Slack Lining

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.

Activity:	**Slack Lining**				
Location of Activity:	Under the trees next to the port-a-com or playing field				
Site:	**Whakamaru**		**Area:**	Activities	
Reviewed By:	Keziah Muir		**Version :**		
Position:	Site Manager		**Approved:**	Ted Muir (manager)	12/06/2018
Date Reviewed:	5/11/2019		**Location of Hard copy:**	Office	
Number of Participants:	**Max Ratio:**	1:10	Ratio adjusted with changes in risk levels		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures				
Equipment / Clothing Requirements:	Slack line Anchors (trees) Tree protector				
Activity Requirements:	Covered Shoes				
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office				
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:					

Emergency Procedures

Emergency/ Incident → Stop all particpants and gather away from the course → Perform First Aid. *Know where your first air kit is kept(Cellphone /call other staff if required) → Call 111 / emergency services if required. → Alert Camp Office/Staff of incident → Fill out incident form/ Debrief- Group, Self, Staff

Equipment Check	
1	Check slackline for any nicks or damage to webbing
2	Ratchets are operating correctly
3	Check that the anchors are appropriate and not causing damage

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	Collect equipment from the activity shed	
2	Set up slack line ensuring it is at an appropriate height and is level.	
3	Check slack line tension – appropriate for age and skill level (tighter for beginners)	
MiCamp Instructor Brief to Supervisors		
1	Go over SOP's	
2	Conduct training as per "Activity supervisor training and acknowledgement form"	
3	*Ensure supervisor is aware of emergency procedures	
Instructor Brief to Participants		
1	Gather the group together and show them the general area	
2	Ensure non active participants are 3 metres from the slackline, participants are not to jump off of the slackline	
3	Explain slacklining and balance	
4	Step participants through progressive challenges and tricks	
5	Disclose potential risk such as strop bouncing up and flicking participant	
Closing Down the Activity		
1	Release the ratchet and lower the slackline	
2	Gather all gear up and check that it is all returned. Note any broken or damaged gear	
Pause points		
1	*Pause activity at any time if conditions or people become unsafe	

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.

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 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 fallen branches). Weather Risk assessed continuously.	Low	Medium	PPE
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
Unsafe jumping	Ensure appropriate supervision. remove unsafe participants	Low	Medium	ADMIN
Flick of the slackline	Ensure non active participants are 3 metres from slackline.	Low	Medium	ADMIN
Falls on stick/rock/debris	Clear ground of unsafe debris. Ensure participants are wearing closed shoes. Use safe dismount. DO NOT JUMP OFF.	Low	Medium	PPE
Equipment Specific Risks	**Risk Management Strategy**	**Risk Level**		**Hierarchy of Control**
		Managed	Unmanaged	
Falling onto ratchet	Ensure ratchet handle faces the ground when setting up	Low	Medium	PPE
Pause Points	**Risk Management Strategy**	**Risk Level**		**Hierarchy of Control**
		Managed	Unmanaged	
People or conditions become unsafe	Pause activity or remove unsafe participants	Low	Medium	ADMIN