



Low Ropes



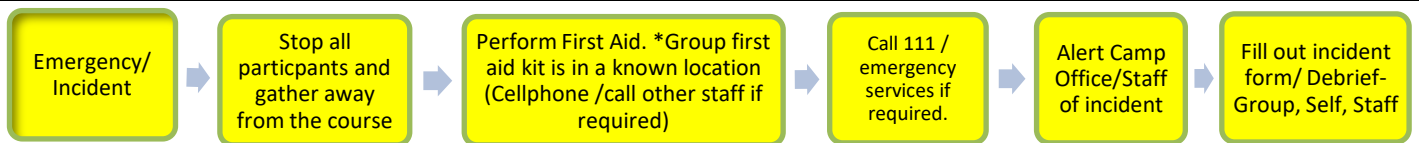
Standard Operating Procedure

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 the activity debriefs and meetings

Activity:	Low Ropes		
Location of Activity:	Upper corner of DOC paddock		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	
Date Reviewed:	24/04/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment & Clothing Requirements:	MiCamp Supplied: The Low Ropes Course. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Activity Safety Guideline High Wire and Swing, Low Ropes and Confidence Courses Good Practice Guide 2018 Health and safety at work (Adventure Activities) Regulations 2016		

Emergency Procedures



Equipment Check

1	Check over each element: wires are tight, bolts are intact, bark is evenly spread.
2	Clear area of debris.

Operating Procedures	
Pre-activity Check	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP/equipment location.
3	Visually check the equipment and structures as per equipment check.
MiCamp Instructor Brief to Supervisors	
1	Go over the SOP.
2	Conduct training as per “Activity supervisor training and acknowledgement form”.
3	Ensure the supervisor is aware of emergency procedures.
4	Assist with supervision of groups, ensure all participants are following rules.
Supervisor Brief to Participants	
1	Gather participants and show them the general area.
2	Explain the three key rules of the activity - no running in the chipped area, only one person on a section at a time, everyone must have a “buddy” walking beside you in case you need support.
3	Explain that they need to take a step forward if they become unstable and are about to fall.
4	Discuss what makes good balance and the reasons behind this - centre of gravity, base of support, focusing on a fixed point.
5	Show them how to complete each element safely and ensure that they know what to do if they’re about to fall.
6	Split the group into pairs or teams of three.
7	Start the groups on separate sections.
8	Ensure they are following the rules.
Debrief suggestions	
1	Ask participants what they learnt, what challenges they faced and what they want to practice more.
Closing Down the Activity	
1	Gather all belongings and check that any gear used is returned. Inform MiCamp staff of any broken or damaged gear.
Pause points	
1	Pause the activity at any time conditions or people become unsafe.
2	Pause the activity if anyone gets Injured.

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		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 before activity. Bring water bottles. Program breaks. Supervisor rotations. Participants are 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 must be 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 Participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participant becomes unstable	Area wood chipped to reduce impact. Each participant is to always have a buddy beside them for support. The group is taught what to do if they're about to fall. One person at a time on each element unless otherwise specified by the supervisor.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Wooden elements and wires	Wooden elements are to be sanded, and participants are warned of any danger	Low	Medium	ADMIN
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Key rules are not being followed	Stop those who are in danger and remind them of the rules, if the behaviour continues, stop the whole group, and ensure they know the reasons behind the rules and consequences if they aren't being followed	Low	High	ADMIN
If anyone gets Injured.	Stop all groups and gather away from the participant, perform first aid if required	Low	High	ADMIN