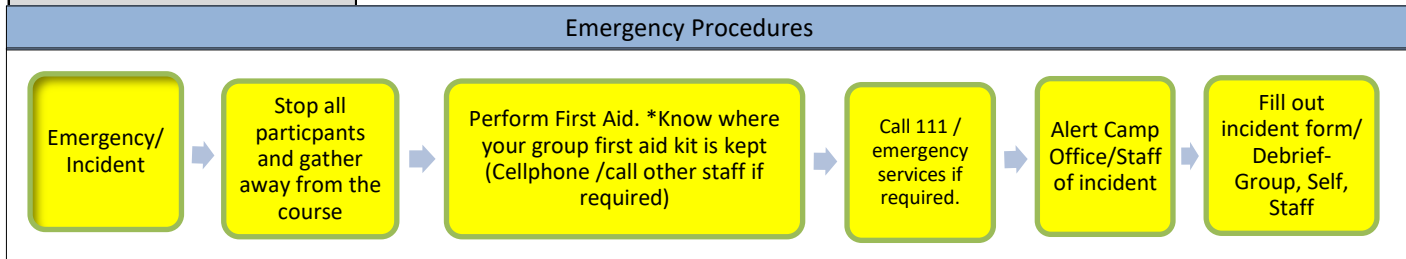




Standard Operating Procedure

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.

| | | | |
|--|---|--|------------------------------------|
| Activity: | Slack Lining | | |
| Location of Activity: | Under the trees next to the playing field | | |
| 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: Slack line Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions. | | |
| Activity Requirements: | Anchors (trees), Tree protector, Stop Sign. | | |
| Communication Procedures: | Use 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: | Health and Safety at Work (Adventure Activities) Regulations 2016. | | |



| Equipment Check | |
|-----------------|---|
| 1 | Check slackline for any nicks or damage to webbing |
| 2 | Ratchets are operating correctly |
| 3 | Check that the anchors are appropriate and not causing damage |

| Operating Procedures | | |
|---|--|--|
| Pre-activity Check | | |
| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Visual check of equipment, structures and ground. | |
| Setup | | |
| 1 | Collect equipment from the activity shed. | |
| 2 | Set up slack line ensuring it is at an appropriate height and is level. | |
| 3 | Check slack line tension – appropriate for age and skill level. (tighter for beginners) | |
| MiCamp Instructor Brief to Supervisors | | |
| 1 | Go over SOP. | |
| 2 | Ensure supervisor is aware of emergency procedures. | |
| 3 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| Supervisor Brief to Participants | | |
| 1 | Gather the group together and show them the general area. | |
| 2 | Teach correct spotting technique - legs bent one in front of the other, hands high, thumbs in. anyone using the slack line needs to have a spotter on each side. | |
| 3 | Ensure non active participants are 3 metres from the slackline, participants are not to jump off the slackline. | |
| 4 | Explain slacklining and balance. | |
| 5 | Instruct participants through progressive challenges and tricks. | |
| 6 | Disclose potential risk such as strop bouncing up and flicking participant. | |
| End of the Activity | | |
| 1 | Put the stop sign in place | |
| Pause points | | |
| 1 | Pause activity at any time if conditions or people become unsafe. | |
| 2 | Pause activity if anyone get 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.

| 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 fallen branches). 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 |
| Unsafe jumping | Ensure appropriate supervision. remove unsafe participants | Low | Medium | ADMIN |
| Flick of the slackline | Ensure non active participants are 3 metres from slackline. | Low | Medium | ADMIN |
| Falls on stick/rock/debris | Clear ground of unsafe debris. Ensure participants are wearing closed shoes. Use safe dismount. DO NOT JUMP OFF. | Low | Medium | PPE |
| Equipment Specific Risks | Risk Management Strategy | Risk Level | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| Falling onto ratchet | Ensure ratchet handle faces the ground when setting up | Low | Medium | PPE |
| Pause Points | Risk Management Strategy | Risk Level | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| People or conditions become unsafe | Pause activity or remove unsafe participants | Low | Medium | ADMIN |