

Method Statement	Live 9 Events Ltd
Activity	Rock Climbing Wall 25ft Mobile Tower
This method statement outlines the safe system of work for the delivery, installation, operation, and dismantling of a mobile rock-climbing wall. It applies to all staff, customers, and members of the public involved in or affected by the activity.	

Assessor	Molly Huthwaite	Location of Assessment	NG12 3UL
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Arrival On Site	
Step	Procedure
1	Upon arrival, the driver will take note of any safety information or displays and adhere to the rules of the site at all times. If no specific rules are given for on site, the driver will adhere to the rules outlined in the highway code.
2	The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are abided by at all times.
3	Should the vehicle be required to travel on any undesignated areas, such as verges or footways, the vehicle will travel at a maximum of 10 miles per hour or the required speed limit given prior to arrival on site, with any beacon that the vehicle has fitted illuminated at all times. In these specific areas and/or other highly populated areas, the use of a bank's personnel is recommended but not compulsory.
4	The set-up area will then be inspected for suitability, at which time, the area the climbing wall will cover will have any debris removed & disposed of in a sensible & safe manner.
5	The area will then be checked for suitable height & for any obstructions. I.e., cables, trees, lights. It will also be checked for any gradient which may affect set up. Should the ground be unlevel, shims can be used in line with the manufacturer's instruction manual.
6	The equipment will be raised up as per the manufacturer's guidelines and as explained in the next section of the method statement.
7	Guests or other persons involved in the event mustn't encroach on the set-up area unless specifically requested to do so.
8	Where necessary, barrier fencing, rope or tape will be used to cordon off areas, especially at public events.
NOTE* All equipment to be erected as per Manufacturers/Health & Safety guidelines & under no circumstances can this be compromised in any way, regardless of aesthetics or the discretion of the venue/organisers.	

Setting Up and Dismantling the Climbing Wall

Surface Requirements

- Firm, flat and level
- Contains no sharp objects such as metal, glass, or wood, which could damage the inflatable bed or cause injury to the rider
- Contain no chemicals or substances such as oil, paint, or animal excrement

Set Up

Step	Procedure
1	Upon parking the Mobile Climbing Wall Trailer in place, remove the trailer from the towing vehicle.
2	Level the trailer so that the trailer tyres are at least one inch off the ground by using the 3 levelling jacks mounted on the rear and tongue of the trailer. Ensure the jack pull pins are inserted properly before engaging the jacks.
3	Locate the hydraulic lift switch control on the driver's side of the trailer at the rear of the top piece. Ensure there is proper clearance for the arc of the wall before up-righting the wall.
4	Press and hold the button continuously until the wall is fully upright and firmly in place. Do not push and release the control button multiple times while raising the wall.
5	Once the wall is upright, lower the trailer by winding the jacks up so that the mobile climbing wall frame is resting on the ground in whole or in part, maintaining the level on the trailer frame.
6	Make sure that only the metal frame is resting on the ground. If an obstacle or high point in the ground is resting on the fiberglass and not the metal frame, you will break the fiberglass. As an option, if only a portion of the metal wall frame is resting on the ground, shim up the portion of the wall base not touching the ground with wood or metal shims. Shim only the metal frame.
7	Now the wall should be in an upright and locked position, the trailer level and at least a portion, if not the entire wall, solid on the ground (using shims if not).

Auto-Belay System Checks

Step	Procedure
1	Pull the auto belay cables from the top of the wall and slowly release them back up the wall, repeat twice. This is to check that the auto belays are functioning properly and ensure the hydraulic oil will fill up the cylinders (bleed the system).
2	After the 3rd time, secure the belay cable to the climbing anchors on the bottom of the wall.

3	Check that the auto belays are functioning properly and pull them up and down a few times so the hydraulic oil will fill up the cylinders (bleed the system). Absolutely no climbing should be performed on the wall if the auto-belay is not functioning.
4	Make sure to always inspect the Auto-Belay devices to ensure proper air-tank pressure (40 - 50) with all the cables at the top of the wall. Always check for hydraulic leaks, pulley condition and that the belay cable is taking up the slack, etc.
5	DO NOT operate the wall if wind speeds exceed 30 mph. It is the responsibility of the operator, climbing coach, owner, or other responsible party to be aware of weather conditions and make the appropriate call for closure of the wall if necessary. When closure of the wall is necessary, put the wall in the down position.

Pack Down	
Step	Procedure
1	Upon the end of an event or use of the wall, please follow the following steps to ensure safe and proper takedown of the Mobile Climbing Wall.
2	Ensure the area is clear of the public.
3	Let the auto belay cables go up to the top of the wall.
4	Raise the mobile climbing wall off the ground 2 inches using the trailer jacks.
5	After ensuring that it is safe to lower the wall and that there is proper arc clearance, press the switch in the down position and hold firmly. Ensure you keep the switch lever in the down position until the wall has completely rested in the saddle before letting off the switch.
6	Lower the trailer to the ground and ensure that the levelling jacks are raised to the maximum position, making sure the levelling jack pull pins are properly secure and that there is no chance of the jacks falling during travel.
7	Once the Mobile climbing wall has been properly lowered, make sure that the hitch lock is secure and that a pin is in place, making sure the hitch lock is secure for travel.
8	Connect wiring for lights, perform a check of all lights (indicators, brakes, side lights, reverse, and rear fogs)
9	Secure the emergency brake-away cable. As always, make sure to obey all traffic laws and regulations.
10	As with entry to the site, the driver will take note of any safety information or displays and adhere to the rules of the site at all times. If no specific rules are given for on-site, the driver will adhere to the rules outlined in the highway code.
11	The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are abided by at all times.

Operation of the Climbing Wall

Pre-operation inspections:

Before operation, the operator should:

- Check the cables for fraying or rusting
- Inspect the cable end by the crips for fraying or rusting strands
- Check the cables for kinks, signs of wear
- Check for slack behind the wall with the cable at full extension from the front (an assistant will be required for this)
- Check all harnesses to ensure the stitching is tight and the harness is full and in good working order
- Check carabiners to ensure they are functioning properly and check for wear
- Lastly, make sure the handholds on the wall are tight. If any of the holds spin or are loose, tighten them.

IMPORTANT

If fraying or rusting has occurred, replace the cable immediately or suspend use of the wall.

If fraying or rusting broken strands, replace immediately or suspend use of the wall If the cables are kinked or show signs of wear, replace them as a matter of precaution.

If the harnesses are visibly worn or are not functioning as intended, discard them immediately and replace them with new harnesses.

If Carabiners stick open, do not lock positively or have excessive wear, replace immediately.

Starting Operation

Now that all the checks have been performed, the wall is ready to operate.

The climbing wall is typically operated by one competent staff member; a second staff member may be used where required to assist with operation.

For operational clarity, duties are divided into the roles of Belay Coach and Harness Assistant. When only one staff member is present, they will carry out both roles simultaneously.

Belay Coach (Climbing Operator)

The Belay Coach is responsible for the safe control, supervision, and overall operation of the climbing activity.

Responsibilities include:

- Ensuring all participants understand and follow safety rules
- Carrying out a final visual check of harnesses and equipment before climbing
- Confirming equipment is in safe working condition with no signs of excessive wear
- Ensuring there is no slack in the belay cable at any time

Supervising all climbers during ascent and descent:

- Monitoring climbing routes
- Ensuring climbers remain within their designated lane
- Providing instruction and corrective guidance where required

Maintaining a clear “Climbing Zone” (approx. 8ft area in front of the wall):

- Ensuring that only the Belay Coach and active climbers are permitted within this zone
- Preventing access by other participants or members of the public
- Ensuring climbers descend safely without risk of landing on others

Directing climbers safely:

- Out of the climbing zone after descent
- Back to the harnessing area for the removal of equipment

Monitoring safety systems:

- Ensuring the auto-belay system is functioning correctly
- Maintaining continuous observation of climbers

Providing a positive experience:

- Offering encouragement to climbers
- Engaging with spectators where appropriate, without losing focus on climbers

Remaining attentive at all times:

The Belay Coach must prioritise climber safety over all other tasks

Harness Assistant

The Harness Assistant is responsible for the preparation of participants and the correct fitting of equipment.

Responsibilities include:

Selecting the correct harness size for each participant:

- Children’s harness for smaller participants
- Appropriate adult harness sizes (small to extra-large)

Ensuring all harnesses are:

- Properly fitted
- Secure and safe before climbing

Delivering a clear and structured safety briefing, including:

- Climbing rules
- Behaviour expectations

- Safe ascent and descent procedures

Reinforcing safety messaging:

- Ensuring each participant hears the rules at least twice (initial briefing and belay coach confirmation)

Managing the harnessing and waiting area:

- Controlling participant flow
- Preventing overcrowding
- Ensuring only authorised climbers enter the climbing zone

Removing hazards:

- Ensuring loose items (phones, keys, etc.) are removed before climbing

Supporting safe operation by:

- Answering questions from participants and spectators

Minimising distractions to allow the Belay Coach to focus fully on climbers

IMPORTANT - SINGLE OPERATOR WORKING

Where only one staff member is operating, the operator will perform both Belay Coach and Harness Assistant duties.

The operator must:

- Maintain full control of the climbing zone at all times
- Carefully manage participant flow
- Avoid multitasking during critical safety moments (e.g., descent)

Pause the activity if safe supervision cannot be maintained

Rules & Safety Tips

First, ensure the climbing coach has double-checked the wearing of the harness and has properly instructed the climber on the climbing rules, which are:

- Climbers stay within the respective climbing route; the four-foot area directly under the belay cable outlines the climbing area.
- No swinging from side to side.
- No stepping on the belay cable.
- No climbing if the cable does not retract.
- Communications with the climbing coach only, no distracting other climbers with idle conversation.
- When rappelling, keep the kick-off distance to a minimum (approximately 2 - 3 feet from the wall).
- No climbing with shoes without toes or toe protection (i.e. no sandals, thongs, etc.).

- DO NOT allow a climber to climb beyond the wall top. A climber should never climb higher than chest high to the top of the wall.
- Do not allow someone to sit and bounce on the belay cable when finished rappelling. Have them rappel onto their feet.

As a note, it may be necessary for the climbing coach to climb the wall to retrieve a child who may be frozen in place, afraid to come down after they have climbed to whatever height.

Climber Restrictions

The operator should not allow any person onto the climbing wall if they suspect peer pressure or climber is worried and hesitant, the person may feel more comfortable watching until he/she has seen climbers in action.

Allowing a climber onto the wall who may have been peer pressured or is hesitant could result in the climber panicking and becoming frightened or distressed.

All climbers must be a minimum height of 106 centimetres (3' 6" tall) and weigh between 18kg and 113kg (3 stone and 17 stone). It is possible for a child weighing less than 18kg to climb the wall as long as the harness is properly fitted, in line with manufacturer recommendations, a climbing rope should be attached to the child's harness, and the child should be assisted down from the wall after the climb.

The operator must ensure that at no time should any person climb the who is or appears to be:

- Tired or unwell
- Pregnant
- Out of the height or weight restrictions
- Recovering from an injury
- Blind or has impaired vision
- Under the influence of alcohol
- Under the influence of drugs

Has or is suffering from:

- Heart condition/s
- Epilepsy
- Neck or spinal injury/injuries
- High blood pressure

Any person who is:

- Recovering from surgery
- Feels pressured or worried
- Acting in a rough, rowdy, or aggressive manner
- Not adhering/listening to the instructions of the harnessing assistant or belay coach

Any person who:

- Has a recurring injury
- Has any type of food or objects in their mouth
- Less than 106 centimeters (3' 6") tall
- Weighs or appears to weigh less than 18kgs (3 stone) – unless harness fits properly
- Weighs or appears to weigh more than 113kgs (17 stone)

The operator should not allow any person to be forced against their will to climb the climbing wall.

Date of Assessment	07/05/2025	Status	Completed
Re-assessment Date	24/02/2026	<i>M.Huthwaite</i>	Molly Huthwaite