



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:	Zip Line		
Location of Activity:	Off the tower at the Western end of the Island		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Ted, Josh, Zoanna	Version :	2
Position:	Various		
Date Reviewed:	February 2018	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1:1** Ratio is made on the instructor competence in relation to group needs	
Instructor Competence:	On-site qualification based on internal competencies External qualification/ Logbook evidence and SMS, SOP induction. Rescue trained.		
Equipment / Clothing Requirements:	Rope Trolley Carabiners	Helmets Harnesses Lanyards Rescue Kit	
Activity Requirements:	Covered shoes 120kg max weight Long hair tied up	Loose clothing removed or tucked in	
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Zip line Activity Safety Guidelines Project Adventure High Rope Course. Rock Climbing Qualifications		

**However the group size per rotation is suggested to not exceed 10



Zip Line



Operating Procedures

Pre-activity Check

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

Setup

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| 1 | Lay out helmets and harnesses for group | |
| 2 | Instructor to climb up tower *Secure personal safety line. | |
| 3 | Attach trolley over wire, clip static rope to bottom and a lanyard to the back up ensuring the carabiner goes over the wire. Clip safety lanyard back to tower | |
| 4 | Set up platform ladder and group supervisor to the side of the bottom of flight path | |

MiCamp Instructor Brief to other Group Supervisors

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|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | One group supervisor to manage group waiting
Second supervisor to help unclip participants at the bottom of the wire. Explain that the platform ladder needs to be shifted out of the flight path between participants. Explain clear communications tools. | |
| 2 | | |
| 3 | Carabiners stay attached to the trolley | |
| 4 | Group supervisor is to clip tow rope onto lanyard for the participant to tow back to the tower. | |

MiCamp Instructor Brief to Participants

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| 1 | *Gather the group together and disclose hazards / risks in the general area | |
| 2 | Explain what you expect of them and what they can expect from the session/ What they want from the session. Set session goals if appropriate | |
| 3 | Explain tower safety *Helmets must be worn by all in zip line area and up the tower | |
| 4 | Distribute harnesses and helmets and assist with fitting them | |
| 5 | Systematic check of gear (harness, helmet) | |
| 6 | Disclose the boundaries of the activity | |

Debrief suggestions

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|---|---------------------------------------------------------------------------------------------------|--|
| 1 | Gather group together; what they learnt, what was challenging, what do they want to practice more | |
| 2 | Reflect on session goals if made | |
| 3 | Get feedback from group (Note down pertinent information). | |

Closing Down the Activity

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|---|--------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Gather all gear up and check that it is all returned. Note any broken or damaged gear. write in rope log (including use) | |
| 2 | Visually check equipment and record any incidents, near misses, damage, or wear before returning to shed in rope log | |
| 3 | Ensure any ladders are secured while activity is unsupervised | |

Pause points

- | | | |
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| 1 | * Make sure there is no loose hair or clothing | |
| 2 | *If the flight path becomes obstructed including by participants | |
| 3 | *Halt activity at any time if conditions or people become unsafe | |



Zip Line



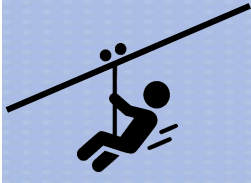
Hazards and risk Identification

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	PPE
Long hours in the sun (Group supervisors & Participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks/ Group supervisor & MiCamp instructor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Group supervisors to use good group management. Disclose risk to group supervisors. Remind group supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Group supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of control
		Managed	Unmanaged	
Fall from height	MiCamp instructor to be vigorous at any and all change points. Using the redundancy in the lanyard safety line system	Low	High	PPE
Participant behaviour compromises group safety	Give safety brief. Staff or Group supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Loose hair/clothing	All long hair to be tied up. Participants advised to remove necklaces, bracelets and rings. All clothing to be tucked into harness, or removed if potentially intrusive to equipment movement/function	Low	Medium	PPE
Participant freezes	MiCamp instructors trained in talking participants through challenges and physical rescues. Participants can climb down if needed	Low	Medium	ADMIN
MiCamp instructor unprepared for participant	Check list to be used so MiCamp instructor can check system is ready.	Low	Medium	ADMIN
Swinging or falling equipment	Helmets are worn by all on and around tower. Zip line trolley to be pulled in by rope, NOT flicked up by participants so rig doesn't swing.	Low	Medium	PPE
Participant or object in flight path	Flight path area roped off from other activity areas. Participants instructed not to walk under or through the flight path and MiCamp instructor and group supervisor to check that path is clear before letting participants leave the platform. Using clear hand signals to communicate.	Low	Medium	PPE
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 MiCamp instructors.	Low	High	PPE
Incorrect use of equipment	All connections, harness and helmets fitted to be checked by staff before climbing. Correct belay techniques supervised by staff. Safety equipment is worn at all times (harness, helmet, safety line lanyard attachment to tower).	Low	High	PPE
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of control
		Managed	Unmanaged	
Zip Line pulley jams	Group gathered away from tower. Trained MiCamp instructor to perform rescue	Low	High	PPE
Participant or equipment caught on tower	MiCamp instructor to do a visual check as they checklist to launch. If anything is caught stop the participant	Low	Medium	PPE
Object in flight path	MiCamp instructor to not let participant go unless path clear. Monitor path continually	Low	Medium	ADMIN



Zip Line



Equipment Check	
1	Carabiner - check that it opens and closes easily, there are no cracks, serious abrasions or sticking gate
2	Helmets - check the outer and inner shell for cracks, ensure straps and buckles work well
3	Slings, Prussic, Harness - check that stitching is in tact, no fraying or cuts, no rust on buckles
4	Rope - check for glazing of the sheath, severe furring of the rope, powdering of the fibres, soft spots, unevenness, cuts in the rope, any sign of the core showing through

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

"I confirm that employees, subcontractors, suppliers and visitors have been shown and advised of all the Risks and controls in the operational procedure and they fully understand and acknowledge their requirements and are competent to fulfil their role "

