is tied back and shoes are closed toed and laces ties. If the participant fails the head to toe check because their harness or helmet is incorrect they must return to the safe area to fix the problem.
- Visually inspect the set up prior to running the activity – Ensure both belay systems are safe and ready to operate.
- Assist the group with ideas and reminders about safety aspects.
- Check the crate stacking flat, and surrounding area to ensure it is safe for participants.
- Provide positive support and encouragement for ALL levels of achievement.
- Ensure crate towers are roughly central to ropes to reduce chance of pendulum swing

Supervising adult /Teacher's role

- A Supervising Leader works in conjunction with a Qualified Activity Instructor and Assisting Activity Instructor and does not assume responsibility of technical aspects of the Adventurous Activity.
- Supervising Leaders are responsible for supervising participants waiting in the safe area.
- Exercise a duty of care to dependant participants.
- Provide positive support and encouragement to all participants.

5 Essential Briefing

Participant Briefing

The following sets out the essential points that must be explained before any participant is allowed to attempt the activity.

It is the responsibility of the Qualified Activity Instructor to ensure that all participants have fully understood the Essential Briefing before commencing the activity. It is the decision of the Instructors regarding whether or not a participant is ready to take part in the activity safely.

6 Activity Instructions

General

- Introduce yourself and your assisting instructor
- Highlight out of bounds areas (participant should not cut through the bush – must use the paths), helmet areas and waiting areas. Rock wall is the safe area as well as the waiting area. All participants located on the crate stacking flat area (where activity is running) below the rock wall have to have a helmet on.
- Remind participant's headwear, Jewellery (rings, bracelets, watches, dangling earrings, necklaces) all needs to be removed.
- Long hair tied back in a low ponytail or plaited.
- **ALL** pockets are empty.
- Appropriate clothing for the activity including closed toe and heel shoes with laces done up. NO short shorts or singlet tops.
- 2 students will be attached to the rope (as explained above). These students can work together or separate (assess based on age and ability by instructors) to climb as high as possible
- When stacking crates ensure that fingers are not trapped between crates.
- If the participant feels that they are going to fall, a safe word should be established during the briefing for them to call out warning people of impending falling crates. All other participants are to immediately make their way to the waiting area (rock wall at side of activity), then the crates are kicked towards Leap of Faith side of activity.
- Participants will be brought to the ground. Once on the ground the other participants can then begin moving the crates back to the tree and stacking them out of the way. The activity is then reset for new participants.
- When working as a team, a maximum of 3 crate stack can be used. If working in competition, each participant will have 2 set of crate towers.

Helmet

- Long hair needs to be tied back in a low ponytail, bobby pins/hair clips need to be removed.
- Hold a helmet up to the group and show the front and the back
- Show where the rear adjustment is, and how to tighten/loosen the helmet.
- Do a 'rock n roll' or clown – Shake head around or hold head upside down to show the helmet can stay on while the chin strap is not done up.

- There should be no more/ no less than 2 fingers distance between the participant's eyebrows and the lip of the helmet.
- Instruct a volunteer participant to do the chin strap up – just like a bike helmet and they should be able to run two fingers from ear to ear so the helmet is not too tight, not too loose and the so that the strap doesn't pass over the chin. (See Fig 2.1, and 2.2)

Full body harness

- Explain to the participants the type of harness they are wearing (full body harness).
- Point out the key features of the full body harness (waist loop, two different coloured leg loops, shoulder straps, buckles).
- Ask for a volunteer or use yourself to demonstrate the correct fitting of the harness.
- Show how to correctly fit the harness (similar to putting on a pair of shorts).
- Mention that the harness loop needs to be at the level of their belly button, the waist loop needs to be over their hip bones. Remind participants that the waist is the squishy bit between the hip bone and the rib.
- Tighten the waist strap bit by bit, evenly on each side, then both leg ones. The legs should be comfortable and not too tight. Then bring the shoulder straps over the head, and get a buddy to check they are not twisted before locking in like a seatbelt. Tighten the shoulder straps so they are firm but comfortable. Once this is complete, get a buddy to check the shoulder plate at the rear of the harness to ensure it is sitting between the shoulder blades. To test the harness is tight enough: Ask the participant to create a flat hand and slide it down the side of their harness, then to make a fist. If they can pull the fist back out of the harness without flattening their hand then they will need to tighten the waist loop more.
- A superman test should then be done. The participant's thumbs go under the shoulder strap, and try to pull the shoulder straps off (pulling at same time). If they do slip off the straps need to be tightened. The shoulder straps should be firm but not too tight so that the participant can stand up straight
- Explain how to tuck all the tails of the harness into their elastic keepers so they don't get tangled in the ropes.



Figure 2.1: Front of Harness



Figure 2.2: Back of Harness

7 Debriefing

- Address aims and outcomes and discuss their successes and or challenges.
- In what ways could they improve in the future?
- In what way can the skills/strategies they have learnt from the activity enhance their everyday life?
- Keep the group engaged and interested in debrief (ask them they had FUN!)

8 Packing Up

On site

- At the end of a session harnesses and helmets should be completely undone and placed neatly into the bread crates so that they can be used for the next group.
- Remove the carabineers and GriGri+ from the rope. Retie the VB cord onto the rope and remove them from the pulleys. The rope should then be coiled up, and placed with all the other gear in the bread crate.
- Everything is to then be brought back to the equipment shed.

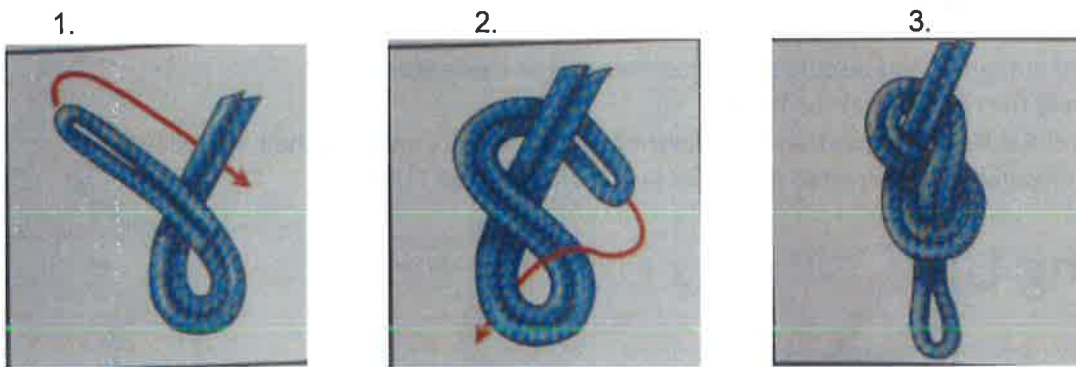
Final pack up at Equipment Shed

- All equipment must be packed away at the end of each day and placed back in the Pioneer Hut. Harnesses and helmets left loose.
- If anything is damaged, or needs replacing, management should be notified.
- If ropes are wet or need to be washed, management should be notified.
- Complete Inspection Logs located in the Pioneer Hut.
- If First Aid Kit was used instructor needs to complete an Incident, Accident and Near Miss Report Form (Located in the office/ your first Aid kit) and fill out the replenishment form for the first Aid kit located in the Pioneer hut

9 Appendices

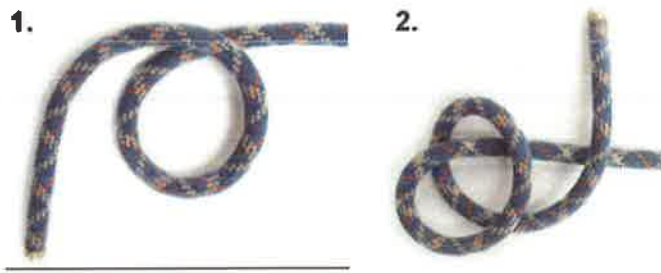
- Knots
- 5 Step Belay

Dressed Figure 8 Knot on a Bight with small top loop



Reference: http://www.redknightspa17.com/knots/figure8_bight.htm

Stopper Knot



Step 1: Form a loop. Step 2: Form a second loop behind the first one, as shown.



Step 3: Pass the end back through both loops.



Step 4: Pull tight.

Reference: <http://www.chockstone.org/TechTips/Stopper.htm>

5 Step Belay method

Step 1: Grip the climber's end of the rope with your guide hand. Grip the brake end of the rope (the rest of the rope that leads to the ground) with your brake hand. A hand must always be on the break rope

Step 2: As the climber climbs, the rope creates slack. Pull that slack out with your guide hand and at the same time pull that slack through with your brake hand.

Step 3: Bring your brake hand to your knee. This is the proper locking position, which locks the rope in case the climber falls.

Step 4: Place your guide hand around and above your brake hand and slightly behind the belay device.

Step 5: Slide your brake hand toward your guide hand. You have just completed a belay cycle. To start another cycle, place your guide hand on the climber's rope and repeat the entire process.

