

# Challenge Ropes Course



## Standard Operating Procedure

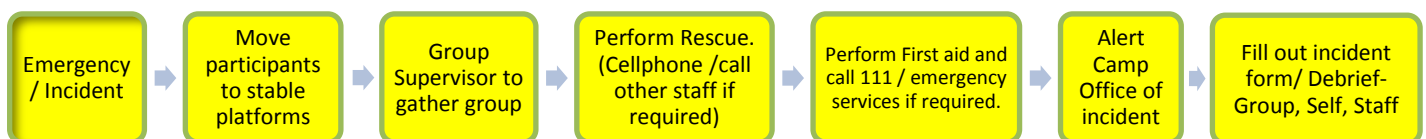
*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed*

*This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.*

<b>Activity:</b>	<b>Challenge Ropes Course</b>		
<b>Location of Activity:</b>	DOC paddock, challenge ropes structures		
<b>Site:</b>	<b>Taupo</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Zoanna Lamond	<b>Version :</b>	1
<b>Position:</b>	Activity coordinator		
<b>Date Reviewed:</b>	9/08/2018	<b>Location of Hard copy:</b>	Activity Shed
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1:10	Ratio adjusted with changes in risk levels
<b>Supervisor Competence:</b>	On-site qualification based on internal competencies, External qualification/ Logbook evidence and SMS, SOP induction. Rescue trained.		
<b>Equipment / Clothing Requirements:</b>	Harnesses with Lanyards Rescue ladder		Instructor whistle Rescue Kit (Rope, belay device, SRD & Steel carabiners)
<b>Activity Requirements:</b>	Fitting clothes, covered shoes Weather appropriate clothing		
<b>Communication Procedures:</b>	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	<a href="#">Association For Challenge Course Technology</a> (ACCT) guidelines Rock Climbing or Abseil qualification		

**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As at the time of approval this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice**

### Emergency Procedures





# Challenge Ropes



## Operating Procedures

### Pre-activity Check

- 1 Attend safety briefing (discuss weather)
- 2 Re-familiarise with SOP
- 3 Visual check of equipment and structures as per equipment check

### Setup

- 1 Lay out harnesses for group

### Instructor Brief to other Supervisors / Assistants

- 1 Describe how to fit harness.
- 2 Describe importance of participants remaining clipped into safety cable.

### Instructor Brief to Participants

- 1 \*Gather the group together and disclose hazards / risks in the general area
- 2 Distribute harnesses; get supervisors to assist with fitting them.
- 3 \*Ensure harnesses fit correctly
- 4 Describe how to use lanyards and where to clip them (marked safety cables only)
- 5 Explain what you expect and what they can expect from the session/ What they want from the session

### Operating Instructions

- 1 Participants to move around course as directed by instructor
- 2 Encourage participants to use elements only- not safety cables/ safety lanyards
- 3 \***Maximum** 2 participants per element and 3 per platform
- 4 After participants have completed the course once, have them try challenges: re do challenge course actually using the element cables only! Do elements walking backwards; have 2 participants together, one blindfolded other guiding (as safety); Have the team on each element carrying water (Cups/ buckets) from one end to the other without spilling any; etc etc.

### Debrief suggestions

- 1 Gather group together and see what they learnt, what was challenging, what do they want to practice more
- 2 Reflect on session goals
- 3 Get feedback from group (Note down pertinent information). Thank the participants and supervisors

### Closing Down the Activity

- 1 Gather all gear up and check that it is all returned. Note any broken or damaged gear

### Hold activity if:

- 1 \*Participant unclips from safety cable
- 2 \*Halt activity at any time if conditions or people become unsafe

**\*Safety points: Ensure this is done**

## Equipment Check

- 1 Check safety cables and guy wires
- 2 Check for splinters/ loose boards on wooded structures
- 3 Check for excessive wear/ fraying on harnesses and lanyards
- 4 Ensure all safety clips operate correctly (open and close freely with double action)



# Challenge Ropes



## Hazards and risk Identification

This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.

**\*All Risk must be continually monitored throughout the activity\***

New hazards/ risk must be reported or resolved appropriately as soon as possible.

Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Long hours in the sun (Supervisors & Participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks/ Supervisor & Instructor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium	ADMIN
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Participant is unable to 'self rescue'	Instructor to assist participant using a stable A frame ladder to climb up onto the element.	Low	Medium	PPE
Participant freezes	Instructors trained in talking participants through challenges and physical rescues	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment failure	Regular checks of equipment and training on correct use by instructors.	Low	Medium	ADMIN
Incorrect use of equipment	All connections, harness and helmet fit to be checked by staff before climbing. Participant understands they must remain connected at all times.	Low	High	PPE
Pause activity if:	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participants are not using equipment correctly	STOP everyone and explain what they are doing wrong, correct technique and then continue.	Low	High	ADMIN
Participant/ Instructor unclipped or incorrectly clipped	STOP individual and reconnect to safety cable immediately.	Low	High	PPE