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| Hautbois Activity Centre Safe Operating Procedure | | |  |
| Zip Wire SOP-ZIP21 | | | |
| Location: 3D Map ref. - B | RA-ZIP21 | LP-ZIP21 | |
| Review Date: September 2021 | | | |
| Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN21) | | | |

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| <p>Qualifications Required: (Instructors must be at least 18 years of age)</p> <ul style="list-style-type: none"> • Minimum - Current Girlguiding UK Level 1 Climbing and Abseiling award for guiding groups and/or a Current LEA Climbing and Abseil Award for Non-Guiding Groups E.g. Climbing Wall Supervisors Award. • In house Zip wire training • First aid certificate - 1 day minimum |
| <p>Activity Area:</p> <ul style="list-style-type: none"> • Check Activity area for any items that may cause damage. This includes looking up into trees for dangerous branches. • Visual check of the start and end platforms, staircases, wire, tree attachment points and tension of Saferoller brackets. • Visual check of Safety lanyards and anchor slings. • If dark check lighting is operational. |
| <p>Equipment: Visual checks of all equipment must be done before each session.</p> <ul style="list-style-type: none"> • Centre equipment only to be used Personal harnesses may be used after a check from the Activities & Programme Manager. • Harnesses to be loosened and laid out ready for the group • Helmets to be laid out with harnesses fully loosened. • Instructor must be fitted with a Helmet and Harness before setting up the Zip wire • A visual inspection of the zip wire equipment should be conducted before attached to the zip wire. This includes saferoller trolley, lanyards, lanyard cam device, and karabiners. • Spare rope needs to be on session for pulling people towards the platform. |
| <p>Session Management:</p> <ul style="list-style-type: none"> • Participants to be instructed to remove personal items such as mobile phones from pockets before putting a harness on. • Introduce and explain the correct fitting of the harness, maillon, chest harness and helmets • Each participant harness and helmet must be checked by the instructor and maillon tightened by hand. • The following safety rules must be highlighted to all participants (confirming their understanding) <ul style="list-style-type: none"> • Helmets must be worn in the fenced area at all times. • If Helmets or Harnesses are taken off at any point in the session they must be checked for correct fitting by the Instructor before the participant can have their turn. • Stairs must be walked up in a sensible fashion. • Only one participant on the platform at a time with an instructor. • Participants must stay in the designated waiting area. • Demonstrate how to correctly attach the trolley to the harness and the operation of the different karabiners. • Use the training wire to demonstrate how to correctly attach the trolley to the wire at the start and remove it at the bottom. • Demonstrate how to use the runoff platform. (if forward facing legs should be making a running motion before reaching the platform and clients should aim to run up the platform not stop themselves. If approaching sideways or backwards the clients must drag their feet behind them as a braking system). • The path back to the top should be identified. • Instructors will also check the Kanapeo Cam device has locked off after adjusting lanyard to correct lengths. • Participants will walk down the launch platform until their weight is supported by the lanyard • The lanyard by the top tree shall be used to prevent clients from going down the zip wire early. • A review of the session should be built into the session. • Following the final session of the day all equipment must be returned to store and any faults or defect be reported to the Activities and Programme Manager or Senior instructor. • Any incidents/near misses with the participants must be reported to the Centre Manager and an Incident form completed as appropriate. • In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit. |

| Hautbois Activity Centre Risk Assessment | | |
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| ZIPWIRE | | |
| Assessment Code: RA-ZIP21 | SOP Code: SOP-ZIP21 | Lesson Plan Code: LP-ZIP21 |
| Review Date: September 2021 | Assessor: Abbie Stewardson | Tech Advisor: Chris Pretty |



Description: The Zipwire is situated on the Limepits site. It is a gravity zipwire with a launch platform and run off slope. The activity uses the Saferoller trolley system. Ratio of 1:16
 SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)
 LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)
 RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)

| Significant Hazard | Persons at Risk | How | Controls | Severity | Likelihood | Risk Rating |
|--|-------------------------------------|--|--|----------|------------|-------------|
| Incorrectly fitted or faulty equipment | Participants, leaders & instructors | Incorrectly fitted harnesses & helmets may result in participant falling or having their airway restricted. Incorrectly fitted lanyard may result in participant being held too high or low on the zip wire. | Safe Operating Procedures adhered to. All equipment fitted by a competent Instructor holding the Girlguiding Level 1, or higher qualification/training plus in-house trained and competency-tested by the Technical Advisor. All equipment visually and physically checked by instructor to ensure correct fitting. Clients inspected by instructor before departing the platform to ensure equipment is correctly fitted. Regular activity and PPE checks carried out to ensure all equipment is fit for purpose. Any defected items removed from service and placed in quarantine for inspection by a senior member of staff. | 3 | 2 | RR |
| Equipment Failure - unsafe trees, problems with attachments or main Zipwire. | Participants, leaders & instructors | Risk of falling or injury from unsafe and unsound attachment. | Inspections by external assessor and recorded. (6 Monthly) Trees inspected by external assessor and recorded. Quarterly checks by Activities Team to highlight any potential issues, PPE checks regular and recorded. Visual Inspection carried out prior to every session by instructor. | 3 | 1 | A |
| Entrapment | Participants | Hair becoming trapped in the trolley or devices with any moving components. Feet or shoelaces may become trapped in the trolley if participant inverts. | All long hair tied back, all baggy clothing either removed or restrained. Proper instruction to stop people inverting. Visual check of trolley and lanyard by instructor before departing platform to ensure all moving parts are clear. Instructor informs client of safe area to hold lanyard. | 3 | 2 | RR |
| Unsupervised use | Participants, leaders | Any group or individual staying on site. Climbing over activity and falling causing injury. | Group information pack informs group leaders that all activities are out of bounds unless on a pre-booked supervised session. Fencing acts as a boundary to the activity site and (keep off) signage has been placed on the runoff platform. Launch platform fenced and locked when not in use. | 3 | 1 | A |
| Being hit by falling objects | Participants, leaders & instructors | When going down the wire have flailing feet, causing injury. Items being dropped from participants pockets. | Hard hats to be worn always while the zip wire session is running. Participants briefed to remove items from pockets, shoes are tied at beginning of session for safety and comfort. Safe viewing area is shown to group. | 2 | 1 | A |
| Slip, trips & falls including stairs | Participants, leaders & instructors | Participants running up/downstairs, tripping over platform edges, and natural hazards. | All clients to be reminded to walk up/down the stairs and to be vigilant when walking around the activity area. All participants to be supervised by an instructor or leader. | 2 | 2 | A |