



PROCEDURE

Cataract Scout Park – High Ropes



Issued with the authority of the Head of Risk and Commercial Manager of Scouts Australia NSW

		Head of Risk Signature	
Sponsor	Activities Manager, CSP	Commercial Manager Signature	
Document type	Procedure	Date of issue	13 August 2018
Document code & no.	PRO40	Version number	5.0
Document title	Cataract Scout Park – High Ropes	Due for review	August 2021 (earlier if changes are required)

Cataract Scout Park- High Ropes

Contents

1	Location	3
2	Aims of High Ropes	3
3	Pre-Activity Checks	3
	General	3
	Equipment	4
	Activity Setup	5
	Qualified Activity Instructor's Role	7
	Assisting Activity Instructor's Role	7
4	Essential Briefing	7
5	Activity Instructions	9
	Helmet and Full-body Harness	9
	Demonstration on the simulator	9
	On the course	10
6	Rescue Procedures	10
7	Debriefing	13
8	Packing Up	13
9	Appendices	13
	Briefng cards	14



Scouts Australia NSW

1 Location

The High Ropes course is situated in an area off a track half way down Moore Road.

2 Aims of High Ropes

- To implement 'challenge by choice' by:
 - Enabling participants to expand their comfort zone take initiatives and stretch their limits. (Necessary information and details are provided so that all participants can make an informed decision whether to participate in the activity and to what point.)
 - Respecting each individual's limits strengths and weaknesses so that no participant is 'forced' to do anything outside their wishes.
- To understand the fear of heights work through it with determination and communication.

3 Pre-Activity Checks

General

- Check weather forecast as below.
- Complete Activity Equipment Log as per its directions. Check for any previous comments regarding equipment and, if any, ensure they have been addressed.
- Ensure all equipment is accounted for.
- Check all equipment before the activity begins to ensure that it is safe, clean and in working order.
- Check the activity site for hazards (fallen trees, branches, excessive leaves, snakes, etc.).
- Ensure **liability forms** have been signed and participants are present during the Essential Briefing.

Weather conditions appropriate

- A BOM Weather check should be done prior to this activity
- Activity **cannot** be conducted during lightning storms or in severe winds.
It is at the discretion of the Program Manager, or staff in charge, whether the activity continues or not. In the case of a severe weather warning being issued for the area, the Program Manager, or staff in charge, must document justification of their decision if they choose to continue.
- Specific consideration must be given to:
 - Water on climbing surfaces making them slippery.
 - Mud/sand/softfall causing damage to equipment.
 - Cold conditions compromising hand grip.
- General health and wellbeing of the group (it is extremely important to consider the effects of the weather on the participants, not only on the infrastructure and equipment).

Medical

- Obtain briefing from Supervising Adult/ Teacher on particular medical needs for each group.



Scouts Australia NSW

File name	PRO 40 CSP High Ropes v6.0	Page 3 of 14.
-----------	----------------------------	---------------

- Instructor must carry a first-aid kit at all times, located in the office.
 - Maximum weight of any individual on the activity is 120Kgs
- NB:** Instructor must have current first-aid qualifications.

Supervision

- | | | |
|---|--|----------------------|
| <ul style="list-style-type: none"> ➤ 1 Qualified Activity Instructor | <ul style="list-style-type: none"> ➤ 1 Assisting Activity Instructor ➤ 1 Supervising | <p>Adult/Teacher</p> |
|---|--|----------------------|

Equipment

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> ➤ 10 Sets of participant lanyards and Smart Belays attached to full body harnesses ➤ 25 Helmets ➤ 1 Tarp | <ul style="list-style-type: none"> ➤ 1 Rescue Bag containing: <ul style="list-style-type: none"> ○ 5 x Carabiners ○ 2 x Pulleys ○ 1 x 15m rescue rope ○ 1 x Edelrid Eddy | <ul style="list-style-type: none"> ➤ 2 Instructor full body harnesses and 2 sets of instructor lanyards* ➤ 2 Instructor helmets* |
|--|--|--|

**Instructor lanyards are designed to create more friction on the critical line so the instructor has more control of their movement and balance while attempting a rescue.*

Care and Maintenance of Smart Belays

- Before use each session, ensure that the Smart Belay devices are functioning correctly.
- Anything out of the ordinary must be noted on the Activity Equipment Log (HS-30.8) and reported to the Program Manager immediately.
- All adjustments made must be first approved by the Program Manager.
- For more information, please refer to the Edelrid Smart Belay folder, located in the office.

Regular maintenance checks

- Daily (if used) function test on testing station, i.e.,
 - Check for trigger play.
 - Check that the device closes easily and will remain closed.
 - No sand or grit in the system that will cause malfunction.
 - Visual inspection of devices and lanyards.
- Weekly - control of the screws with a torque wrench (see Edelrid folder).
- lubrication if needed.
- Monthly - more detailed inspection of all parts, seams, edges, screws.
- Yearly - manufacturer's service and repairs.
- Always - as little as possible dirt during use, appropriate storage.

**If an instructor uses their own personal gear, it must be in proper condition and maintained to the same equipment standards as Cataract Scout Park.*



Scouts Australia NSW

Activity Setup

- ALL harnesses, lanyards, pilot bars and helmets to be checked by the Assistant/Qualified Activity Instructor before each session.
- Ensure “drop zone” boundary rope is clearly visible
- Unlock the gate to the center platform.
- The rescue kit should be set-up as follows:
 - Tie a ‘figure 8 on the bight knot’ in one end of the rope and attach a carabiner to the loop.
 - Ensure the ‘figure 8’ is loaded and dressed.
 - Correctly thread the Edelrid Eddy about 1 metre from the above knot and attach a carabiner.
 - Coil rope into the rescue bag and ensure the additional carabiners and pulleys are easily accessible.

NB: the activity must not be run unless this is done.

Ladder set up

- (Ensure you are always connected to a critical line or the ladder/rope while at height).
- Correctly thread the ladder rope through the A.L.F.
- Connect the A.L.F to the critical line above the ladder via a carabiner. Screw carabiner closed and orientate correctly. (See image 1.1)
- Pass the rope to the ground, ensuring it does not go through any ladder rungs.
- Connect a carabiner to the top of the ladder cage and pass one side of the rope through the carabiner.
- Clip a carabiner onto the bottom of the ladder cage and pass the rope through it (same side of the rope as is going through the top carabiner).(See image 1.3)
- Tie the two ends of the rope together using a double fisherman’s knot.
- Clip a carabiner to the bottom rung of the ladder and pass the rope through it with the fisherman’s knot on the side closest to the ladder. (See image 1.2)
- Tie an alpine butterfly knot just above the double fisherman’s and attached a carabiner to the loop. (See image 1.2)



Alpine Butterfly

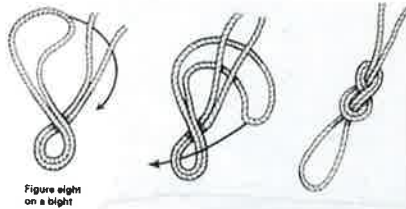
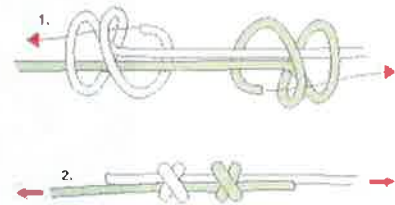


Figure 8 on the bight



Double Fisherman's





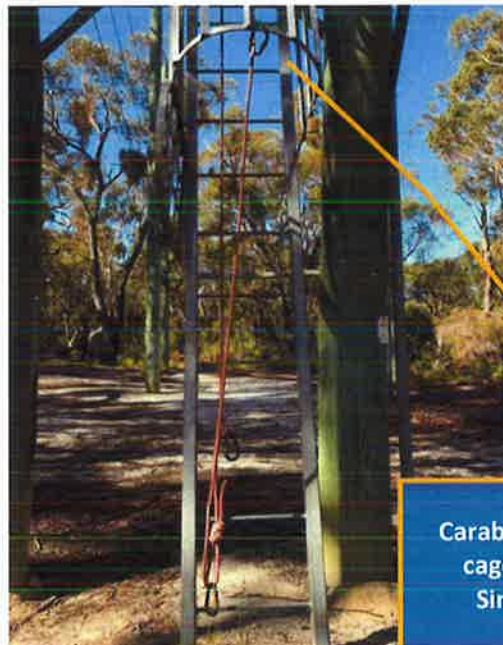
A.L.F threaded and connected to Critical Line

Image 1.1



Double fisherman's and Alpine Butterfly knot tied in rope closest to the ladder. Carabiner clipped to bottom rung of ladder

Image 1.2



Carabiner clipped to bottom of ladder cage with rope threaded through. Similar at the top of ladder cage

Image 1.3

Scouts Australia NSW

Qualified Activity Instructor's Role

- The Qualified Activity Instructor must be signed off on induction and competent in operating the High Ropes Course including rescue procedures before taking responsibility for the session.
- The Qualified Activity Instructor must ensure all essential briefings have been conducted before the activity commences (see 'Essential Briefing' below).
- The Qualified Activity Instructor must be up on the platform at all times whilst participants are on the course and must;
 - *Not* commence the activity unless the Assistant Activity Instructor is present.
 - Perform a head to toe check before the participant begins the course. If the participant fails the head to toe check because their harness or helmet is incorrect they must return to the ground to fix the problem.
 - Visually check the course before setting each participant off.
 - Instruct the participants on how to leave the platform correctly, give them final reminders on safety as appropriate and encourage them when they are ready.
- The Qualified Activity Instructor must personally carry out or supervise all rescues, and may decide to partially or completely discontinue the activity if necessary.
- The Qualified Activity Instructor will continually check the people in the 'drop zone' for correct use and compliance of helmets.

Assisting Activity Instructor's Role

The activity must not commence if there is not an Assistant Activity Instructor present as they assume a 'macro' position for *THEIR* side of the course.

- The Assistant Activity Instructor must be signed off on induction and competent in assisting with the High Ropes course.
- The Assistant Activity Instructor must be up on the platform at all times and must;
 - Perform a head to toe check before the participant begins the course. If the participant fails the head to toe check because their harness or helmet is incorrect they must return to the ground to fix the problem.
 - Visually check the course before setting each participant off.
 - Instruct the participants on how to leave the platform correctly, give them final reminders on safety as appropriate and encourage them when they are ready.
- The Assisting Activity Instructor will continually check the people in the 'drop zone' for correct use and compliance of helmets.

4 Essential Briefing

Supervising adult /Teacher's role

- A Supervising Adult/Teacher works in conjunction with a Qualified Activity Instructor and Assistant Activity Instructor and does not assume responsibility of technical aspects of the activity.
- Supervising Adults/Teachers are responsible for supervising participants waiting in the designated area and to exercise a duty of care to dependent participants.



Scouts Australia NSW

File name	PRO 40 CSP High Ropes v6.0	Page 7 of 14.
-----------	----------------------------	---------------

- Supervising Adults/Teachers are responsible for assisting the instructors to ensure all people in the 'drop zone' are wearing a helmet correctly.
- The Supervising Adult/Teacher is expected to;
 - Be a role model and exemplar for the participants and follow all safety rules.
 - Assist with the fitting of helmets and harnesses as necessary.
 - Supervise the participants on the ground during the activity.
 - Provide positive reinforcement and support for all levels of achievement.
 - To undertake a supervisory role during a rescue situation. Should the Supervising Adult/Teacher be using the course at the time of an emergency they can assume the supervisory role whilst at height.

Note: If time allows for the Supervising Adult/Teacher to participate they should wait until the end of the session.

Participant Briefing

The following sets out all the essential points that must be explained before any participant is allowed to attempt the activity.

It is the responsibility of the Qualified Activity Instructor to ensure that all participants have fully understood the Essential Briefing before commencing the activity. It is the decision of the Instructors regarding whether or not a participant is ready to take part in the activity safely.

- Introduce yourself and your assisting instructor.
- Explain the 'aims' of the activity and what 'challenge by choice' means (see 'Aims' section of this document).
- You may explain the following as appropriate to session:
 - Highlight the type of course and what it consists of, namely, it is an obstacle course 5.5 meters in the air.
 - There are two sides of the course and point out the platform in the centre where the instructors will be standing.
- Explain where the 'drop zone' is located.
- Explain the 'ladder rules' as follows.
 - Participants are not to climb the ladder until directed by the Instructors.
 - One person at a time is to clip the carabiner that is on the rope to their harness belay point.
 - Climb the ladder using three points of contact and remain connected to the rope until directed by the Instructors.
 - All persons remain two steps away from ladder while someone is climbing it. Point out boundaries as appropriate.



5 Activity Instructions

Helmet and Full-body Harness

- Demonstrate, as appropriate to session, to the participants how to correctly fit a helmet and full-body harness.

Demonstration on the simulator

Note: The simulator can be used as a 'practice tool' for participants if time recommended for the younger ones to increase their confidence before attempting the high ropes course. However, it is important to point out to the participants that they must be wearing all of their safety equipment before attempting the simulator as this is a real piece of equipment and not a toy.

- Explain and demonstrate the following to participants using the demonstration simulator:

demonstration simulator:

- There will be ONE participant per obstacle and a participant must wait on the small platforms until the person in front has moved on.
- Participants will be using a 'buddy system' with 'changeover calls' (see below) to ensure complete safety at all times.
- How to properly use the Edelrid Smart Belay carabiners.
- Clip into critical line only.
- Ensure carabiner locks closed and hear the clearly audible "clicking" sound.
- Avoid twisting the lanyards.
- Participants should not touch the critical line with their hands
- Ensure that the Smart Belay lanyards are located to one side of the head and in front of the body, not behind the shoulder. No body part should be located between the lanyards.
- They may hold the two branches of the lanyards together and not one in each hand. Or they can hold onto the pilot bar.
- Demonstrate to participants how to recover, if they 'fall'
- The buddy on the ground must watch their participant on the course at all times.
- If an Instructor calls out "freeze" at any given time during the activity:
 - ALL participants must stop whatever they are doing except for those on an obstacle who should reach a platform as soon as possible.
 - Because the hazard could be either up on the course OR on the ground, ALL participants must listen for further instruction before recommencing what they were doing.

- Demonstrate the changeover from obstacles, as follows, (you may ask the participants, for the purposes of the demonstration, to be your buddy):



Scouts Australia NSW

File name	PRO 40 CSP High Ropes v6.0	Page 9 of 14.
-----------	----------------------------	---------------

- Begin to move the first Smart Belay clip and say “moving one”. Instruct the “buddies” on the ground to answer “watching one”.
- Connect the first Smart Belay clip around the pole to the critical line on the other side, close Smart Belay clip and say “checking one”. Instruct the “buddies” either:
 - to confirm that the Smart Belay clip is in the correct location and properly closed (having seen it close and heard the click), and then to call out “one safe”. Or
 - to call out “stop” if they are unsure or see a problem (Smart Belay clip not closed or attached to the wrong location). The buddy on the ground should then communicate the issue/problem.
- Explain that you will now move the second Smart Belay clip and that you will expect the participants to follow the same procedure as with the first Smart Belay clip except that the changeover calls will be:
 - “moving two”,
 - “watching two”,
 - “checking two”,
 - “two safe” or “stop”

On the course

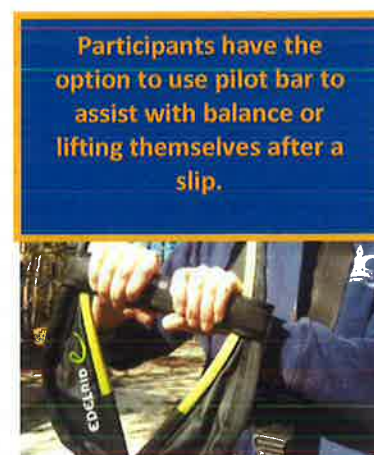
- All persons must be connected to the critical line or ladder rope while at height.
- All persons must wear a helmet while in the ‘drop zone’ or at height.
- Ensure participants are correctly connected to the ladder rope before ascending or descending the ladder.
- Keep ladder rope taught as participants ascend ladder and connect them to the critical line via their Smart Belays before disconnecting the ladder rope.
- The participant and the buddy may perform practice changeover calls as appropriate, supervised by the Instructor.
- The participant can then make their way around the course.
- The instructor is to ensure that if the ladder is occupied, the participant remains connected to the critical line until the ladder is free for them to connect to and descend.

6 Rescue Procedures

IF a person becomes stranded.

NOTE: Every attempt should be made to encourage the participants to continue before a rescue is performed.

- All rescue equipment is to be checked prior to any high ropes course activity commencing.
- In the event of a rescue, call out “freeze” and instruct the participants to make their way to the nearest platform and wait there until they are told to move again.



- Instructor should make their way to the stranded participant (ensuring they bring the Rescue Kit with them) and gently talk to them and assist them, if required, through the obstacle(s) all the way back to the center platform where they can exit the course.

NB: Lowering a participant via the Rescue Kit (see below) should only be used as the last resort, e.g. if there is injury or severe fatigue.

- Once you have reached the participant, make every attempt to encourage them to continue around the course with your help.
- You may perform a 'drag rescue', if appropriate, to assist them to the next pole.

Drag Rescue

There are many ways to do this depending on the Instructor's ability, location of participant on the course and the size of the participant. One example is as follows:

- Clip the rescue rope to the participant's harness belay loop via the carabiner on the 'figure 8 on the bight' knot.
- Clip the Edelrid Eddy to a staple or critical line backup of the platform where you want to drag them to.
- Pull the loose end of the rope through the Edelrid Eddy to carefully drag the participant across.

Lowering the participant via the Rescue Kit

- Connect the rescue rope to the critical line via the carabiner attached to the Edelrid Eddy. (See image 2.1)
- Connect the rope to the participant's harness loop via the carabiner connected to the "figure 8 on the bight knot". (See image 2.2)
- Double check all carabiners are locked and secure.
- Call out "rope below" and lower the long end of the rescue rope to the ground, ensuring nobody is standing directly below.
- Ensure there is no slack in section of rope between the participant and the Edelrid Eddy.
- Ask the participant to stand up and, while they do so, pull in any slack created in the rescue rope.
- Ask the participant to sit again. They should now be weighted on the rescue rope.
- If the participant is unable to stand, create a 3-1 haul system as below: (See images 2.1 and 2.2)
 - Attach a pulley and carabiner to the long end of the rope next to the Edelrid Eddy, and then clip this carabiner and pulley to the carabiner on the "figure 8 on the bight" knot on the participant's harness.
 - Attach a second carabiner and pulley to the long end of the rope, next to the first carabiner and pulley. Clip this second carabiner and pulley to the carabiner attached to the Edelrid Eddy.
 - Using the 3-1 haul system, create enough slack in the stranded participant's Smart Belay lanyards (by pulling on the long end of the rope) to allow the participant to be disconnected from the critical line. Ask the participants on the ground to help pull the rope if needed.
- Once there is enough slack in the stranded participant's lanyards, disconnect the 3-1 haul system from the rescue rope by removing the pulleys. Ensure that the participant remains securely attached to the Critical Line via the rescue rope and Edelrid Eddy.
- Unclip the participant's Smart Belay Lanyards and clip them onto the participant's harness OR



place them in their holsters OR over the participant's shoulders.

- Ask the Supervising Adult/Teacher to assist by holding the bottom of the rescue rope to act as a secondary belay/brake.
- Gently lower the participant, being mindful of the platform and other obstacles.
- Ask the Supervising Adult/Teacher to detach the participant once on the ground.
- Perform first aid as required.
- Reset the rescue kit before continuing session.
- If necessary (*whether or not a rescue has been performed*), an Incident, Accident and Near Miss Report Form should be completed and handed to the Program Manager at the earliest convenience. (*The form is located in green instructor folders or in the office*).

If a rescue has been performed, a High Ropes Rescue form must be completed by the person who performed the rescue and handed to the Program Manager at the earliest convenience. (*The form is located in green instructor folders or in the office*).

Image 2.1



Image 2.2



7 Debriefing

As Activity Instructors we assist participants in understanding and realizing what they have achieved and how it can apply in everyday life. A debrief works best if the participants feel they can contribute most of the input and ideas themselves.

- There are many ways to perform a debrief /reflection. You may like to:
 - Address aims (see page one) and discuss the participants' successes and challenges.
 - Discuss challenging their fear of heights, their personal choices, and respect for other people's choices as to limits, strengths and weaknesses.
 - What was their perception of High Ropes at the start ("where were you in your comfort zone")? What are their feelings towards it now ("has your comfort zone expanded")?
 - Discuss the teamwork and trust elements of the activity and how it can apply in everyday life.

8 Packing Up

On site

- Participants should fully loosen the harnesses and hang them back on the demonstration simulator or place in transport box/bag, and place helmets in the 'happy turtle' position on the tarp or in transport box/bag.
- Instructors should ensure that the rescue kit is brought down and ladder rope is disconnected and brought down.
- Lock the gate on the ladder.

Final pack up at equipment shed

- Complete Activity Equipment Log (HS-30.8) as per its directions.
- Any issues/problems with any equipment should be notified as soon as possible to the Program Manager.
- Ensure all equipment is packed away appropriately and all rubbish has been put in the bin.
- If necessary, an Incident, Accident and Near Miss Report Form must be filled out (*located in the green instructor's folder or in the office*). Any completed forms must be handed to the Program Manager at the earliest convenience
- If a High Ropes Rescue Form has been completed as required above, it must be handed to the Program Manager at the earliest convenience.

9 Appendices

- Briefing Cards



Scouts Australia NSW

File name	PRO 40 CSP High Ropes v6.0	Page 13 of 14.
-----------	----------------------------	----------------

<p style="text-align: center;">Version 6</p> <p style="text-align: center;">Cataract Scout Park</p> <h2 style="text-align: center;">High Ropes</h2> <p style="text-align: center;">Briefing cards</p>	<p><i>High Ropes - Page 1 of 6 - Version 6</i></p> <p>These briefing cards have been designed to assist in jogging your memory during briefs and sessions.</p> <p>Anything in BOLD is a requirement as per our Standard Operating Procedures.</p> <p>Everything else is suggestions and will depend on the group and its ability if you include it or not.</p> <p>These are to be used in conjunction with the Standard Operating Procedures as not all information is included</p>	<p><i>High Ropes - Page 2 of 6 - Version 6</i></p> <h3 style="text-align: center;"><u>INTRODUCTION</u></h3> <ul style="list-style-type: none"> ● Obstacle course, 5.5 meters high ● Two sides of the course ● Centre platform where instructors will be. ● 'Drop zone' location and rules – helmets on. ● Point out boundaries as appropriate.
<p><i>High Ropes - Page 3 of 6 –Version 6</i></p> <h3 style="text-align: center;"><u>LADDER RULES</u></h3> <ul style="list-style-type: none"> ● Must be directed by the Instructors. ● Connect to ladder rope. ● One person at a time ● Three points of contact ● Remain connected to rope until directed. ● Two steps away from ladder while someone is climbing it <h3 style="text-align: center;"><u>HARNES AND HELMET DEMONSTRATION</u></h3>	<p><i>High Ropes - Page 4 of 6 - Version 6</i></p> <h3 style="text-align: center;"><u>DEMONSTRATION</u></h3> <ul style="list-style-type: none"> ● One person per obstacle ● Buddy system with 'calls'. ● How to open Smart Belays ● Clip into critical line only ● Do not touch critical line with hands ● Avoid twisting lanyards ● Hold lanyards together, not apart. (Don't need to hold them at all) ● Recover from a fall 	<p><i>High Ropes - Page 5 of 6 - Version 6</i></p> <h3 style="text-align: center;"><u>DEMONSTRATION</u></h3> <ul style="list-style-type: none"> ● "FREEZE" call ● Demonstrate buddy calls and an obstacle changeover. <ul style="list-style-type: none"> - "Moving one" - "Watching one" - "Checking one" - "One safe" OR "Stop"
<p><i>High Ropes - Page 6 of 6 –Version 6</i></p> <ul style="list-style-type: none"> ● All persons must be connected to the critical line or ladder rope while at height. ● All persons must wear a helmet while in the 'drop zone' or at height. 		