



The University of the West of England Climbing Club Code of Practice

www.facebook.com/groups/uweclimbingclub/

1. Introduction

All extracurricular activities at UWE are facilitated by The Students' Union at UWE & student led. Each activity has operating procedures. This document outlines the expectations of The Students' Union at UWE along with its aims to satisfy UWE Climbing Club members & provide guidelines to cater for their wellbeing, safety & behaviour whilst remaining a member of The Students' Union at UWE Opportunities. This document shall be the basis for the safe operation of the University of the West of England Climbing Club.

Welcome to UWE Climbing! We aim to get the most out of climbing as possible; we organise regular trips & arrange twice weekly training sessions as well as a weekly good old-fashioned pint. We are a laid back club who enjoys a bit of banter as much as we enjoy climbing! Our experience ranges from accomplished climbers & instructors, all the way to casual climbers who just turn up for a laugh!

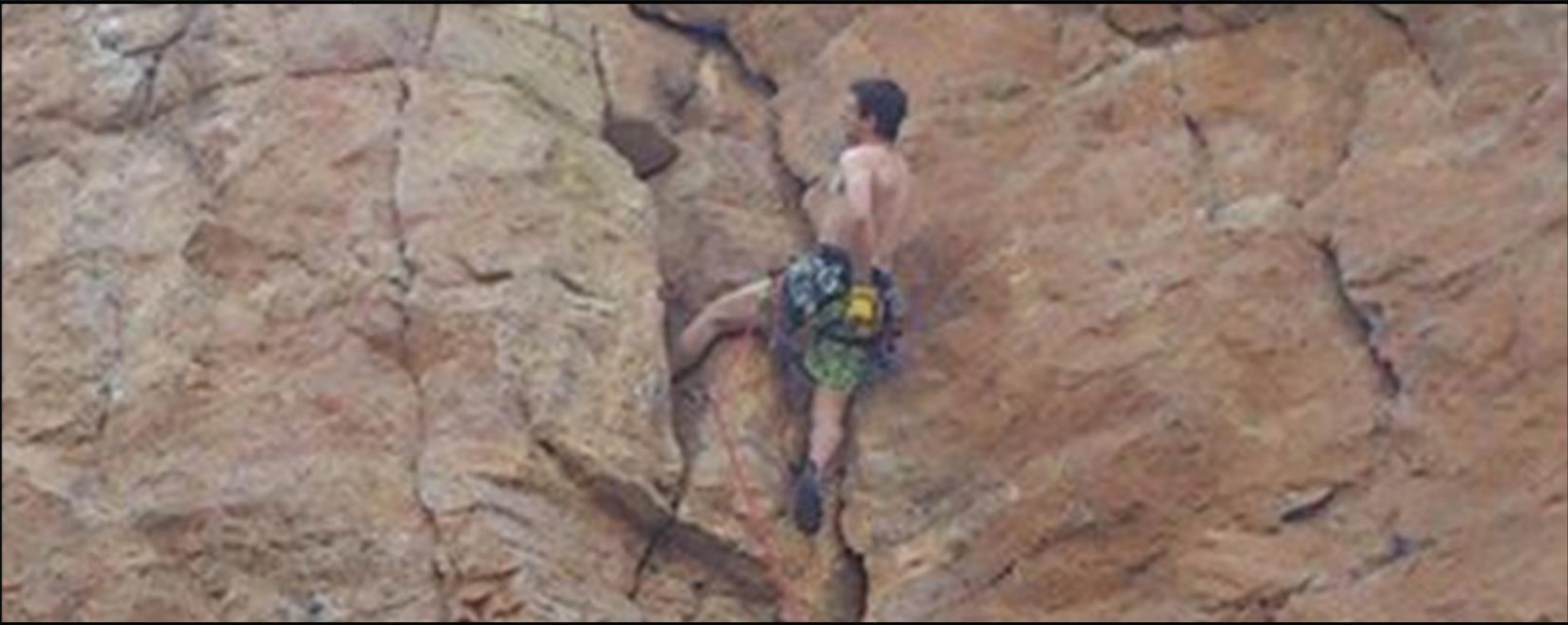
At all times participants should consider the BMC participation statement, before and during any outdoor activities.

"The BMC recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement."

2. Guidelines

2.1 Membership to The Students' Union at UWE Opportunities

Membership is open to The Students' Union at UWE students, UWE & The Students' Union at UWE Staff & The Students' Union at UWE life members in accordance with The Students' Union at UWE's constitution providing that they:



- i. Register their membership to the sport & or society through the online The Students' Union at UWE membership system & pay requisite membership in full
- ii. Read & agree to comply with The Students' Union at UWE Climbing Club Code of Practice

Members are also required to comply with the Centre for Sport "Conditions of Use" when using University hired or owned facilities.

The list of members entitled to participate in sports & |or activities will be kept on The Students' Union at UWE Membership system & accessed by the committee as well as The Students' Union at UWE Opportunities team.

Membership refunds can only be claimed within 20 working days of joining a sport or society, providing that the individual making the claim has not been selected to represent the University in any BUCS fixture or equivalent competition.

NB: Only members who have successfully completed the Club Induction programme will be permitted on trips.

2.2 Climbing Club Purpose

To provide equal, equitable & safe opportunities for members of the University to participate in climbing & related disciplines. Activities shall include:

- Like minded individuals with a common interest
- The induction of beginners | novices
- Progression of members of all abilities where possible
- Provision for experienced members
- Opportunities to participation in appropriate competitions [specifically BUCS]
- Instruction on safe practice & technical aspects of the sport
- Support to progress as appropriate with the Climbing Wall Award and Single Pitch Award for members with sufficient experience.

UWE Climbing Club shall make provision for the encouragement of the development of climbing as the Committee see fit.

2.3 Affiliation

All clubs within The Students' Union at UWE Opportunities where applicable are to be affiliated to the appropriate National Governing Body [NGB]. All UWE Climbing Club members having paid subscription & registered



online are affiliated to BUCS via The Students' Union at UWE. UWE Climbing Club affiliates to the British Mountaineering Council [BMC].

2.4 Instruction

Training sessions for Opportunities within The Students' Union at UWE will be conducted by instructors who have the appropriate qualifications approved with the BMC. Instruction will cover: communication, footwear, clothing, equipment & safety precautions; including a Climbing Wall induction.

All members must undertake a full Climbing Induction prior to any of campus activity taking place.

The representative squad instructors are assigned to the club by the UWE Centre for Sport. Climbing Inductions are delivered by members who have attained the Climbing Wall Award [CWA]. Trips are coordinated by the more experienced club members [Group Leaders] who have undertaken more than one of the following:

- CWA [Climbing Wall Award]
- BMC Safety & Good Practice Seminar
- SPA [Single Pitch Award]
- ML [Mountain Leader]
- First Aid Qualification
- Other BMC approved awards

Please note that all trips are coordinated by current members who have attained competent experience levels in line with BMC Good Practice; they are not qualified external instructors & should not be treated as such. As a consequence these Group Leaders operate to within their own ability parameters as follows for the groups:

- ***Have an awareness of foreseeable hazards***
- ***Make those hazards clear to all those involved***
- ***Manage those risks appropriately***
- ***Respond appropriately to changing situations***
- ***Be aware of appropriate actions to take if emergency situations do occur***
- ***All must operate within their individual capabilities as well as the groups***

Each individual has a duty of care to themselves & the group to comply the Activities Participation Statement in the online membership registration. No individual should participate in any activity if they believe there is undue concern for their own safety.



2.4.1 Beginner | Novice Procedure

This written procedure is intended to give an insight into 'general climbing' for beginners & novices how to 'climb safely'. This procedure doesn't necessarily show any risks, but provides guidance to the specific codes that are practised every day.

Climbing Induction:

All new members who have not previously undertaken BMC qualifications | assessment shall successfully complete the Climbing Induction which is held in the first few weeks of the autumn term. The induction consists of two sessions covering:

- The BMC Participation Statement
- Safety within the climbing wall environment
- Safety equipment & how to use it
- Belaying
- Suitable knots to use whilst climbing
- An explanation of various climbing disciplines

When club members are inducted it is common practice for appointed experienced members of the club [without instructor qualifications] to provide support & advice to members. This is with the agreement & support of the committee.

NB: The Club must provide the full list of all members who have completed the Induction satisfactorily each academic year to Opportunities who will in turn update the membership records.

Any student that does not successfully complete the Induction will not be permitted to participate in any trip, until they have successfully completed the Induction to the required standard. Any student highlighted as a marginal pass must re-test at a date set by the committee.

Note: Although worthwhile exercise, passing an Induction in an indoor heated environment, only gives an indication of ability & confidence levels in a controlled environment. It is pertinent that all club members understand that there is a degree of risk associated with the sport & use their own judgement with regards to all activities.

2.5 Trials | Selection Policy

UWE Climbing do not hold trials to join the club, the club embraces members of all abilities. The Students' Union at UWE operates a policy that all individual must trial each academic year irrespective of ability to represent



UWE in competition. Training sessions are held where potential squad members are continually assessed by the club committee, coaching staff & |or instructors to aid team selection.

2.6 Training & Development

2.6.1 Coaching & Instruction Qualification

The sport shall seek to support persons actively involved in coaching | instructing | leading activities in attaining NGB Coaching, Official, Instructor or Group Leader Qualifications as appropriate. The club actively encourages members to complete BMC approved qualifications. We support the involvement of all members wishing to complete these courses.

Student members where possible can receive up to 50% financial contribution] at the discretion of the club committee & the Opportunities Manager collectively. This can only be attained if the club have budgeted accordingly.

2.6.2 Vehicle Qualification & Assessment

In order to drive The Students' Union at UWE hired vehicles all drivers must be tested & insured. The Students' Union at UWE Opportunities provides a nationally accredited Minibus Driver Awareness Scheme [MiDAS] practical & theory test, people carrier familiarisation & trailer towing training assessments. UWEBC attend various events across the country & frequently need additional drivers within the club to provide transport [costs reimbursed]. These individuals are required to register their own vehicles with The Students' Union at UWE & provide prove of driving license, tax, MOT & insurance. Failure to register own vehicles will result in no expense claim & may result in disciplinary action.

2.6.3 First Aid Qualification

The Students' Union at UWE Opportunities provides 1 day nationally accredited 1st aid courses for all members at a cost of £10.00. All Health & Safety Executive [HSE] approved 1st aid qualifications are recognised; contact suopportunities@uwe.ac.uk with name & proof of qualification for membership systems to be updated. The club can also arrange sport-specific BMC accredited first aid courses which provide a more appropriate range of skills relevant to remote outdoor based activities. The club actively encourages members to attend these courses.

Committee and experienced members should aim make all activities as safe and enjoyable as possible, with accordance to the situation.

3. Health & Safety Guidelines

The club must ensure that the appropriate clothing is worn & equipment used for the appropriate activity. The Students' Union at UWE Opportunities recommends that all members adhere to BMC guidelines.



All activities irrespective of whether 'active' or 'social' organised by the club shall be run in accordance with these guidelines & those of the BMC. Activities shall include:

- Climbing | bouldering training & competition
- All trips | tours as appropriate

3.1 Before you set out

Prior to **any** trip irrespective of whether using The Students' Union at UWE hired or personal transport, the club will complete the necessary 'Trip Form' - which highlights such details as destination, date & time of departure & arrival, Pre-trip planning, Pre-activity information, activity leaders, 1st aiders, all those travelling, level of difficulty, beginner | novice ratio, medical conditions & |or allergies, UWE Id numbers & emergency contacts.

ANY changes to the above details **MUST** be notified to The Students' Union at UWE Opportunities & the Gatehouse prior to departure. All travelling members **MUST** carry with them their UWE ID card for identification purposes.

- **Obtain a weather forecast**
- **Carry a map @ least 1:50,000 scale & a compass: However well you know the route & however good the visibility is when you set off – weather can change very rapidly in mountain country. Emphasis should be put on the skills, rather than the navigational do's & don'ts**
- **Have with you spare warm clothing, especially gloves, balaclava, & spare sweater as well as windproof & waterproof outer garments**
- **Carry emergency rations**
- **Carry a whistle, torch & small 1st aid kit**
- **In general leave word of your route & escape routes then keep to it**
- **NEVER go out in the Mountains alone**
- **Know where the local Mountain Rescue posts & nearest telephones are situated**

Follow the equipment checklist below:

- Boots
- Short | Long Socks
- Trousers
- Undershirt



- Midwear [Pullover]
- Windproof
- Waterproof
- Hat
- Gloves
- Spare Pullover
- Spare Socks | Gloves
- *Map
- *Compass
- Torch | *Whistle
- Food | Drink
- *1st Aid Kit
- Survival Bag
- Rucksack
- *Denotes Group Equipment

All other items are essential & **must** be carried by everyone on the hill.

3.2 Planning Areas for Routes & Trips

Group Leaders estimate the time that it will take & make sure that you have sufficient hours of daylight, leaving a wide safety margin for any miscalculation or delay, for a full day out an early start is recommended.

Remember that the weather can change very quickly: If conditions are bad in the valley they will be considerably worse higher up. Always plan your route in relation to prevailing conditions & be very cautious about what you attempt in bad weather. Trip planning & routes are coordinated by the Group Leaders for that trip. Guidebooks are used & the Group Leaders familiarise themselves to the climbing available in the area & plan accordingly in the event of inclement weather.

Do not over estimate your own stamina or ability.

Treat the hills with great respect in snow conditions; do not go up snow covered mountains unless you are familiar with snow & ice climbing techniques & the use of an ice axe.



3.3 Out on the Crag

It is important to carry out a short safety brief at the beginning of each climbing day, outlining the risks associated with the conditions, the type of rock & where appropriate the grade of climb, this should be conducted by one of the activity leaders for the trip.

Club members should be briefed about rock fall & how to react

It is, ultimately, the Group Leaders & Committees responsibility to make a decision regarding Personal Protection Equipment & inclement weather that may arise on the trip.

3.4 Emergency Shelters

On any trip lasting more than one day it is important that the committee members bring an emergency shelter. This should be used at the discretion of the activity leaders.

3.5 Club Equipment

All club equipment used is owned by The Students' Union at UWE & maintained by the club committee & signed in & out at The Students' Union at UWE reception desk by a committee member. No person shall use any equipment not specifically allocated to him or her without reference to the club committee. Members remain responsible for monitoring the equipment they are using before & after every training session or trip & reporting defects accordingly to The Students' Union at UWE Opportunities Department.

NB:

- 1 All incidents | accidents with equipment must be reported to The Students' Union at UWE Opportunities using an incident form within 24hrs of the incident occurring.**
- 2 No clothing or equipment can be ordered or purchased without the express permission & authorisation of The Students' Union at UWE Opportunities. Failure to do so will result in disciplinary action.**

3.5.1 Repairs|Damage

Members have a responsibility to report all equipment damage|repairs & remedial work required & should also halt use immediately if they are unhappy with the condition of any provided equipment. Failure to do so will lead to a suspension from the club for a period defined by the Club committee &|or The Students' Union at UWE Disciplinary.

All members must report to the Equipment & Safety Officer any damaged equipment.



3.6 First Aid

Mountain 1st aid kits or Mountain Leader 1st aid kits should be signed out for all training, fixtures & trips & are available from The Students' Union at UWE Opportunities. **All student coaches | instructors | group leaders | captains should be qualified first aiders.**

Members are requested to advise their Group Leader of any medication or medical condition which may affect their health | performance [this information must also be recorded on the online membership system] eg: Asthmatic - & where the inhaler is carried, diabetic, epileptic etc.

All accidents & injuries other than 'routine blisters | scrapes' must be recorded on an Accident Form & passed to the Opportunities Manager as soon as possible. Any member of a BUCS Representative squad requiring further sports physiotherapy treatment must be referred by the club sports physiotherapist or coach | instructor | group leader using an Injury Report or Accident Form.

Within the club there should be at least 2 qualified 1st aiders per group at any one time. Where possible a first aid kit shall be taken on every trip, training session & fixture.

NB: NURSING, STAR & PHYSIO STUDENTS DO NOT QUALIFY AS SUBSTITUTE 1ST AIDERS; UNLESS THEY HAVE AN UP-TO-DATE HSE APPROVED 1ST AID QUALIFICATION.

3.7 Accident Procedures

All Members MUST be aware of the accident | emergency procedures. An accident form must be completed & submitted to The Students' Union at UWE Opportunities Department as soon as possible.

If required, assistance from a 1st aider should be sought.

Report to club officials any injuries or incidents, an accident form must be completed & submitted to The Students' Union at UWE Opportunities Department. All incidents | accidents are kept on file in The Students' Union at UWE Opportunities Department & are used to support any review of safety procedures.

Summon assistance as appropriate/required – 999, passing boats, people on bank. Return to the clubhouse asap & inform club committee, The Students' Union at UWE Opportunities & the Opportunities Manager.

In the event of any serious accident or incident which involves the Emergency Services or which could involve media attention please follow this procedure:

Assess the situation

Ensure the safety of yourself then the group. Call the Emergency Services if necessary & ensure before your call that you are able to explain exactly where you are. You will also be expected to give them your name, the number



from which you are ringing & a brief summary of the incident including possible injuries & the number of injured. If you are calling from a mobile you may in some circumstances need to ask them to ring you back if your call is indistinct.

1. Where possible treat any casualties **if it is safe to do so**. Always be aware of potential spine injuries – **never** move someone in this situation unless there is a more serious potential situation such as fire.

2. **Contact UWE as soon as possible by ringing:**

All accidents | incidents that occur **MUST** be reported to The Students' Union at UWE Opportunities Department:

Tel: 0117 32 82577 | 83288 | 82719 | 83291

Hours: 09.30hrs – 17.30hrs [Mon to Fri]

Alternatively the University Gatehouse [24hrs]

Tel: 0117 32 82552

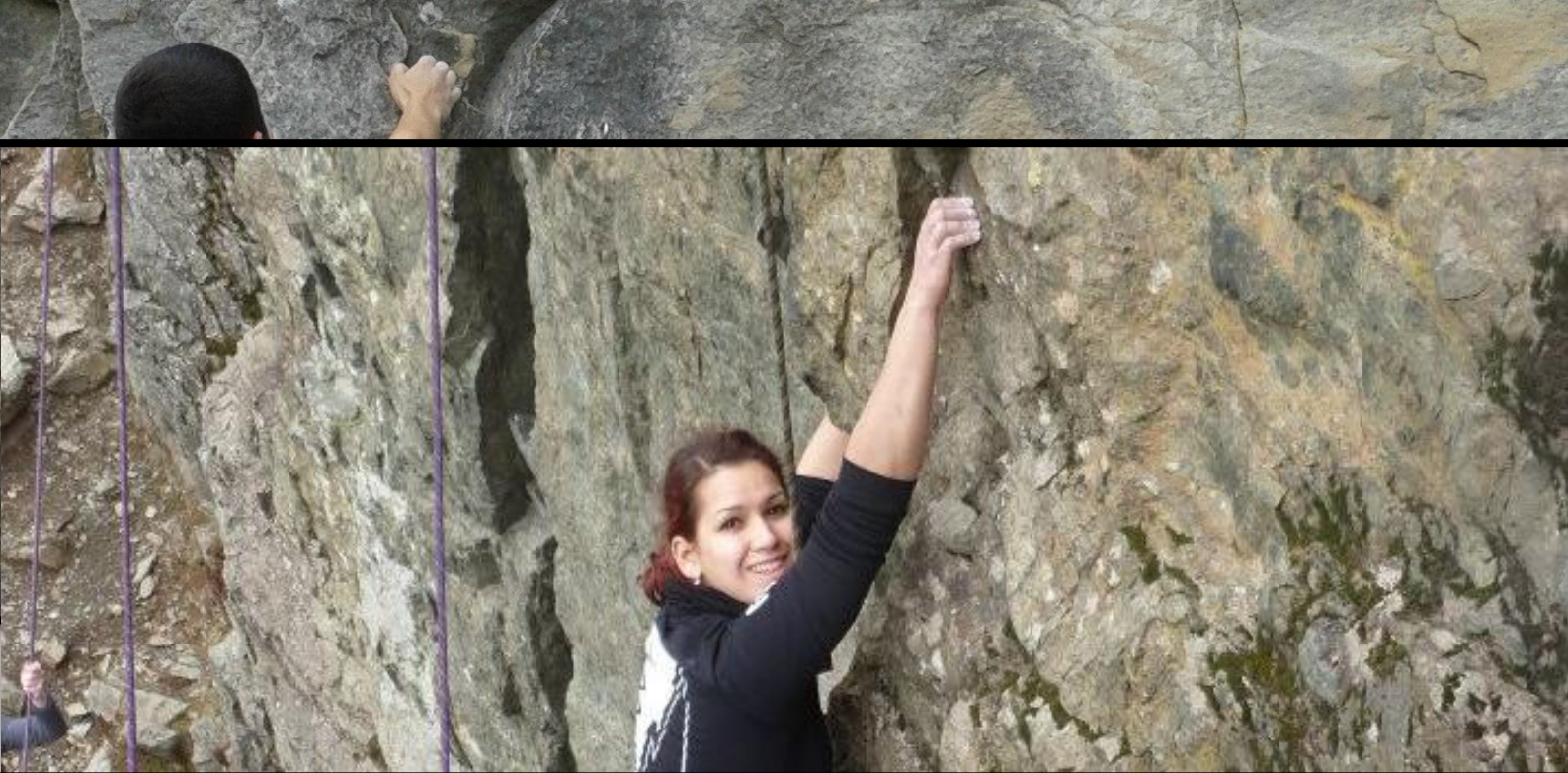
Hours: 24hrs a day 7 days a week

All incidents resulting in injury occurring in a sports facility owned or hired by UWE **MUST** be recorded in the accident book, located in The Students' Union at UWE Opportunities Department 4th Floor F-Block, Frenchay Campus.

Please be prepared to give the following information:

- a. Your name
 - b. The telephone number from which you are calling
 - c. A brief summary of the incident & any injuries
 - d. The number & names of people involved
 - e. The name of any hospitals where casualties may have been taken
 - f. The details of any police officers involved with the incident
3. You may be rung back if there are any further steps that need to be taken.

Do not make any statement to the media other than “*no comment*”. DO NOT discuss ANY aspect of the incident with anyone who is not connected with the emergency services.



3.8 Insurance

Fully paid members that have registered online on The Students' Union at UWE The Students' Union at UWE membership system involved in activity based sports & societies have insurance cover under The Students' Union at UWE BUCS ELITE Personal Injury Insurance Policy. This is not medical insurance, for which individuals remain individually responsible. Full details are available from The Students' Union at UWE Opportunities.

The Students' Union at UWE recommends that individuals take out appropriate individual insurance cover.

As The Students' Union at UWE property, all equipment is registered & insured with The Students' Union at UWE Opportunities upon completion of equipment inventory submission by the sport | society. The personal property of members is not covered unless specifically noted.

NB: Trips abroad: note that whilst this insurance applies individuals are responsible for ensuring they have:

- EHIC: European Health Insurance Card
<http://www.ehic.org>
- Medical Insurance

These must be in place prior to attending any trip abroad

THE PERSONAL ACCIDENT INSURANCE PLAN FOR STUDENTS

SUMMARY OF COVER – ELITE COVER

The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and exclusions. A full copy of the policy terms, conditions and exclusions is available on request from either:

Endsleigh Business or The Students' Union at UWE Opportunities Department t: 0117 32 82577 | e: Kelly.Howard@uwe.ac.uk

Name of the insurance undertaking

The insurance is provided by CHUBB European Group Limited. Registered Address: 100 Leadenhall Street, London EC3A 3BP

Type of insurance & cover



This is a personal accident policy which pays out set financial benefits following an injury. Members of UWE Opportunities will be protected anywhere in the world whilst taking part in authorised organised sports events, or in training and practice sessions. What's more, they'll even be covered whilst travelling to & from any of these activities.

Significant features and benefits - Elite Cover

TYPE OF COVER	CASH BENEFIT
Accidental Death	£30,000
Permanent Disabling Injuries	up to £100,000
Temporary Total Disablement	£60 per week (excluding the first 7 days)
Loss of Earnings	£75 per week
Hospital Confinement	£40 per day (maximum 120 days)
Emergency Travel Expenses	Up to £500 (min claim £25)
Dental Expenses	Up to £1500 (£25 excess)
Supplementary Travel and Accommodation Expenses in the UK	Up to £1000
Course Deferment Expenses	Up to £3000
Coma	£140 per week
Broken Bones	Up to £1000
Primary Dislocation	£250
Physiotherapy following Broken Bones of Primary Dislocation	Up to £40 per session (subject to a maximum of 10 sessions)
Medical Certificate Expense	Up to £40

Significant and unusual exclusions or limitations



This policy does not cover:

- Persons aged over 70 years
- Sickness or disease
- Repetitive Stress (Strain) Injury or Syndrome or any gradually operating cause
- Post Traumatic Stress Disorder or any psychological or psychiatric condition
- Pre-existing physical defects
- Suicide or self-inflicted injury
- Illegal acts
- Abuse of solvents or drugs
- Drunk Driving
- engaging in:
 1. aviation as pilot or crew of a fixed wing rotary aircraft;
 2. 2. canoeing, boating or sailing more than 4.5 miles from the coastline;
 3. 3. underwater diving unless in accordance with BSAC or PADI regulations;
 4. 4. activities undertaken in the pursuit of danger e.g. bungee jumping and fire-walking
 5. 5. Members of the armed forces
- War
- ACE shall not be liable for payment of any benefit for Permanent Total Disablement if the Insured Person is retired from gainful employment and receiving a pension of any kind.

Scope

The Policy provides personal injury cover for accidents which occur at activities recognised by and under the auspices of the Group Policyholder, including travelling to and from the activity.

The cover is provided to any full-time or part-time student or other person who is affiliated to the Group Policyholder and whose inclusion has been agreed by them.

Duration of Policy

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

Right of Cancellation

An Insured Person may withdraw from the cover provided by this Policy at any time by giving notice to the Insured. No refund of Premium may be payable.



Claims Notification

You can make a claim by contacting:

- Endsleigh Business, Hadley House, Shurdington Road, Cheltenham, GL51 4UE
- t: 01242 866800 | f: 01242 866961 | e: ebis@endsleigh.co.uk

For forms, documentation & assistance please contact:

- The Students' Union at UWE Opportunities Department, U Block, Frenchay Campus, Coldharbour Lane, Bristol, BS34 8QZ
- t: 0117 32 82577 | f: 0117 32 82986 | e: Kelly.Howard@uwe.ac.uk

Your right to complain

We, as your insurance broker, will always aim to provide you with a high quality service. However, if you are not satisfied with the service provided please do not hesitate to contact us at the above details. We will ensure that every measure is taken to speedily address any concerns you may have.

The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme [FSCS]. You may be entitled to compensation from the scheme if we cannot meet our obligations to you under your contract of insurance. If you were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of this contract. Further information about the Scheme is available from the Financial Services Compensation Scheme, 7th Floor Lloyd's Chambers, Portsoken Street, London, E1 8BN and on their website www.fscs.org.uk.

NB: Please ensure all accidents | incidents are reported to the Opportunities Department as a matter of urgency. If you have any questions in relation to insurance cover please contact the Opportunities Department

4. Conduct of members

Members should not act in any way that could foreseeably cause harm to themselves or anyone else & be aware that they owe a "Duty of Care" to those who are closely affected by their acts & omissions.

Members are expected to abide by The Students' Union at UWE policy & procedures [copies available from the The Students' Union at UWE Opportunities Department & The Students' Union at UWE Campus Offices] & if



relevant their particular Regional & National Governing Body Guidelines. UWE Opportunities will abide by the safety codes of practice at all training facilities, fixtures or venues they attend.

Members will pay their own fines for any cautions or suspensions received. Neither the Sports Club, Society nor The Students' Union at UWE will take any responsibility financial or otherwise.

All Committee members must disclose relationships with any suppliers | partners or potentially risk creating organisations upon being elected into post.

Any member or official who is deemed by The Students' Union at UWE Opportunities to be acting in an irresponsible manner or ignoring guidelines laid down in this Code of Practice may be subject to disciplinary measures by the respective club, The Students' Union at UWE Opportunities, University or the relevant National Governing Body. If it is not possible to identify the individual members not abiding by the Code of Practise, the Club Committee may be subject to disciplinary measures as deemed appropriate by the investigating team.

Where a sanction is being applied to a Club as a whole, it is not reasonable to expect a disciplinary panel to be held with the whole Club membership. As such, the investigatory team/disciplinary panel will use their discretion as to who attends at any Disciplinary hearings, and may limit this to the Club Committee only.

The benefits of membership to all Opportunities are conditional upon the proper conduct of members & such benefits may be to conditions or may be withdrawn in the event that it is shown that a member's conduct has breached The Students' Union at UWE's values or policies.

Speak Up

The Students' Union, and UWE Bristol want to create an inclusive campus where diversity is celebrated, antisocial attitudes and behaviours are challenged and any type of harassment, assault and discrimination aren't acceptable. We want you to #SpeakUp if you see or hear something that's not right, and be an active bystander.

Find out more [here](#), and find out how you can report anonymously [here](#).

4.1 Alcohol consumption

No alcohol is to be consumed on board transport owned or organised by The Students' Union at UWE. The Students' Union at UWE promotes responsible drinking.

Whilst engaging in social events please ensure that you remain with the group.



Each individual has responsibility for themselves to maintain safe alcohol consumption levels, to know your limits & keep well within them.

The Students' Union at UWE promotes responsible drinking. For more information: www.drinkaware.co.uk & www.knowyourlimits.gov.uk

4.2 Initiations & Alcohol Policy

The Students' Union at UWE has an initiation & alcohol policy though UWE Climbing does not hold any form of initiations.

4.3 Facilities

Members are expected to treat facilities, staff, & students at the University of the West of England & other institutions & establishments with the utmost respect.

4.4 Equal Opportunities

"The University of the West of England Students' Union is a campaigning organisation which represents a diverse membership.

The Students' Union at UWE recognises that inequality, oppression & discrimination exists in this society.

The Students' Union will work towards a fairer society through ensuring greater equality of opportunity for its members & employees.

The Students' Union at UWE aims:

- To increase the quality of everyone's participation in the workforce & the educational process.
- To address attitudinal & organisational barriers to achieving greater equality of opportunity.
- To take positive action to promote fair employment practices & to eliminate discrimination against, & oppression of, individuals or groups of people on the basis of any of the following:

Gender, disability, sexuality, class, ethnicity, nationality, ethnic or national origin, colour, creed, religion, age, HIV, status, caring responsibilities, marital status.

The Students' Union at UWE believes that the oppression of the above groups & other discriminatory behaviour or language is unacceptable to the Union & will result in disciplinary action.



Note: If the Sport or Society incoming committee fails to attend the Annual Committee Training in the spring | summer term, that activity will automatically be shut down & as a result withdrawn from all relevant leagues & activities for the forthcoming academic year.