



Confidence Course



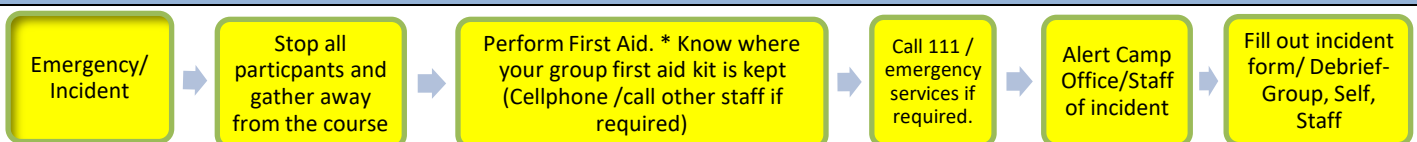
Standard Operating Procedure

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.

Activity:	Confidence Course		
Location of Activity:	At the far side of the island, behind the rec hall next to the lake.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	08/05/2024. Stephen Fox. Manager.
Date Reviewed:	08/05/2024	Location of Hard copy:	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 Confidence Course. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
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.		

Emergency Procedures



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	Explain the three key rules of the activity: No running on the chipped area, only one person on each element at a time, everyone must have a “buddy” walking beside you in case you need support.	
2	Explain that they need to take a step forward if they become unstable and are about to fall.	
3	Ensure risks of each element are disclose to participants.	
4	Show them how to complete each element safely and ensure that they know what to do if they’re about to fall.	
5	Gather participants and show them the general area.	
6	Split the group into pairs or teams of three.	
7	Start the groups on different elements and let each participant have a go while the others support them.	
8	Ensure the group knows to walk beside those on the course in case they need a shoulder while they are supporting.	
9	Challenge them to complete the entire course without touching the ground.	

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 it is all returned. Inform MiCamp staff any broken or damaged gear.	
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Pause points

1	Pause the activity at any time conditions or people become unsafe.	
2	Pause the activity if anyone gets Injured.	

Equipment Check

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

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 a water bottle. 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 is to 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 supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participant becomes unstable	The area has wood chips to reduce impact. Each participant is to have a buddy to support them if they become unstable.	Low	Medium	PPE
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Wooden elements and wires	Wooden elements are to be sanded to prevent splinters, participants are made aware of dangers.	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 not and remind them of the rules. If unsafe behaviour continues remove them from the activity.	Low	High	ADMIN
Participant falls	The supervisor is to watch that everyone is participating safely with a support buddy. Stop all participants. Perform first aid if required. Follow emergency procedures.	Low	High	ADMIN