

Health and safety policy



This is the statement of general policy and arrangements for: ROKT LIMITED		
EUAN NOBLE has overall and final responsibility for health and safety		
ALL STAFF MEMBERS have a day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Director / Centre Managers.	Duty managers, staff and customers will operate by systems of working practices at ROKT.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Centre Managers in consultation with Technical Advisor (Dan McKinlay).	NGB training and assessment, Site-specific training systems, practical training and assessment where appropriate and visual aids.
Engage and consult with employees on day-to-day health and safety conditions	Centre Managers.	Opening and closing checks alongside the site-specific systems at ROKT.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Centre Managers and trained staff.	Keeping to the fire evacuation procedures, and the site specific flood plan.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Director, Centre Managers and appointed staff.	Appropriate training, COSHH cabinet for all substances containing warning and PAT testing of appliances.

Signed: * (Employer)		Date:	19/11/18
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	On notice board in staff/store room.
First-aid box is located:	Reception
Accident book is located:	Accident forms are on reception. Once filled in they must go to Centre Manager before being filed in the office accident folder.

Risk assessment

Company name: ROKT LIMITED

Date of risk assessment: 19/11/18

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
1. Car Park 1.1 Moving vehicles. 1.2 slips & trips.	<ul style="list-style-type: none"> • Customers and ROKT Staff may be injured if they are struck by a moving vehicle. • Customers and ROKT Staff may be injured if they slip or trip on anything in the car park. 	<ul style="list-style-type: none"> • Appropriate signage in car park to warn drivers of pedestrians. • Car park is well lit. • Daily checks of car park to ensure there are no slip or trip hazards. 		All ROKT staff to monitor.	Daily.	
2. Entrance Corridor 2.1 Slips & trips.	<ul style="list-style-type: none"> • Customers and ROKT Staff may be injured by any slip/trip hazards or spillages. 	<ul style="list-style-type: none"> • Maintain a clear walkway. • When cleaning use appropriate "Caution" signs. • CCTV remote monitoring and staff "floor walks". • Hazard grip tape on the fire exit stairs. 		All ROKT staff to monitor, cleaning staff member responsible for caution signs.		
3. Reception 3.1 Slips & trips. 3.2 Scalds. 3.3 Display screen Equipment. 3.4 Manual Handling. 3.5 Electrical.	<ul style="list-style-type: none"> • Customers and ROKT Staff may be injured by any slip trip hazards or spillages. • Scalds from hot drinks. • Staff may suffer from posture problems, pain, discomfort or injuries (e.g. to their hands / arms) from overuse of improperly/poorly designed workstations or work environments. Headaches or sore eyes can also occur (e.g. if the lighting is poor). • Injuries or back pain from handling heavy objects. • Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults could also lead to fires. 	<ul style="list-style-type: none"> • Maintain a clear walkway through the reception area and when cleaning use appropriate "Caution" signs. Relevant staff will be properly trained in the use of the coffee machine/ water boiler and cups with handles will be provided. • General good housekeeping. • All areas well lit. • Regular breaks should be taken when sitting at a computer monitor. • Appropriate workstation and chairs in place. • No trailing leads or cables. • Staff to keep work areas clear (e.g. no boxes left in walkways). • Deliveries stored immediately with correct manual handling. • Reception tidied continually. • Fully CERTIFIED installation – all equipment PAT Tested and any defective equipment will be taken out of use and promptly replaced. 		Management and reception staff to monitor area Cleaning staff member responsible for caution signs.		Continual assessment through regular floor walks and as per ROKT18.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
4. Chill-out room & Decking 4.1 Slips & trips. 4.2. Scalds. 4.3 Drowning.	<ul style="list-style-type: none"> • Customers and ROKT staff may be injured if they trip over objects or slip on spillages. • Scalds from hot drink spillages. • Drowning in the river. 	<ul style="list-style-type: none"> • Maintain a clear walkway through the reception area. • Use appropriate "Caution" signs when cleaning. • Relevant staff will be properly trained in the use of the coffee machine and cups with handles will be provided. • Barrier on decking preventing access to the river and gates are locked or supervised. • Warning signs notifying "NO DIVING, JUMPING OR SWIMMING" and rescue ring buoy in place on decking. 		Reception Staff will monitor area. Cleaning staff member responsible for caution signs. Decking and chill out room will be monitored by reception staff and staff floor walks. Remote monitoring by CCTV is also possible.	Continual assessment through regular floor walks and as per ROKT18.	
5. Toilets & Changing 5.1 Slips & trips.	<ul style="list-style-type: none"> • Customers and ROKT staff may be injured if they trip over objects or slip on spillages. 	<ul style="list-style-type: none"> • Floor walks ensuring clear walkways though the toilet/changing areas. • Mop up any water from shower and put out caution wet floor sign. 		All ROKT staff.	Continual assessment through regular floor walks and as per ROKT18.	
6. Stairs and Mezzanine 6.1 Slips & trips. 6.2 falls. 6.3 scalds.	<ul style="list-style-type: none"> • Customers and ROKT staff may be injured if they trip over objects or slip on spillages. • Falls from the stairs / mezzanine floor. • Scalds from hot drinks. 	<ul style="list-style-type: none"> • Maintain clear walkways. • Use appropriate 'caution' signs when cleaning. • Banister and tensioned cables to prevent falls. • Hazard grip tape on the mezzanine stairs. • Coffee machine and cups with handles will be provided. 		Regular checks by ROKT staff during floor walks.	Continual assessment through regular floor walks and as per ROKT18.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>7. Rokt & Visformatic Offices</p> <p>7.1 Slips & Trips.</p> <p>7.2 Manual handling.</p> <p>7.3 Display screen Equipment.</p> <p>7.4 Electrical.</p>	<ul style="list-style-type: none"> • Office staff may be injured if they trip over objects or slip on spillages. • Injuries or back pain from handling heavy objects. • Staff may suffer from posture problems, pain, discomfort or injuries (e.g. to their hands / arms) from overuse of improperly/poorly designed workstations or work environments. Headaches or sore eyes can also occur (e.g. if the lighting is poor). • Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. 	<ul style="list-style-type: none"> • General good housekeeping. • All areas well lit. • Regular breaks should be taken when sitting at a computer monitor. • Appropriate workstation and chairs in place. • No trailing leads or cables. • Staff keep work areas clear. • Deliveries stored immediately with correct manual handling. • Office tidied continually. • Remind staff that they should not try to lift objects that look or appear too heavy to handle (Manual Handling Training provided). • Fully CERTIFIED installation – all equipment PAT Tested and any defective equipment will be taken out of use safely and promptly replaced. (CO2 Extinguisher) 		Senior office staff member (Director or Manager).		
<p>8: Workshop & hold store</p> <p>8.1 Slips & Trips.</p> <p>8.2 Manual handling.</p> <p>8.3 Use of workstation/workbench.</p> <p>8.4 Electrical.</p>	<ul style="list-style-type: none"> • Staff may be injured if they trip over objects or slip on spillages. • Injuries or back pain from handling heavy objects. • Staff may suffer from posture problems, pain, discomfort or injuries (e.g. to their hands / arms) from overuse of improperly / poorly designed workstations or work environments. Headaches or sore eyes can also occur (e.g. if the lighting is poor). • Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults could also lead to fires 	<ul style="list-style-type: none"> • Code lock on the workshop door to prevent public access. • General good housekeeping. • All areas well lit. • No trailing leads or cables. • Staff should keep work areas clear. • Appropriate workstation and work benches in place. • Workshop tidied continually. • Remind staff that they should not try to lift objects that look or appear too heavy to handle. Appropriate lifting techniques. (Manual Handling Training provided). • Regular breaks should be taken in accordance with working regulations. • Workshop area well designed and fit for purpose. • Working practice will follow HSE standards. • Fully CERTIFIED installation – all equipment PAT Tested and any Defective equipment will be taken out of use and promptly replaced. 		All ROKT Staff.	Continual assessment through following best practice.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
9. Walkways (general) 9.1 Slips & trips.	<ul style="list-style-type: none"> Customers and ROKT staff may be injured if they trip over objects or slip on spillages. 	<ul style="list-style-type: none"> Maintain clear walkways. Use appropriate 'caution' signs when cleaning. All areas well lit. 		Regular checks by all ROKT staff.	Continual assessment through regular floor walks and as per ROKT18	
10. Delivery of Stock 10.1 Slips & trips. 10.2 Manual handling. 10.3 Moving Vehicles.	<ul style="list-style-type: none"> Customers and ROKT staff may be injured if they trip over objects or slip on spillages. Injuries or back pain from handling heavy objects. Customer and ROKT Staff may be injured by moving vehicles. 	<ul style="list-style-type: none"> Maintain clear walkways. All deliveries are immediately moved to a safe storage area. Remind staff that they should not try to lift objects that look or appear too heavy to handle. Appropriate lifting techniques. (Manual Handling Training provided). Clear car park and watch for pedestrians whilst delivery vehicle is maneuvering in ROKT car park. Appropriate signage. 		All ROKT Staff.	Continual assessment through following best practice.	
11. Locking Up 11.1 Intruders. 11.2 Slips & trips.	<ul style="list-style-type: none"> ROKT Staff maybe harmed by an intruder. Customers and ROKT staff may be injured if they trip over objects or slip on spillages. 	<ul style="list-style-type: none"> There will always be a minimum of two staff members' present whilst locking up. One of the staff members will always be a senior staff member with all keys. Text to directors each night from staff member to confirm lock up and takings. Maintain a clear walkway. Car park well lit. 		Manager/ Director. All ROKT Staff.	Daily.	
12. COSHH 12.1 customers. 12.2 Staff.	<ul style="list-style-type: none"> Customers may be injured if exposed to harmful chemicals. Rokt staff may be injured by irritant cleaning products. 	<ul style="list-style-type: none"> All cleaning products are stored in a locked/sealed cupboard. Rubber gloves and goggles to be worn when using irritant cleaning products. 		All ROKT Staff	Daily	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>13. Violence at Work</p> <p>13.1 customers.</p> <p>13.2 Staff.</p>	<ul style="list-style-type: none"> • Customers could become injured as a result of violent behavior. • Rokt Staff may be injured if they intervene (by a member of the public or another staff member). 	<ul style="list-style-type: none"> • Rokt operates a zero tolerance policy for bullying or violence. Follow procedure as in Rokt Critical Protocol. • Rokt operates a zero tolerance policy for bullying or violence in the workplace. Follow procedure as in Rokt critical protocol. • All staff members are offered customer service training to diffuse potentially violent situations. • All PRU school groups have appropriate ratios of their own staff to accompany children while on session (trained in restraining). • All occurrences are to be reported to senior management and ROKT Director. • Counseling will be offered to any Rokt staff exposed to a violent situation. • All PRU groups will be accompanied by staff that are trained in dealing with violent situations and restraint techniques. 		All Rokt Staff	Daily	

CLIMBING AREAS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>1.21m Lead wall</p> <p>1.1 Falling objects (loose cracked holds).</p>	<ul style="list-style-type: none"> Customers and ROKT Staff may be injured as a result of spinning holds or falling objects such as broken holds causing injury. 	<ul style="list-style-type: none"> BMC "Holds may spin" and "Report Spinners" signs in place. All customers climbing/belaying will have read ROKT2 and have signed relevant ROKT form agreeing to abide by the conditions of use and rules of the wall. Customers on sessions asked to secure their pocket contents. Care taken when route setting. Any cracked holds removed and holds fixed with screws. Loose holds tightened whenever brought to staff attention. ROKT route setters will preferentially use holds with retaining spring above first clip. Wall has textured paint which helps reduce spinners. 		<p>ROKT Staff, Operations manager/ Technical Advisor to further check quarantine bin.</p>	<p>Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.</p>	
<p>1.2 Trip & slip.</p>	<ul style="list-style-type: none"> Customers and ROKT Staff may be injured by any slip / trip hazards or spillages. 	<ul style="list-style-type: none"> Maintain a clear walkway. Use appropriate 'caution' signs when cleaning. 		<p>ROKT staff.</p>	<p>Spinners/ Defects recorded in ROKT8.</p>	
<p>1.3 Repetitive strain/strain.</p>	<ul style="list-style-type: none"> Customers: climbing involves a degree of repetitive movements and physical effort that could potentially result in a strain/ sprain or other injury. 	<ul style="list-style-type: none"> Novices supervised by competent adult member/ Instructor or qualified ROKT staff. BMC 'Warm Up!' posters in place. Advice given to warm up and use traverse wall initially to warm up. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>1.21m Lead wall (cont.)</p> <p>1.4 Falling Persons/ climbing to first bolt.</p>	<ul style="list-style-type: none"> ROKT staff and Customers: Collision between falling climber and wall / Volume / other person resulting in non-specific injury. Ground fall from roped climber falling to floor. 	<ul style="list-style-type: none"> Novices supervised by competent adult/ instructor or qualified ROKT staff. Customers advised of risk associated with volumes. Volumes placed to the side of clips.^[1] Signs in place warning of climbers overhead. BMC "Check or Deck, Belaying - Get it right!" and ROKT climbing advice posters on display as well BMC "Holds may spin", "Report Spinners", "Check your knot" and "Check your harness" signs in place. Completion of the relevant ROKT form upon registration allowing access or attending a course. ROKT staff "floor walks" monitoring belaying, knots, general practice CCTV in place to monitor and take action if necessary. <p>[1] Volumes are included to improve the quality of the climbing and variation of routes.</p>		ROKT staff.	<p>Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.</p> <p>Spinners/ Defects recorded in ROKT8.</p>	
<p>1.5 Belay anchors, quickdraws and Y hangers wear.</p>	<ul style="list-style-type: none"> Customers: Cause fall resulting in injury, potential ground fall. 	<ul style="list-style-type: none"> Checked visually as per Papertrail and replaced where necessary. Removed items are placed in quarantine bin for further checking. 		ROKT Staff, Operations manager/ Technical Advisor to further check quarantine bin.		
<p>1.6 Rope wear/ failure.</p>	<ul style="list-style-type: none"> Customers: Cause fall resulting in injury, potential ground fall. 	<ul style="list-style-type: none"> Checked visually as per Papertrail and replaced where necessary. Removed items are placed in quarantine bin for further checking. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>2. Top Roping Silos</p> <p>2.1 Falling objects.</p>	<ul style="list-style-type: none"> ROKT staff and Customers: Spinning holds and falling objects such as broken holds causing non-specific minor and serious injury. 	<ul style="list-style-type: none"> Care taken when route setting, any cracked holds removed and holds fixed with screws. Loose holds tightened whenever brought to staff attention. ROKT route setters will preferentially use holds with retaining spring above 3m. BMC "Holds may spin", "Report Spinners", "Check your knot" and "Check your harness" signs in place. Customers asked to secure pocket contents. 		ROKT staff		
2.2 Trip & slip.	<ul style="list-style-type: none"> ROKT staff and Customers: maybe injured by any slip / trip hazards. 	<ul style="list-style-type: none"> Maintain a clear walkway and stairs. Hand rail fitted with grip tape provided on stairs. Signs on stairs instructing steep stair way and appropriate usage. Netting tensioned to prevent belayer tripping. Use appropriate 'caution' signs when cleaning Rope lines set away from netting (lowered climber/belayer not over netting). Low level ground anchors supplied. Signs instructing only 3 climbing pairs per silo. Silos "closed" if appropriate for group use. 		ROKT Staff, Managers/ Technical Advisor to check quarantine bin	<p>Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.</p> <p>Spinners/ Defects recorded in ROKT8.</p>	
2.3 Repetitive sprain/strain.	<ul style="list-style-type: none"> Customers: Climbing involves a degree of repetitive movements and physical effort that could potentially result in a strain / sprain or other injury. 	<ul style="list-style-type: none"> Climbers have read ROKT2 and completed relevant ROKT form agreeing to abide by the conditions of use and rules of the wall. If Novice then supervised by competent adult member/ Instructor or qualified ROKT staff BMC 'Warm Up!' posters in place. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>2. Top Roping Silos (cont.)</p> <p>2.4 Falling Persons.</p>	<ul style="list-style-type: none"> • ROKT staff and Customers. Collision between falling climber and wall/other person resulting in non-specific injury. • Ground fall from roped climber falling to floor. • Customer falling down access hatch / stair way. 	<ul style="list-style-type: none"> • Signs warning of climbers overhead • Tight top rope greatly reduces risk of high fall factor resulting in ground fall. • ROKT staff "floor walks" monitoring belaying, knots, general practice. • BMC 'Warm Up!', "Check or Deck, Belaying - Get it right!" posters and BMC "Holds may spin", "Report Spinners", "Check your knot" and "Check your harness" signs in place. • Quickdraws placed at approximately half and full heights. • Netting in place covering access hatch. 		ROKT staff	Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.	
2.5 Belay anchors/ Y hangers wear.	<ul style="list-style-type: none"> • Customers: Cause fall resulting in injury, potential ground fall. 	<ul style="list-style-type: none"> • Checked visually as per Papertrail and replaced where necessary. Removed items are placed in quarantine bin for further checking. 		ROKT Staff, Managers/ Technical Advisor to check quarantine bin	Spinners/ Defects recorded in ROKT8.	
2.6 Rope wear/ failure.	<ul style="list-style-type: none"> • Customers: Cause fall resulting in injury, potential ground fall. 	<ul style="list-style-type: none"> • Checked visually as per Papertrail and replaced where necessary. Removed items are placed in quarantine bin for further checking. 				
3. Summit room Top rope area	<ul style="list-style-type: none"> • As for above points 2.1 – 2.6 except for points specific to the silos (stairs and netting). 	<ul style="list-style-type: none"> • As for above points 2.1 – 2.6 except for points specific to the silos (stairs and netting). 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done		
4. Bouldering Walls 4.1 Falling objects.	<ul style="list-style-type: none"> ROKT Staff and Customers may be injured by spinning holds and falling objects (such as broken holds or suspended volumes causing a non-specific minor/serious injury). Loose pocket contents. 	<ul style="list-style-type: none"> BMC "Holds may spin" and "Report Spinners" signs in place throughout. Care taken when route setting, any cracked holds removed and holds fixed with screws. Loose holds tightened whenever brought to staff attention. Volumes attached as per ROKT 20 guidance. Customers advised to secure pocket contents. Climbers have read ROKT2 or ROKT11. 		ROKT Staff.	Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.			
4.2 Trip& slip.	<ul style="list-style-type: none"> Customers and ROKT Staff may be injured by any slip/trip hazards. 	<ul style="list-style-type: none"> Completed relevant ROKT form agreeing to abide by the conditions of use and rules of the wall. Keep matted area clear, lockers provided and signage in place. 						
4.3 Falling Persons.	<ul style="list-style-type: none"> ROKT staff and Customers: Collision between falling climber and wall / other person resulting in a non-specific injury. Customers falling onto matting resulting in a non-specific injury. 	<ul style="list-style-type: none"> Climbers are advised that mats do not prevent injury. "Climb down, don't jump" and "matting will not prevent injury" signs in place throughout. Mats fit right up to wall with no gap. All overhangs have an additional 2m of matting as extra protection for falls. Any solid, non-climbing surfaces in the bouldering area clad with additional padding. Climbers overhead signage is in place over the lower chamber entrance. 				ROKT Staff, Managers/ Technical Advisor to check quarantine bin.	Spinners/Defec ts recorded in ROKT8.	
4.4 Slab room stairs doors.	<ul style="list-style-type: none"> The slab room stairs doors could be opened onto other customers or ROKT staff resulting in a non-specific injury. 	<ul style="list-style-type: none"> Glass viewing panel in doors to see obstructing customer/staff and signage on the door. 						

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>4. Bouldering Walls (cont.)</p> <p>4.5 Training room (now closed)</p>	<ul style="list-style-type: none"> • Customers: Training equipment requires repetitive movement and physical effort that could potentially result in a strain/sprain or other non specific- injury. • Risk of colliding with pillar in middle of room. • The door opens into the training room, with step onto matting. • Risk of injury from over training/inappropriate warm up/down. 	<ul style="list-style-type: none"> • Rules in place in room. • No under 16's to use training room. • No under 18's using campus board and finger boards. • Appropriate signs in place: BMC signs, appropriate usage advice available, use of equipment such as circuit boards, systems board, pull up bar, finger boards, weights at users own risk. • Foam padding attached to cushion pillar. • Caution signs to mind step, climbers when entering. • Glass viewing panel in door to see obstructing climber and signage on the wall. • Floor will be covered firmer matting and will be fixed, no movable matting. • BMC 'Warm Up!' posters in place. • Usage sessions with ROKT instructors advised. 		ROKT Staff.	<p>Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.</p> <p>Spinners/ Defects recorded in ROKT8.</p>	
4.6 Summit Room.	<ul style="list-style-type: none"> • Customers may fall from the traverse/overhang wall resulting in a non-specific injury. 	<ul style="list-style-type: none"> • The traverse wall only has low level traverse problems set on it. • The overhang wall is not used without boulder pads and a spotter. 		ROKT Staff, Managers/ Technical Advisor to check quarantine bin.		
4.7 Circuit Room (now closed)	<ul style="list-style-type: none"> • Customers. Circuit walls require repetitive movement and physical effort that could potentially result in a strain/sprain or other non-specific injury. • Risk of injury from over training / inappropriate warm up / down. 	<ul style="list-style-type: none"> • No under 14's to use the circuit room. • Appropriate signs in place: BMC signs, appropriate usage advice available for circuit boards. • BMC 'Warm Up!' posters in place. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>4.8 Northlight</p> <p>4.8a Ground Floor</p>	<ul style="list-style-type: none"> • As for above points 4.1 – 4.3 • Trips and slips on the spiral staircase. • Falls onto window ledge in back corner. • Falling into fire exit doorway or off the matting on the near side prow. • Climber getting stuck at height slab. • Striking head on RSJ beam near fire exit. 	<ul style="list-style-type: none"> • Handrail in place and hazard grip tape on the stairs. • Perspex viewing panel installed to eliminate falls onto window ledge. • Routes are set specifically to avoid falls into the door frame or off the matting. • All route setters must comply with the route setters rule card (ROKT 20). • Easy routes set for down climbing. • Mind your head signage in place. 		<p>ROKT Staff.</p> <p>Route Setters.</p> <p>ROKT Staff, Managers/ Technical Advisor to check quarantine bin.</p>	<p>Registration process and continual assessment through regular floor walks as per ROKT9 and ROKT18.</p> <p>Spinners/ Defects recorded in ROKT8.</p>	
<p>4.8b Training Mezzanine</p>	<ul style="list-style-type: none"> • As for above point 4.5 • Trips and slips on the metal staircase. • Striking head on metal beam on the top flight of steps. • Striking head on the metal bracket on the stair landing. • Customer may be injured using the free weights or other training equipment. • A ground floor customer may be injured if someone on the training mezzanine drops an object through the ventilation grill. 	<ul style="list-style-type: none"> • Handrail in place and checker plate on the stairs. • Clad off and mind your head signage in place. • Clad off with pipe lagging. • Signage in place to inform customers to ask staff if they are unsure of how to use any of the equipment. • Signage in place to tell customers not to have loose objects near the ventilation grill. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>4.9 Climbing Maze (Millers Beer Garden)</p> <p>4.9a Trip & slip</p> <p>4.9b Falling Persons</p>	<ul style="list-style-type: none"> Customers or Millers Staff may be injured by any slip/trip hazards. Millers staff and Customers: Collision between falling climber and wall/other person resulting in a non-specific injury. Customer falling from the maze resulting in none specific injury 	<ul style="list-style-type: none"> Perimeter of Maze has a fall / trip zone of 2m Maintain clear walkways, Millers staff and parents (customers) to keep the perimeter around the climbing maze clear at all times. The whole activity area is available to the general public and children must be supervised by their parents at all times. Signage and posters promoting safe use and good practice are in place. The customer (parent) must read the sign and ensure their children are supervised. They can only traverse along the climbing maze and must not climb on top of the maze structure. Customers are informed they must spot their children Signage is positioned on the outside of the structure to inform customers how to use the Maze The Maze is set to its lowest level for feet (~30cm) and height ~150cm with 50 to 100mm of bark chipping on a soil substrate in place to try and minimize injury (in line with safety requirement for bouldering at low level). All holds have either secondary pin points or are pinned to prevent holds spinning while in use. Route setting is carried out periodically, typically every 8 to 12 months. 		<p>Millers staff</p> <p>Parents/ Guardians</p> <p>ROKT Route Setters</p>	<p>Daily</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
1. ROKTFACE Entrance road 1.1 Moving vehicles 1.2 slips & trips	<ul style="list-style-type: none"> Customers or ROKTFACE staff could be injured by a moving vehicle. Customers or ROKTFACE staff may be injured if they slip or trip on anything in the entrance road. 	<ul style="list-style-type: none"> Appropriate signage on entrance road to warn drivers of pedestrians. Daily checks of the entrance road to ensure there are no slip or trip hazards. 		ROKTFACE staff Tech. Manager		
2. ROKTFACE 2.1 Falling objects (loose cracked holds)	<ul style="list-style-type: none"> Customers and ROKTFACE staff may be injured as a result of spinning holds or falling objects such as broken holds causing injury. 	<ul style="list-style-type: none"> BMC "Holds may spin" and "Report Spinners" signs in place All customers climbing/belaying will have read ROKT2 and have signed relevant ROKT form agreeing to abide by the conditions of use and rules of the wall. Customers asked to remove or secure their pocket contents. Care taken when route setting, any cracked holds removed. Loose holds tightened whenever brought to staff attention. ROKTFACE route setters will preferentially use holds with retaining spring above first clip. 		ROKTFACE staff Route setters Tech. Manager		
2.2 Spinning Holds	<ul style="list-style-type: none"> Customers could fall off before the 1st clip or take a lead fall if a hold spins. 	<ul style="list-style-type: none"> Holds will be "pinned" with concrete screws to stop them from rotating. Spinning or broken holds will be fixed and logged by ROKTFACE staff. 		Spinners/Defects recorded in ROKT8. ROKTFACE staff Route setters Tech. Manager		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
2.3 Ground fall before clipping the 1 st clip cont.	<ul style="list-style-type: none"> • ROKTFACE staff or customers may be injured by a collision between falling climber and wall/ other person. • Customers may incur a none specific injury from falling before clipping in the rope. 	<ul style="list-style-type: none"> • BMC "Holds may spin", "Report Spinners", "Check your knot" and "Check your harness" signs in place. • Completion of the relevant ROKT form upon registration allowing access or attending a course. • ROKTFACE staff monitoring belaying, knots, general practice. • CCTV in place to monitor and take action if necessary. • Rubber crumb matting in place to lessen impact. 		<p>ROKTFACE staff</p> <p>Centre Manager</p>		
2.4 Belay anchors, quick draws and Y hangers wear	<ul style="list-style-type: none"> • Customers may be injured by a fall/ potential ground fall due to equipment failure. 	<ul style="list-style-type: none"> • Equipment checked visually in correspondence with PPE Papertrail regime and replaced where necessary. Removed items are placed in quarantine bin for further checking. 		<p>ROKTFACE staff</p> <p>Centre Manager</p>		
2.5 Rope wear/ failure	<ul style="list-style-type: none"> • Customers may be injured by a fall/ potential ground fall due to rope failure. 	<ul style="list-style-type: none"> • Equipment checked visually in correspondence with PPE Papertrail regime and replaced where necessary. Removed items are placed in quarantine bin for further checking. 		<p>ROKTFACE staff</p> <p>Centre Manager</p>		
2.6 Ground impact from rope stretch while bottom roping	<ul style="list-style-type: none"> • Customers may incur a none specific injury from striking the ground. This would be caused by rope stretch while bottom roping on such high routes. 	<ul style="list-style-type: none"> • Low stretch rope will be used to run any bottom roping sessions. • Only NGB or SS instructors will run bottom roping sessions and make sure very little slack is in the system. 		<p>ROKTFACE staff</p> <p>Centre Manager</p>		
2.7 Repetitive strain/sprain	<ul style="list-style-type: none"> • Customers could be injured because climbing involves a degree of repetitive movements and physical effort that could potentially result in a strain/ sprain or other injury. 	<ul style="list-style-type: none"> • Novices supervised by ROKTFACE staff. • Best practice signage in place. • Customers advised to warm up and start with easy climbs. 		<p>ROKTFACE staff</p> <p>Centre Manager</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
2.8 Trip & slip	<ul style="list-style-type: none"> Customers or ROKTFACE staff may be injured by any slip/trip hazards or spillages. 	<ul style="list-style-type: none"> Maintain clear walkways and clean any spillages immediately. Use appropriate 'caution' signs when cleaning. 		ROKTFACE staff		
2.9 Customer falling in the canal	<ul style="list-style-type: none"> Customer may drown by falling in the canal. 	<ul style="list-style-type: none"> The canal is fenced off by the side of the climbing wall to prohibit access. Access to the opposite side of the silos is blocked by ply hoarding. 		ROKTFACE build team		
2.10 Trespassers injured by climbing without ropes	<ul style="list-style-type: none"> Trespassers may access the site and injure themselves by climbing ROKTFACE without safety systems. 	<ul style="list-style-type: none"> The ROKTFACE site will be manned at all times during opening hours. When the site is closed it will be secured with locked palisade fencing. The site will be monitored 24/7 by several CCTV cameras. "No trespassing" and "CCTV" signage on display. 		ROKTFACE staff ROKTFACE build team		
2.11 UV Sunlight eye damage / exposure to heat	<ul style="list-style-type: none"> Instructor's eyesight may be damaged due to sun glare from extended exposure. Instructor exposed to long periods of time in the sun. 	<ul style="list-style-type: none"> UVA/UVB filter sunglasses should be worn by instructors when sun is present. Suitable clothing for weather and access to hydration from Millers. Marquee available for shelter between climbs. 		ROKTFACE staff		
2.12 UV Skin damage	<ul style="list-style-type: none"> Instructors/customers may receive skin damage due to sun exposure 	<ul style="list-style-type: none"> Factor 50 sun cream will be kept in the marquee for instructors and customers to use 		ROKTFACE staff		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
2.14 Exposure to weather (Rain/cold)	<ul style="list-style-type: none"> Customer and staff and those waiting to climb, climbing un-pleasurable. Customer may also get cold due to exposure. Risk of lightening strike. Belay/climber becoming cold / loss of focus on belaying / climbing and / or unable to look up/down and see climber / belayer effectively. 	<ul style="list-style-type: none"> Instructor to make sure customers are dressed appropriately Wall does not run in heavy rain or during thunder storms (or forecasted imminent risk of thunder storms) Ropes are to be removed if rain starts. 		ROKTFACE staff / Customers		
2.15 Belay device operation failure	<ul style="list-style-type: none"> Climber dropped / fast lower / uncontrolled lower. Belay hand burn due to heat / friction of the device / rope. 	<ul style="list-style-type: none"> Only assisted breaking belay device to be used (Gri Gri). Belay devices to be swapped between climbs to allow cooling. Gloves available for bottom rope belaying. 	We now have leather palm gloves available to staff.	ROKTFACE staff		
2.16 Miscommunication	<ul style="list-style-type: none"> If communication needed, customer / staff unable to communicate due to traffic, weather, distance, noise. 	<ul style="list-style-type: none"> A series of hand communication signals are agreed between the customer and instructor before the customer leaves the ground. 	We now have a megaphone to communicate if needed.	ROKTFACE staff and Customer		
2.17 Repetitive Task	<ul style="list-style-type: none"> Risk of lack of focus, failure of concentration / consciousness of belayer. Error in belayer function as a result of length of time belaying 	<ul style="list-style-type: none"> Only assisted breaking belay device to be used (Gri Gri). Instructors to switch on sessions to allow a break between running sessions. 		ROKTFACE staff and Customer		
3. Customers crossing the road (Mill Royd St.)	<ul style="list-style-type: none"> Customer/staff may be injured due to collision with moving vehicle 	<ul style="list-style-type: none"> Instructor/staff to wear a class 2 high viz. Instructor/staff must take the group opposite the car sales garage (Mill Royd St.) to cross. Clear line of sight in both directions must be established before crossing. Customers/children must be briefed to not cross until they are instructed to do so. Customer/children must also stop, look and listen for themselves. 		ROKTFACE staff and Customer		

SESSIONS AND ACTIVITIES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>1. Beginners courses (top rope) and sessions using silos (for novices only) (ROKTS1/2/3/4/5/7)</p> <p>1.1 Novice climber / belayer.</p> <p>1.2 Falling person.</p>	<p>Customers / staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and their belayer / wall / other person due to lack of experience. Climber becoming "crag-fast". Injuries most likely during bouldering. <p>Customers / staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and spotter / other customer due to lack of experience. Customers falling whilst on top rope causing a collision between climber and wall/ ground. Customer falling on the stairs accessing the silos. 	<ul style="list-style-type: none"> Staff training -site specific staff trained with additional attention and emphasis placed on direct and peripheral vision, instructor regular glance, consolidation of priority vision and control hand techniques. Only qualified ROKT staff to instruct sessions. Course members are given course briefing and ongoing safety information. Instructor to check all harnesses, knots, belay device / carabiner and anchors. Instructor to follow session plan. Customer ratios (usually max 1:6 ratios with off floor maximum of 2. RYDS level 1-2 max 1:8 ratios). Non site specific instructors (freelance NGB) given briefing by senior instructor as to silo use and direct and peripheral vision, instructor regular glance, consolidation of priority vision and control hand techniques. All belayers to be backed up (not necessary on customers signed off as competent). Use anchors when significant difference in weight between climber and belayer. Do not use lead wall, unless set up with top rope. Customers advised on importance of spotting and shown correct spotting technique. Limit height to which climbers can climb on bouldering walls based on size, age and ability. Customers must not wear a harness, belay device or carabiner when bouldering. Customer is instructed in the correct technique for climbing up and down the silo stairs. Grip tape on stairs and signage in place. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>1. Continued</p> <p>1.3 Repetitive movements.</p>	<ul style="list-style-type: none"> Customers on course: Repetitive movements (especially when done from 'cold') resulting in sprain/ strain type injuries. 	<ul style="list-style-type: none"> Repetition of same movements (e.g. same boulder problem) limited by varying session. BMC "Warm Up" posters in place. Customers advised on appropriate warming up/stretching and cooling down routines. 		<p>Technical Advisor/Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>2. Summit room/Silo Party (silo use dependant on age, ability and max silo ratio 1:8) (ROKTS6)</p> <p>2.1 Novice climber/belayer.</p> <p>2.2 Falling Person.</p>	<p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and their belayer / wall / other person due to lack of experience. Climber becoming "crag-fast" Injuries most likely during bouldering. <p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and spotter/other customer due to lack of experience. Customers falling whilst on top rope causing a collision between climber and wall/ ground. 	<p>When using silo also follow "Beginners courses (top rope) and sessions using silos (for novices only)"</p> <ul style="list-style-type: none"> Staff training. Only qualified ROKT staff to instruct sessions. Course members are given course briefing and ongoing safety information. Instructor to check all harnesses, knots, belays, helmets and anchors on novice climbers, not necessary on customers signed off as competent. Instructor to follow session plan. Customer ratios (usually max 1:8 ratios with off floor maximum of 2). All belayers to be backed up (not necessary on customers signed off as competent). Use anchors when significant difference in weight between climber and belayer. Do not use lead wall, unless set up with top rope. Customers advised on importance of spotting and shown correct spotting technique. Limit height to which climbers can climb on bouldering walls based on size, age and ability. Customers must not wear a harness, belay device or carabiner when bouldering. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>2. Continued</p> <p>2.3 Repetitive movements.</p> <p>2.4 Games- Fall, Slips & Trips.</p>	<ul style="list-style-type: none"> Customers on course: Repetitive movements (especially when done from 'cold') resulting in sprain / strain type injuries. Customers may be injured by any slip/trip hazards. Warm up / trust games and ice breakers involve relying on one another physically. Moving quickly increases risk of fall or slip. 	<ul style="list-style-type: none"> Repetition of same movements (e.g. same boulder problem) limited by varying session. BMC "Warm Up" posters in place. Customers advised on appropriate warming up/stretching and cooling down routines. All games supervised by ROKT qualified staff. Played in a suitable, quiet area. Teamed up appropriately according to size weight etc. when necessary. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>3. ROKT Juniors/School Groups (ROKTS10/11/14/15)</p> <p>3.1 Novice belayer / climber.</p> <p>3.2 Falling Person.</p> <p>3.3 Repetitive Movements.</p> <p>3.4 Games-Fall, Slips & Trips.</p>	<p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and their belayer / wall / other person due to lack of experience. Climber becoming "crag-fast" Injuries most likely during bouldering. <p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and spotter/other customer due to lack of experience. Customers falling whilst on top rope causing a collision between climber and wall/ ground. <ul style="list-style-type: none"> Customers on course: Repetitive movements (especially when done from 'cold') resulting in sprain/ strain type injuries <ul style="list-style-type: none"> Customers may be injured by any slip/trip hazards. Warm up/ trust games and ice breakers involve relying on one another physically. Moving quickly increases risk of fall or slip. 	<p>When using silo also follow "Beginners courses (top rope) and sessions using silos (for novices only)"</p> <ul style="list-style-type: none"> Staff training. Only qualified ROKT staff to instruct sessions. Course members are given course briefing and ongoing safety information. Instructor to check all harnesses, knots, belays and anchors on novice climbers (not necessary on customers signed off as competent). Follow session plan instructor. Customer ratios (usually 1:8 ratios, with off floor maximum of 2). All belayers to be backed up not necessary on customers signed off as competent. Use anchors when significant difference in weight between climber and belayer. Do not use lead wall, unless set up with top rope. Customers advised on importance of spotting and shown correct spotting technique. Limit height to which climbers can climb on bouldering walls based on size, age and ability. Customers must not wear a harness, belay device or carabiner when bouldering. Repetition of same movements (e.g. same boulder problem) limited by varying session. BMC "Warm Up" posters in place. Customers advised on appropriate warming up/stretching and cooling down routine. All games supervised by ROKT qualified staff. Played in a suitable, quiet area. Teamed up appropriately according to size weight etc. when necessary. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>4. Private Tuition (ROKTS2)</p> <p>4.1 Novice belayer / climber.</p> <p>4.2 Falling Persons / climbing to first bolt.</p> <p>4.3 Repetitive Movements.</p>	<p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and their belayer / wall / other person due to lack of experience. Climber becoming "crag-fast" Injuries most likely during bouldering. <p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> Collision between a falling climber and spotter/other customer due to lack of experience. Customers falling whilst on top rope causing a collision between climber and wall/ ground. <ul style="list-style-type: none"> Customers on course: Repetitive movements (especially when done from 'cold') resulting in sprain/ strain type injuries. 	<p>When using silo also follow "Beginners courses (top rope) and sessions using silos (for novices only)"</p> <ul style="list-style-type: none"> Staff training Only qualified ROKT staff to instruct sessions Course members are given course briefing and ongoing safety information. Instructor to check all harnesses, knots, belays and anchors on novice climbers (not necessary on customers signed off as competent). Follow session plan. Usually 1:1 or 1:2 ratios (maximum 1:4 with off floor maximum of 2). All belayers to be backed up not necessary on customers signed off as competent. Use anchors when significant difference in weight between climber and belayer. Customers advised on importance of spotting and shown correct spotting technique Limit height to which climbers can climb on bouldering walls based on size, age and ability of climbers. Customers must not wear a harness, belay devices or carabiners when bouldering. Customers may not climb on lead wall unless signed off as competent. Customers advised on clipping above their head at first 3 bolts (if leading). Belayers spot up to first bolt when appropriate. Repetition of same movements (e.g. same boulder problem) limited by varying session. BMC "Warm Up" posters in place. Customers advised on appropriate warming up/stretching and cooling down routines. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>5. Lead Climbing Courses (ROKTS8/9)</p> <p>5.1 Falling Persons/ climbing to first bolt.</p>	<p>Customers/staff on course and other wall users:</p> <ul style="list-style-type: none"> • Collision between falling climber and spotter/ other customer. • Customers: collision between climber and wall/volumes. • Customers: Ground fall. 	<p>When using silo also follow “Beginners courses (top rope) and sessions using silos (for novices only)”</p> <ul style="list-style-type: none"> • Staff training • Only qualified ROKT staff to instruct sessions. • Customers subject to initial assessment by instructor as to competency before beginning lead climbing. • Course members are given course briefing and ongoing safety information. • 1:2 ratio, off floor maximum of 1 (RYDS 3 1:6 max ratio with off floor maximum 2. Exemplary skill level and maturity at instructor’s discretion. Always backed up by a competent pier or instructor). • Use anchors when significant difference in weight between climber and belayer. • Customers advised on importance of spotting and shown correct spotting technique. • Customers advised on clipping above their head at first 3 bolts. This is demonstrated practically under instructor supervision with the client on an instructor controlled top rope. • Belayers spot up to first bolt when appropriate. • Climbers instructed on appropriate technique in order to reduce the risk of “back-clipping” and “Z clipping”. • During instructed falling session the customer is under the control of the instructor on top rope. Control is gradually transferred to the customer belaying providing competency is shown whilst under the control of the instructor • Short falls taken on the flat wall avoiding volumes and longer falls taken on the overhanging walls. • Climbing not permitted without instructor controlled top rope until customer has demonstrated the appropriate level of competency as set out in the session plan. 		<p>Technical Advisor/ Managers responsible for staff training.</p> <p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions</p>	<p>Staff trained prior to running any course.</p> <p>Supervision by qualified ROKT staff throughout course.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>6. ROKT Abseil (ROKTRSP6)</p> <p>6.1 Head bump, trip & slip.</p>	<ul style="list-style-type: none"> Customers and ROKT Staff may be injured by any slip/trip hazards. 	<ul style="list-style-type: none"> Staff training (SS or NGB) Only qualified ROKT staff to instruct sessions. Northlight and abseil area kept clear of loose / unattached objects. Spiral / Northlight stairs have grip and handrails. The customer must wear a helmet when on the abseil (DO NOT PERMIT TO TAKE PART IF EQUIPMENT IS ILL FITTING). Suitable footwear must be worn. When at height, use instructor safety lanyard to protect any trip, slip or fall. 		<p>Technical Advisor /Managers responsible for staff training.</p>	<p>Staff trained prior to running any course.</p>	
6.2 Falling Persons.	<ul style="list-style-type: none"> ROKT staff and Customers: Collision between falling person resulting in non-specific injury. Ground fall abseiling customer falling to floor. 	<ul style="list-style-type: none"> Staff training (SS or NGB) Initial briefing and use correct equipment to protect any fall. Only 1 customer attached to the safety allowed through the abseil gate at any time. Customer harness checked by competent instructor. Standard releasable abseil and safety line setup will be set up and run by a qualified member of ROKT staff. When at height, use instructor safety lanyard to protect any trip, slip or fall. Make sure the bottom of the abseil is fully lit when setting up the abseil rope (make sure it reaches the ground). 		<p>Manager responsible for ensuring appropriately qualified staff are running sessions.</p> <p>Qualified ROKT Staff run sessions.</p>	<p>Supervision by qualified ROKT staff throughout course.</p>	
6.3 Falling Objects.	<ul style="list-style-type: none"> ROKT staff and Customers: Collision of falling object and person resulting in non-specific injury. 	<ul style="list-style-type: none"> Initial briefing: Customers must secure or remove pocket contents 				
6.4 Object caught in abseil device.	<ul style="list-style-type: none"> Customers hair , clothing or jewelry caught in abseil device 	<ul style="list-style-type: none"> Customer must put long hair in a bobble, remove any loose jewellery and secure any loose clothing. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
7. Toxic Cave						
7.1 Bumps, trips, scrapes or falls.	<ul style="list-style-type: none"> Customers may be injured before entering or while moving around the cave system. 	<ul style="list-style-type: none"> Brief participants. Ensure participants are wearing appropriate clothing and helmets (DO NOT PERMIT TO TAKE PART IF EQUIPMENT IS ILL FITTING). Brief participants on how to exit the cave and how best to perform moves in particular forward roll. 		Qualified ROKT Staff run sessions and check equipment.		
7.2 Piercings / skin tear.	<ul style="list-style-type: none"> Customers may be injured by snagging jewellery on parts of the cave. 	<ul style="list-style-type: none"> Ask participants to remove piercing jewellery if possible or offer adhesive tape to participants can tape down "belly button" jewellery. 				
7.3 Torch failure.	<ul style="list-style-type: none"> Customers may become worried if their light fails. 	<ul style="list-style-type: none"> Brief participants not to worry if their lights fail. Encourage a buddy system so participants assist and encourage each other. 			Staff trained prior to running any session.	
7.4 Panic or entrapment.	<ul style="list-style-type: none"> Customer becomes trapped or panicked by being confined. 	<ul style="list-style-type: none"> Brief participants to bang on a panel and shout if they want to be assisted or rescued. Instructor can remove one of many access panels for a quick rescue. Brief participants to bang on a panel and shout if they want to be assisted or rescued. 		Instructors familiar with cave layout, comfortable about being in confined space and have undergone site specific training.	Supervision by qualified ROKT staff throughout session.	
7.5 Contraband items.	<ul style="list-style-type: none"> Customers may be injured as a result of taking contraband items into the cave. 	<ul style="list-style-type: none"> Instructor to brief participants not to take any pocket contents (mobile phones, lighters or matches into cave). Instructor to organise a place for participants to put their personal possessions in. 				
7.6 Missing Person.	<ul style="list-style-type: none"> Customer may be in danger if left in the cave too long. 	<ul style="list-style-type: none"> Instructor must be aware of how many group members entered the cave and count them all out. If a customer becomes unconscious, panels can be removed to allow a rescue. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>7. Continued</p> <p>7.7 Injury on the cat ladder</p>	<ul style="list-style-type: none"> Customer may be injured by falling while ascending/descending the cat ladder. 	<ul style="list-style-type: none"> Instructor to kit up cave participants with helmet and harness before the ladder. Instructor can bring the customers up on a munter hitch to the top platform where the harness can be removed before entering the cave or the customer can continue to the abseil. If the session is being run with one instructor, a clip check can be performed before the customer ascends the ladder. All participants can be held in the holding pen for their own safety. If a rescue needs to be performed, the customer MUST be harnessed/roped up before climbing down the ladder. 		<p>Qualified ROKT Staff run sessions and check equipment.</p>	<p>Staff trained prior to running any session.</p> <p>Supervision by qualified ROKT staff throughout session.</p>	

ROKTAGON BUILD

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>4. Assembly of external Roktagons</p> <p>4.1 Lifting Roktagons</p> <p>4.2 Erecting /Dismantling Roktagons</p> <p>4.3 Use of ladders for construction/ dismantling</p> <p>4.4 Collapse of Roktagon</p>	<ul style="list-style-type: none"> ROKT staff may be injured while carrying/erecting Roktagons. ROKT staff may be injured when erecting 2 Roktagon lift Public may be injured by walking into the build area. ROKT staff may be injured as a result of falling ladders/ falling from ladders. ROKT staff/ public may be injured if structure collapses. 	<ul style="list-style-type: none"> Roktagons are split in half for transit and are carried between 2 people. ROKT staff to wear full appropriate PPE including steel toe caps (this will be relaxed when the build is finished and setting commences). 3 team members will be used to erect a 2 Roktagon high structure. The build area is to be clearly cordoned off from the general public. ROKT staff are trained in use of ladders and ladders are to be footed at all times. Roktagon structure is internally braced and self supporting. It has undergone rigorous testing. <p>*See Roktagon method statement for more information*</p>		ROKT staff.	<p>Staff trained prior to erecting Roktagons.</p> <p>Supervision by qualified ROKT staff throughout the build.</p>	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done