



Low Ropes

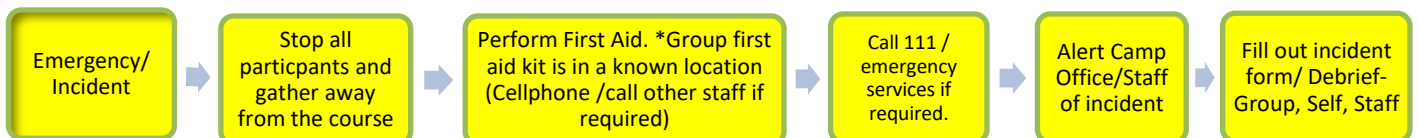


Standard Operating Procedure

*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 activity debrief and meeting*

Activity:	Low Ropes		
Location of Activity:	Upper corner of DOC paddock		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version :	3
Position:	Instructor	Approved:	Ted Muir & Alex Bennett (25/08/22)
Date Reviewed:	03/05/2022	Location of Hard copy:	Activity Shed
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 on internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment & Clothing Requirements:	MiCamp Supplied: The Low Ropes Course. (Optional:) blind folds Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Communication Procedures:	Use 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 spread evenly spread
2	Clear area of debris

Operating Procedures

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 | Go over SOP's. | |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form". | |
| 3 | Ensure supervisor is aware of emergency procedures. | |
| 1 | Assist with supervision of groups, ensure all participants are following rules and spotting correctly. | |

Supervisor Brief to Participants

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| 1 | Gather participants and show them the general area. | |
| 2 | Explain the 3 key rules of the activity - no running in the chipped area, only one person on a section at a time, you must have two spotters with you before you step off the ground. | |
| 3 | Teach correct spotting technique - legs bent one in front of the other, hands high, thumbs in. | |
| 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 they understand the different spotting positions for the chicken walk (one in front, one behind). | |
| 6 | Split the group into teams of 3. | |
| 7 | Start the groups on separate sections. | |
| 8 | Ensure they are following the rules. | |

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 belongings and check that any gear used is returned. Inform MiCamp staff of 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 Injured. | |

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.

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All Risk must be continually monitored throughout the activity* New hazards/ risk 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 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
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 Participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
participant becomes unstable	Area wood chipped to reduce impact. Each participant must have two spotters moving along with them at all times while on the course, spotting techniques are taught during brief and monitored by instructor and adults supervisors. One person at a time on each element unless otherwise specified by instructor.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Wooden elements and wires	Wooden elements to be sanded, participants are warned of 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 behavior continues, stop whole group and re brief ensuring 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 participant, perform first aid if required	Low	High	ADMIN