



# Confidence Course

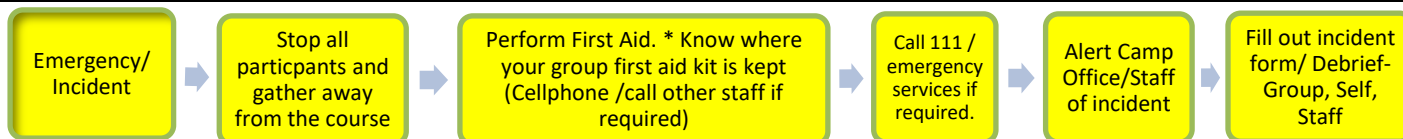


## Standard Operating Procedure

*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.*

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| <b>Activity:</b>   | <b>Confidence Course</b>  |  |                     |
| <b>Location of Activity:</b>   | At the far side of the island, Behind the rec hall next to the lake   |  |                     |
| <b>Site:</b>   | <b>Whakamaru</b>  | <b>Area:</b>   | Activities          |
| <b>Reviewed By:</b>  | Chris & Keziah Muir   | <b>Version:</b>  | 3                   |
| <b>Position:</b>   | Site Managers   | <b>Approved:</b>   | Ted Muir (20/12/22) |
| <b>Date Reviewed:</b>  | 20/12/22  | <b>Location of Hard copy:</b>  | Office              |
| <b>Number of Participants:</b>   | <b>Max Ratio:</b>   | 1 Instructor or Supervisor / 10 Participants.<br>Note: Ratio adjusted with changes in risk levels. |                     |
| <b>Instructor Competence:</b>  | Site specific induction and assessment on internal competencies.  |  |                     |
| <b>Supervisor Competence:</b>  | Supervisor competent in group management and trained on SOP/ Emergency Procedures   |  |                     |
| <b>Equipment &amp; Clothing Requirements:</b>  | MiCamp Supplied: The Confidence Course.<br>Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.   |  |                     |
| <b>Communication Procedures:</b>   | Use instructor's cell phone to contact emergency services and /or other staff.<br>Alternative communication; Send runner to office  |  |                     |
| <b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b> | Activity Safety Guideline High Wire and Swing,<br>Low Ropes and Confidence Courses Good Practice Guide 2018<br>Health and safety at work (Adventure Activities) Regulation 2016 |  |                     |

### Emergency Procedures



| Operating Procedures |  |
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| Pre-activity Check |  |
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| 1 | Attend training and safety briefing with staff.                  |  |
| 2 | Familiarise with SOP/equipment location.                         |  |
| 3 | Visual check of equipment and structures as per equipment check. |  |

| MiCamp Instructor Brief to Supervisors |  |
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| 1 | Explain the three key rules of the activity: No running on the chipped area, only one person on each element at a time, you must have two spotters before you step off the ground. |  |
| 2 | Instruct correct spotting technique – one leg in front of the other, arms up aiming for climber's shoulder blades, thumbs tucked in.   |  |
| 3 | Ensure risks of each element are disclose to participants.   |  |

| Instructor Brief to Participants |  |
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| 1 | Gather participants and show them the general area.  |  |
| 2 | Split into teams of three.   |  |
| 3 | Start the groups on different elements and let each participant have a go while the other two spot them. |  |
| 4 | Ensure they are always spotting correctly.   |  |
| 5 | Challenge them to complete the entire course without touching the ground.                                |  |

| Debrief suggestions |  |
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| 1 | Ask participants what they learnt, what challenges they faced, what they want to practice more. |  |
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| Closing Down the Activity |  |
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| 1 | Gather all personal belongings and check that it is all returned. Inform MiCamp staff any broken or damaged gear. |  |
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| Pause points |  |
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| 1 | Pause activity at any time if conditions or people become unsafe. |  |
| 2 | Pause activity if anyone gets Injury.                             |  |

**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.**

| Equipment Check |  |
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| 1 | Check over each element: wires are tight, bolts are intact, bark is spread evenly |  |
| 2 | All elements are in good repair, no fraying, splinters, smoothness                |  |
| 3 | Clear debris from area  |  |

| <b>Hazards and risk Identification</b>  |   |                   |           |                             |
|---|---|-------------------|-----------|-----------------------------|
| This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. |   |                   |           |                             |
| <b>*All Risk must be continually monitored throughout the activity*</b>   |   |                   |           |                             |
| New hazards/ risk must be reported or resolved appropriately as soon as possible.                                 |   |                   |           |                             |
| <b>Environment Specific Risks</b>   | <b>Risk Management Strategy</b>   | <b>Risk Level</b> |           | <b>Hierarchy of Control</b> |
|   |   | 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). Weather Risk assessed continuously. | Low               | Medium    | PPE                         |
| <b>Activity Specific Risks</b>  | <b>Risk Management Strategy</b>   | <b>Risk Level</b> |           | <b>Hierarchy of Control</b> |
|   |   | 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                       |
| Participant becomes unstable  | Area has wood chips to reduce impact. Each participant is to have two spotters moving along with them at all times while on the course.   | Low               | Medium    | PPE                         |
| <b>Equipment Specific Risks</b>   | <b>Risk Management Strategy</b>   | <b>Risk Level</b> |           | <b>Hierarchy of Control</b> |
|   |   | Managed           | Unmanaged |                             |
| Wooden elements and wires   | Wooden elements are to be sanded to prevent splinters, participants are made aware of dangers   | Low               | Medium    | ADMIN                       |
| <b>Pause Points</b>   | <b>Risk Management Strategy</b>   | <b>Risk Level</b> |           | <b>Hierarchy of Control</b> |
|   |   | Managed           | Unmanaged |                             |
| Key rules are not being followed  | Stop those who are not and remind them of the rules. If unsafe behaviour continues remove them from the activity.   | Low               | High      | ADMIN                       |
| Participant falls   | Supervisor is to ensure correct spotting technique is done. Stop all participants. Perform first aid if required. Follow emergency procedures.  | Low               | High      | ADMIN                       |