

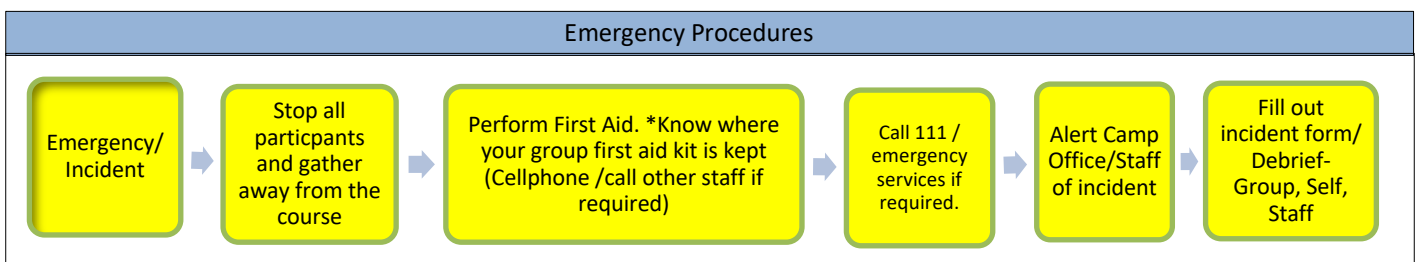


Standard Operating Procedure

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:	Challenge Ropes Course		
Location of Activity:	DOC paddock, challenge ropes structures		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	2
Position:	Instructor	Approved:	17/04/2024. Stephen Fox. Manager.
Date Reviewed:	17/04/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Instructor / 10 Participants (+1 Adult Assistant when required) Note: An adult assistant is required to help with schools and groups when deemed necessary. Note: Ratio adjusted with changes in risk levels	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Participant & Assistant Equipment & Clothing Requirements:	MiCamp Supplied: Harnesses with Lanyards Participant Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Instructor Equipment & Clothing Requirements:	Harnesses with Lanyards, Cell Phone, and Appropriate Clothing for weather conditions.		
Other Equipment Requirements:	Rescue Kit (Rope, belay device, SRD & carabiners), Optional: blindfolds, buckets, cups.		
Activity Requirements:	Loose clothing/items removed or tucked in, 130kg max weight, Long hair tied up.		
Communication Procedures:	Use the 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:	Activity Safety Guideline High Wire and Swing, Low Ropes and Confidence Courses Good Practice Guide 2018 Health and safety at work (Adventure Activities) Regulation 2016		





Challenge Ropes



Operating Procedures

Pre-activity Check

1	Communicate with MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day.	
2	Re-familiarise with SOP	
3	Visual check of equipment and structures as pre-use equipment check.	

Setup

1	Lay out harnesses for group.	
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Instructor Brief to Participants

1	Gather the group together and disclose hazard/risks in the general area.	
2	Distribute harnesses, assistant can assist with fitting them. Instructor to check everyone.	
3	Ensure harnesses fit correctly.	
4	Describe how to use lanyards and where to clip them (marked safety cables only). They always need at least one clip on a cable.	
5	Explain what you expect and what they can expect from the session. You can also ask what they want from the session.	

Operating Instructions

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

Debrief suggestions

1	Gather the 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 the group (Note down relevant information). Thank the participants and supervisors.	

Closing Down the Activity

1	Gather all the gear and check that it is all returned. Note any broken or damaged gear.	
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Pause activity if:

1	Participant unclips from safety cable.	
2	Halt the activity at any time conditions or people become unsafe.	
3	Pause activity if anyone gets injured.	



Challenge Ropes



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 prior to activity. Bring water bottles. Program breaks/ Supervisor & Instructor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Disclose risks 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 weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be 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 participants from the activity area or deny participation if the 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
Participant jams their hand between wire and carabiners	Participants are encouraged to only use the element for stability and not to hold onto the safety wire.	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. Participants understand 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

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)

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.