

Zipline



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 are suggestions to be raised in activity debriefs and meetings.

Activity:	Zipline		
Location of Activity:	Off the tower at the western end of the Island.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3.1
Position:	Instructor	Approved:	15/05/2024. Stephen Fox. Manager.
Date Reviewed:	15/05/2024	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor / 2 Participants on the launching area of the tower. Group size of a max of 10 Participants and a minimum 1 adult assistant. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment on internal competencies.		
Participant & Assistant Equipment & Clothing Requirements:	MiCamp Supplied: Helmets, QA Harnesses. Participant Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Instructor Equipment & Clothing Requirements:	Helmets, Harnesses. Rescue Gear: (can be stored on the Instructor Harnesses or with Rescue Kit). Five Aluminium Carabiners, Belay Device, 120cm Sling, Short Prusik, Long Prusik, Energy Absorber Lanyard.		
Other Equipment Requirements:	Zipline Lanyard (Trolley, 3 Steel Carabiners, Lanyard), 2 Tower lanyards (staff and participant safety) with Aluminium Carabiners, Retrieval Rope. Dismount Ladder. Rescue Kit: (CMI Pulley, Steel Carabiners, 10m Static Rope).		
Activity Requirements:	Loose clothing removed or tucked in, 100kg max weight, long hair tied up.		
Communication Procedures:	Use the instructor's cell phone to contact emergency services and /or other staff.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	High wire and swing Activity Safety Guidelines. Health and Safety at work (Adventure Activities) Regulations 2016. High wire Guide level 5. Outdoors Mark (Adventure Activities Safety Audit).		

Operating Procedures

Pre-activity Check

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| 1 | Visually check the equipment and structures as per equipment check. | |
| 2 | Communicate with the MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day. | |
| 3 | Re-familiarise with SOP. | |

Setup

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| 1 | Do pre-use check and fill out form. | |
| 2 | The instructor is to climb up tower and set-up tower lanyards (instructor and participant safety line) and retrieval rope. | |
| 3 | Using dismount ladder, secure the trolley with lanyard to the zipline. Attach trolley over wire, clip lanyard to the back-up, ensuring the carabiner goes over the wire. | |
| 4 | Bring out dismount ladder to lowest part of the zipline and perform pre-use load test. | |
| 5 | Lay out helmets and harnesses for the group. | |

MiCamp Instructor Brief to the Adult Assistant

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| 1 | Adult assistants are to help move the dismount ladder and unclip participants at the bottom of the wire. Explain that the dismount ladder needs to be shifted out of the flight path between participants. Explain clear communications tools. Two participants may be used to stabilise the ladder. The instructor is to assess the weather for the need of this. | |
| 2 | Group supervisor is to clip tow rope onto lanyard for the participant to tow back to the tower. | |

MiCamp Instructor Brief to Participants

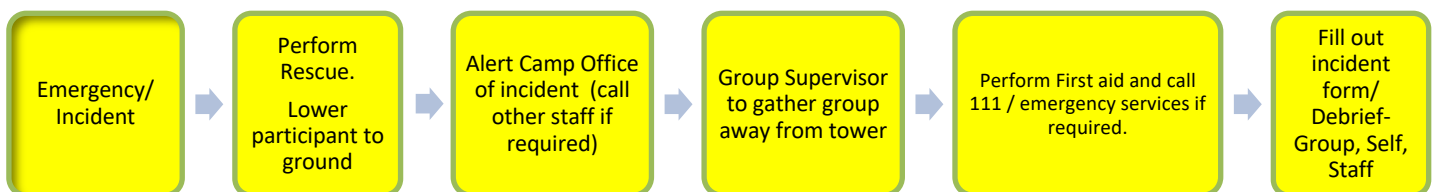
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| 1 | Gather the group together and disclose the hazards/risks in the general area and the boundaries of the activity. | |
| 2 | Explain what you expect of them and what they can expect from the session/ What they want from the session. Set session goals if appropriate. | |
| 3 | Explain tower safety. Helmets must be worn by all that are up the tower and in the flight path. | |
| 4 | Distribute harnesses and helmets and assist with fitting them. | |
| 5 | Make systematic checks of the equipment (harnesses and helmets). | |
| 6 | Tell the participant the roles that they need to help with. | |
| 7 | Using two hands to climb up the steep stairs inside the tower. | |
| 8 | Turn around and face the dismount ladder when climbing down. | |
| 9 | Please do not step off the tower until the instructor removes the tower safety lanyard and has given you the all clear. | |
| 10 | Participants are not to go up-side-down while you are on the Zipline. | |
| 11 | Maximum weight limit of 100Kg | |

Operating Instructions

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| 1 | Once participants are at the launching area of the tower (level 4) clip the participant safety line to them and do a physical check of the participants harnesses.
(you may have 1 or 2 participant wait on level 3 of the tower, you may also have an observer on the launching area of the tower as long as they are clipped into a safety line whenever the gate is open). | |
| 2 | Attach the zipline lanyard to the participant and do a final check. Do a visual check of the trolley at this point. | |
| 4 | Check that the flight path is clear before opening the gate and removing the participant safety line. | |
| 5 | Sweep your arm behind the participant to ensure they are no longer attached to the tower.
(they should only be attached to the Zipline lanyard). | |
| 6 | Send them on their way. | |
| 7 | Close the gate before inviting the next participant to launching area of the tower. | |

Debrief suggestions		
1	Gather the group together. Ask what they have learnt, what was challenging, what do they want to practice more	
2	Reflect on session goals, if made	
3	Get feedback from group (Note down pertinent information).	
Closing Down the Activity		
1	Gather the gear and check that it is all returned. Reset the harnesses for the next use. Note any broken or damaged gear. Write in rope log	
2	Visually check equipment and record in rope log any incidents, near misses, damage, or wear before returning to shed.	
3	Ensure any ladders are secured while the activity is unsupervised	
Pause points		
1	If the flight path becomes obstructed by participants or objects	
2	Halt the activity at any time conditions or people become unsafe	
3	Pause the activity if anyone gets Injured.	

Equipment Check	
1	Carabiner - check that it opens and closes easily, there are no cracks, serious abrasions or sticking gate.
2	Helmets - check the outer and inner shell for cracks, ensure straps and buckles work well.
3	Slings, Prussic, Harness - check that stitching is in tact, no fraying or cuts, no rust on buckles.
4	Rope - check for glazing of the sheath, severe furring of the rope, powdering of the fibres, soft spots, unevenness, cuts in the rope, any sign of the core showing through.
5	Structure – visual check of guy wires, connections, cables. Check for damage to tower structure.



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	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Group supervisors & Participants)	Apply sunscreen before the activity. Bring water bottles. Program breaks/ Group supervisor and MiCamp instructor rotations. Participants are to wait in shaded areas.	Low	Medium
Distraction from other groups	Group supervisors to use good group management. Disclose risk to group supervisors. Remind group supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Group supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Fall from height	MiCamp instructors to be vigorous at any and all change points. Using the redundancy lanyard safety line system	Low	High
Participant behaviour compromises group safety	Give safety brief. Staff or group supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Loose hair/clothing	All long hair to be tied up. Participants advised to remove necklaces, bracelets and rings if posing a risk. All clothing is to be tucked into harnesses or removed if potentially intrusive to the equipment movement/function.	Low	Medium
Participant freezes	MiCamp instructors are trained in talking participants through challenges. Participants can climb down the tower if needed.	Low	Medium
Swinging or falling equipment	Helmets are worn by all on and around tower. Zipline trolley to be pulled in by rope, NOT flicked up by participants, so rig does not swing.	Low	Medium
Participant or object in flight path	Flight path area roped off from other activity areas. Participants instructed not to walk under or through the flight path. MiCamp instructors and group supervisors are to check that flight path is clear before letting participants leave the platform.	Low	Medium
Participant adjust their own harness making it unsafe	Give safety brief. Once the participant gets to the lurching area of the tower the instructor will do a physical check of harness and again before the participant steps off the tower (if they have been waiting there for a while).	Low	High
Falling down steep stairs	Everyone must use two hands to climb up the steep stairs inside the tower.	Low	Medium
Falling off the dismount Ladder	Turn around and face the dismount ladder and use two hands when climbing down.	Low	Medium
Stuck on Zipline because of tower Safety lanyard	Rider does not jump off the tower until the instructor removes the tower safety lanyard and has given all clear.	Low	Medium
Rider falls out of their harness	Instructor is to do physical check of the participants harnesses before going off the tower. Riders are not to go up-side-down while on the Zipline.	Low	High
Rider hitting the ground or hitting the end.	Maximum weight limit of 100Kg.	Low	High

This	ent Specific	Risk Management Strategy	Risk Level	
			Managed	Unmanaged
	ent failure	Regular checks of equipment are done, and correct use of the equipment is trained by MiCamp instructors.	Low	High
	rect use of ipment	All connections, harness and helmets fitted are checked by staff before climbing. Safety equipment is worn at all times (harness, helmet, safety line lanyard attachment to tower).	Low	High
	oints	Risk Management Strategy	Risk Level	
			Managed	Unmanaged
	pulley jams	Group gathered away from tower. Trained MiCamp instructor to perform a rescue	Low	High
	icipant or nent caught tower	MiCamp instructors to do a visual check before letting the participant go. If anything is caught, stop the participant	Low	Medium
	in flight path	MiCamp instructor to not let participants go unless the path is clear. Monitor the zipline path continuously.	Low	Medium

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

"I confirm that employees, subcontractors, suppliers and visitors have been shown and advised of all the Risks and controls in the operational procedure and they fully understand and acknowledge their requirements and are competent to fulfil their role "