

Standard Operating Procedure

Activity: Low Ropes

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

HSWA act 2015

GPG low ropes and confidence courses

Playground people Ltd (European free playground standard)

ACTIVITY OVERVIEW (INSERT)

A low ropes obstacle course to test participants balance, upper body strength and agility. Great for competitions, games and team building

LOCATION

Village camp site

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

Not instructed by FP staff

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

- a) Supervision category: No supervision required
- b) Min supervision age:
- c) Min Qualification/ Competency:
- d) Min experience:

EQUIPMENT

No equipment needed.

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 8 years or older. Younger children must be supervised
- b) Minimum level of competency: Must have sufficient fitness, balance and mobility to undertake the planned activity

EQUIPMENT

- a) Clothes: normal clothes
- b) Foot wear: shoes
- c) Sun block

SUPERVISION STRUCTURE

NUMBERS

Numbers: Maximum of 2 participants per obstacle

RATIOS

Adult helpers: No adult supervision required. However, see competency heading. If the competency of the participants is below the standard, as per above, supervision of one or more adults is highly recommended.

SUPERVISION POSITION

2 meters away from obstacles

RATIO SUPERVISION CHANGES

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS (WHEN ADULT HELPERS ARE UNDER SUPERVISION OF FP INSTRUCTOR)

ACTIVITY IN OPERATION

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS**MINOR INCIDENTS (SCALE 1 – 5):**

- Pause the activity if needed
- Administer first aid (kit provided, or first aid room) Note: All groups are notified to bring their own first aid supplies.
- Assess whether victim can continue
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

SERIOUS HARM INCIDENTS (SCALE 6 – UP)

- Stop the activity
- Ensure the safety of yourself and the participants.
- Administer first aid
- Contact senior staff immediately for extra assistance and/ or contact emergency services
- With senior staff fill out incident report and investigation

FLOODING:

- Move group to higher ground ASAP as per emergency policies
- Account for all staff and participants

- Inform senior staff of situation

HIGH WINDS/ CYCLONE:

- Move group to more sheltered position and/ or
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

EARTH QUAKE:

- Move group to assembly area ASAP. (if within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

FIRE:

- Move group away from imminent danger ASAP, raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

SUPPLEMENTARY INFORMATION

HAZARD REGISTER

| Activity | | Low ropes course | | Supervision category | No supervision required <input checked="" type="checkbox"/> |
|--|--|---|-----------|---|---|
| Area | The village | | | Date reviewed | July 2024 |
| Hazard (what poses the threat) | Poss. Risk (injury outcomes) | Category (environment, people, equipment) | Risk Rate | Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk) | Responsible (who is responsible for dealing with this hazard during activity) |
| Fall from height and hitting ground or structure caused by: Structural failure Loss of Control | Serious injury (fracture, spinal, concussion, sprain or hyper extension) | People, equipment | High | Clear signage with operating parameters provided to participants stipulating how the course is supposed to be used. The design and build of the course have limited fall height to no more than 1100 mm above the ground, the construction is in line with local building code and recommendations by manufacturer of materials. FP staff inspect the course once every month. | FP staff, participants |
| | Entrapment/ entanglement | equipment | Medium | Design of the course is in such a way to prevent entrapment or entanglement | FP staff, participants |
| | Collision with structure or person resulting in injuries | People/ equipment | High | Course is designed for 2 people per obstacle. Signage states the course participants must have sufficient fitness and mobility | FP staff, participants |
| Material surface areas | Minor injuries (splinters, cuts, scrapes, rope burn, etc) | equipment | medium | A maintenance and fit for purpose inspection is carried out once a month by FP staff. All timber edges are rounded. Ropes are of a large diameter to minimise rope cuts and burns. Timber post dressed | FP staff |
| Weather | Sun burn, hypothermia, sun stroke | environment | Medium | Groups must provide their own hats/ sunblock. Shade trees are planting to provide shade to part of the course. Course is in proximity of buildings in order to shelter from weather conditions | Visiting group, FP staff |

VERSION

| Version | Date | Changes | Authorized by |
|---------|-------------|---|---------------|
| 1.0 | 25/11/2020 | Created document | Gus |
| 1.1 | 11/05/2023 | Changes to competency. Younger than 8 years of age or if competency level is lacking, must be supervised | Gus |
| 1.2 | 2 July 2024 | Created new SOP | Kowie |