

# Confidence Course



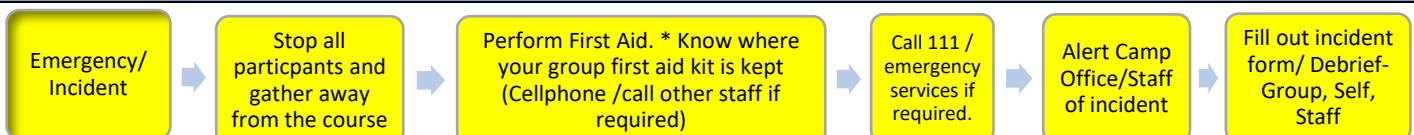
## Standard Operating Procedure

*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 debriefs and meetings.*

<b>Activity:</b>	<b>Confidence Course</b>		
<b>Location of Activity:</b>	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>	Joana Acebey	<b>Version:</b>	4
<b>Position:</b>	Lead Instructor	<b>Approved:</b>	30/06/2025 HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
<b>MiCamp Equipment:</b>	<input type="checkbox"/> Confidence Course		
<b>Participant Clothing Requirements:</b>	<input type="checkbox"/> Covered Shoes <input type="checkbox"/> Appropriate Clothing for weather conditions		
<b>Communication Procedures:</b>	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	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.		

### Emergency Procedures



**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.**

### Operating Procedures

#### Supervisor Induction

1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/equipment location.	

#### Setup (Staff)

1	Visually check the equipment and structures as per equipment check.	
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#### MiCamp Instructor Brief to Supervisors (Staff)

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 Safety Brief to Participants

1	No running in the chipped area.	
2	Only one person on a section at a time.	
3	Everyone must have a "buddy" walking beside you in case you need support.	

#### Operating Instructions

1	Gather participants give them the safety brief and show them the general area.	
2	Discuss what makes good balance and the reasons behind this - centre of gravity, base of support, focusing on a fixed point.	
3	Show them how to complete each element safely and ensure that they know what to do if they're about to fall.	
4	Instruct correct spotting technique: one leg in front of the other, arms up aiming for climber's shoulder blades, thumbs tucked in.	
5	Split the group into pairs or teams of three. Start the groups on separate sections.	
6	You can also challenge them to complete the entire course without touching the ground.	
7	Supervise during activity and ensure they are all following the rules.	

#### Debrief suggestions

1	Ask participants what they learnt, what challenges they faced, and what they want to practice more.	
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#### Closing Down the Activity

1	Gather all personal belongings and check that nothing is left behind.	
2	Inform MiCamp staff any broken or damaged gear.	

#### Pause points

1	Pause the activity at any time conditions become unsafe.	
2	Pause the activity if participant behaviour compromises group safety.	
3	Pause the activity if anyone gets Injured.	

### Equipment Check (Staff)

1	Check over each element: wires are tight, bolts are intact, bark is spread evenly	
2	All elements are in good repair, no fraying or splinters.	
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 risks must be continually monitored throughout the activity*</b> New hazards/risks must be reported or resolved appropriately as soon as possible.			
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather risk must be assessed continuously.	Low	Medium
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		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
Participant becomes unstable	Area wood chipped to reduce impact. Each participant must always have a buddy beside them for support. The group is taught what to do if they're about to fall.	Low	Medium
Key rules are not being followed	Stop those who are not following instructions and remind them of the rules. If unsafe behaviour continues, remove them from the activity.	Low	High
Participant falls and gets injured	The supervisor must watch that everyone is participating safely with a support buddy. Stop all participants. Perform first aid if required. Follow emergency procedures.	Low	High
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Wooden elements and wires	Wooden elements must be sanded, and participants are warned of any danger	Low	Medium



# Confidence Course

## Supervisor Instructions



### Briefing and Structure:

- Explain the rules.
- Show and explain the elements to the whole group.
- Create teams of 2s or 3s and explain how to spot.
- Have the teams begin at different elements.

### Rules and Safety:

- No running.
- All participants must wear covered footwear.
- Watch that participants are being spotted where necessary.
- The supervisor must be in a position where they can see and supervise the whole group.

### Pack Up:

- Gather any rubbish/lost property
- Inform the Office/Host of any damage to equipment or any incidents/near misses.

### Challenges:

- Start again if you touch the ground before completing an element.
- Complete the whole course without touching the ground.
- Time trials – Who can do it the fastest