

Zipline



Standard Operating Procedure

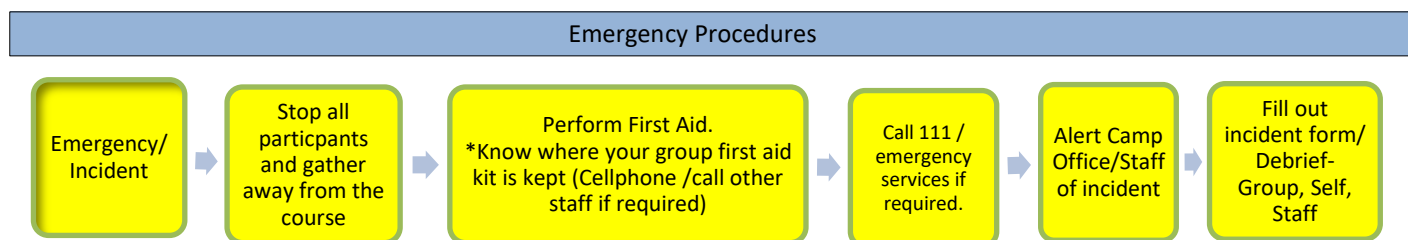
This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	Zipline		
Location of Activity:	Off the tower at the western end of the Island.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	3.1
Position:	Lead Instructor	Approved:	30/06/2025. HJV.R. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Activities Shed
Number of Participants:	Max Ratio:	1 Instructor / 2 Participants on the launching area of the tower. Group size of a max of 10 Participants and a minimum 1 adult assistant. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment on internal competencies.		
MiCamp Equipment	<ul style="list-style-type: none"> ○ Rope Grabs with Carabiners ○ Helmets ○ QA Harnesses 		<ul style="list-style-type: none"> ○ Energy Absorber ○ Lanyard ○ Access Rope ○ Retrieval Rope
	Rescue Gear: (can be stored on the Instructor Harnesses or with Rescue Kit). <ul style="list-style-type: none"> ○ Five Aluminium Carabiners ○ Belay Devices ○ 120cm Sling ○ Short Prusik ○ Long Prusik. Rescue Kit: <ul style="list-style-type: none"> ○ Project Adventure Pulley ○ Belay Devices ○ Steel Carabiners ○ 10m Static Rope ○ 60m Access Line 		Zipline Lanyard: <ul style="list-style-type: none"> ○ Trolley ○ 3 Steel Carabiners ○ Lanyard Tower lanyard with one Steel and one Aluminium Carabiners 2 Retractable Fall Arrester Lanyards
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Covered Shoes ○ 130kg max weight 	<ul style="list-style-type: none"> ○ Long hair tied up ○ Appropriate Clothing for weather conditions 	
Communication Procedures:	Use the instructor's cell phone to contact emergency services and /or other staff.		
Related Documents - Qualifications/ Legislation/Guideline/ Permits/Consents:	High wire and swing Activity Safety Guidelines. Health and Safety at Work (Adventure Activities) Regulations 2016. High wire Guide level 5. Outdoors Mark (Adventure Activities Safety Audit)		

Operating Procedures	
Pre-activity Check	
1	Communicate with the MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day.
2	Re-familiarise with SOP.
Setup	
1	Visual check of equipment and structures as per pre-use equipment check. Fill out forms.
2	The instructor must climb up tower and set-up tower lanyards (instructor and participant safety line) and retrieval rope.
3	Using dismount ladder, secure the trolley with lanyard to the zipline. Attach trolley over wire, clip lanyard to the back-up, ensuring the carabiner goes over the wire.
4	Bring out dismount ladder to lowest part of the zipline and perform pre-use load test.
5	Lay out helmets and harnesses for the group.
MiCamp Instructor Brief to Supervisors	
1	Adult assistant must help move the dismount ladder and unclip participants at the bottom of the wire. Explain that the dismount ladder needs to be shifted out of the flight path between participant turns. Explain clear communications tools. Two participants may be used to stabilise the ladder (depending on weather).
2	Group supervisor must clip tow rope onto lanyard for the participant to tow it back to the tower.
MiCamp Instructor Brief to Participants	
1	Wait until Instructor gives the "All Clear" to walk off the tower.
2	Participants must remain upright when zipping down.
3	Use two hands to climb up the steep stairs inside the tower.
4	Turn around and face the dismount ladder when climbing down.
5	Helmets must be worn by all that are up the tower and in the flight path.
6	Maximum weight limit of 130Kg
Operating Instructions	
1	Gather the group together and disclose the hazards/risks in the general area and the boundaries of the activity.
2	Explain expectations for them and what they can expect from the session. Set goals if appropriate.
3	Distribute harnesses and helmets and assist with fitting them. All gear must be physically checked by the instructor (harness, helmet).
4	Explain tower safety.
5	Tell the participant the roles that they need to help with.
6	Once participants are at the launching area of the tower clip the participant safety line to them and do a physical check of the participants harnesses. (you may have 1 or 2 participants wait on level 3 of the tower; you may also have an observer on the launching area of the tower as long as they are clipped into a safety line whenever the gate is open).
7	Attach the zipline lanyard to the participant and do a final check. Do a visual check of the trolley at this point.
8	Check that the flight path is clear before opening the gate and removing the participant safety line.
9	Sweep your arm behind the participant to ensure they are no longer attached to the tower. (they should only be attached to the Zipline lanyard).
10	Send them down.
11	Close the gate before inviting the next participant to launching area of the tower.

Debrief suggestions	
1	Gather the group together. Ask what they have 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 any useful information).
Closing Down the Activity	
1	Gather the gear and check that it is all returned. Reset the harnesses for the next use. Note any broken or damaged gear. Write in rope log
2	Visually check equipment and record in rope log any incidents, near misses, damage, or wear before returning to shed.
3	Ensure aall ladders are secured while the activity is unsupervised.
Pause points	
1	Pause the activity if the flight path becomes obstructed by participants or objects.
2	Pause the activity at any time conditions or people become unsafe.
3	Pause the activity if anyone gets Injured.

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 intact, 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.
5	Structure – visually check the guy wires, connections, cables. Check for damage to tower structure.



This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of 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 risks must be continually monitored throughout the activity* New hazards/ risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
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
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
	Parameters to cancel activity: <ul style="list-style-type: none"> • Wind higher than 30 km/h • Precipitation more than 5mm up to 30 mins before the activity (Causing surfaces to get slippery) • Lightning – in the previous 10 minutes 		
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Impaired Instructor	MiCamp has a zero-tolerance policy, regular staff testing.	Low	Extreme
Impaired Participants	Instructor must pay attention to all participants behaviour. they must remove any participants that show any signs of impairment.	Low	Extreme
Fall from height	MiCamp instructors must be vigorous at every change point. Using the redundancy lanyard safety line system	Low	High
Participant behaviour compromises group safety	Give safety brief. Staff or group supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Loose hair/clothing	Long hair must be tied up. Participants are advised to remove necklaces, bracelets and rings if posing a risk. All clothing must be tucked into the harnesses or removed if potentially intrusive to the equipment movement/function.	Low	Medium
Participant freezes	MiCamp instructors are trained in talking participants through challenges. Participants can climb down the tower if needed.	Low	Medium
Swinging or falling equipment	Everyone in the activity area must wear Helmets. Zipline trolley will be pulled in by rope, NOT flicked up by participants, so rig does not swing.	Low	Medium
Participant or object in flight path	Flight path area roped off from other activity areas. Participants are instructed not to walk under or through the flight path. MiCamp instructors and group supervisors must check that flight path is clear before letting participants leave the platform.	Low	Medium
Participant adjust their own harness making it unsafe	Give safety brief. Once the participant gets to the lurching area of the tower the instructor will do a physical check of harness and again before the participant steps off the tower (if they have been waiting there for a while).	Low	High
Falling down steep stairs	Everyone must use two hands to climb up the steep stairs inside the tower.	Low	Medium
Falling off the dismount Ladder	Turn around and face the dismount ladder and use two hands when climbing down.	Low	Medium
Stuck on Zipline because of tower Safety lanyard	Rider must wait for the Instructor to remove the tower safety lanyard and gives the "All clear" before walking off the tower.	Low	Medium

Rider falls out of their harness	Instructor must to do physical check of the participants harnesses before going off the tower. Riders must stay up right (not up-side-down) while on the Zipline.	Low	High
Rider hitting the ground or hitting the end.	Maximum weight limit of 130Kg.	Low	High
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Equipment failure	Regular checks of the equipment are made, and MiCamp instructors are trained on the correct use of equipment.	Low	High
Incorrect use of equipment	All connections, harnesses and helmets fitted must 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
Zipline pulley jams	The group must gather away from the tower. Trained MiCamp instructor must perform rescue	Low	High
Participant or equipment caught on tower	MiCamp instructor must do a visual and physical check as they checklist to launch. If anything is caught, stop the participant	Low	Medium
Object in flight path	MiCamp instructor must not let participant go unless path is clear. Monitor path continuously.	Low	Medium