

SUPER FOX (SF) – STANDARD OPERATING PROCEDURE

Version: 3.4	Approved by: Russ Jacobi
Technical Expert/s: Liz Penmen	Next review: 1 November 2018

MUST DOS

- Instructors **MUST** disclose the risk that this activity is an adventure activity
- Provide full safety briefing on harnesses, helmets and lanyard use and operation.
- Adhere to all safety procedures and take all practicable steps to manage all hazards.
- Be aware of climatic conditions and the activity is rated GREEN
- Brief Assistant on “superfox assistant checklist”
- Confirm assistant is “OK” with their role. (are you happy being responsible for this role?)

TIME

1.5-2 hours

SUPERVISION

Maximum ratio: ONE instructor to TEN participants (no adults)

If running activity at night:

A third adult will be needed to supervise the waiting group

INSTRUCTOR REQUIREMENTS

Competency sign-off “super fox”

CLIENTS REQUIREMENTS

Maximum age Yr 8

REQUIRED EQUIPMENT

- Harnesses & Helmets
- Rescue bag
- Fox trollies x 3
- 2 UHF radios and spare batteries
- Dismount ladder
- Head torches if activity is to be run at night

PRE ACTIVITY CHECKS

Equipment inspections must be done including:

- Inspection of activity structure. (including checking back stays and tree anchors)
- Dead fall and broken branches.
- Weight test cable

Weather forecast to be known, **activity MUST not be run during Thunder storms or high wind.**

Participants have correct clothing and long hair is tied back

BRIEF

The briefing should include an overview of the activity, expectations of all participants, and expected outcomes.

The group will be shown how to use equipment:

- Harness
- Helmet
- How to enter the landing area. (feet up until they slow down, stand up when they can)
- Only one participant is to be on the landing platform at any time

Superfox Assistant responsibilities. *SEE ASSISTANT CHECKLIST*

MAIN CONTENT

The instructor in charge will follow these steps for every participant:

1. The instructor will do a final visual and physical harness check
2. Connect the participant to the “safety” lanyard before inviting them onto the dismount platform.
(only one participant at a time on platform)
3. Participant can stand onto step and instructor will attach both carabiners (opposite and opposed) to the chest attachment on the participant harness.
4. Attach SF trolley to main cable, with the arrow on the trolley facing the direction of travel.
5. Attach blue lanyard with the shorter link to the centre of the trolley and the longer one to the backup position of the trolley.
6. Check ALL connections (harness, karabiners, lanyard and pulley)
7. Visual check of dismount area (is the ladder out of the way)
8. Verbal (radio) check with assistant at dismount area
9. If all is correct disconnect safety lanyard
10. Participant is to step to the edge “sit” in their harness and step off (no jumping under any circumstance)

Riders can only ride one at a time and cannot be attached by the back of the Harness.

If running activity at night:

- Participant, assistant, instructor and anyone moving through the bush must be wearing a head torch.
- Buddy system needs to be established for participant movement through the bush.

FINISHING

If another session is to be run:

- Harness straps lengthened to max, harnesses and helmets stacked neatly in box for next group
- Area is tidy of all rubbish and property

All SF hard ware is secure in rescue bag to prevent unauthorised use

If last session of day

- Harness Straps lengthened to max, harnesses and helmets put away in store, dry and clean
- Rescue Kit checked and accounted for, put away in store, clean and dry.

Document History and Version Control			
Version	Date Approved	Approved by	Description
1.0	5 May 2015	Fabian Bunting	Redevelopment of activity management plans.
2.0	20 June 2015	Fabian Bunting	Reformatting document for consistency. Minor content changes.
2.1	3 Feb 2016	Kim Willemse	Included Hazards and clarifying content change.
2.2	4 Feb 2016	Kim Willemse	Renamed significant hazards
2.3	29 April 2016	Kim Willemse	Inserting additional information for night activity
2.4	20 May 2016	Kim Willemse	Added: Supervision ratio information Instructors authority to halt activity Requirements for non-participants Requirements for PPE
3.0	26 May 2016	Kim Willemse	Added: Final Check Requirements if activity is to be run at night.
3.1	28 July 2016	Russ Jacobi	Added: Appendix A: Hazard management form Amendments aligning to SMS v13.0 Removed: Significant Hazards (found in haz man)
3.2	4 April 2017	Russ Jacobi	Updates to "main content" Refined format
3.3	29 May 2017	Russ Jacobi	Added: Weight test cable Risk disclosure before every session Maximum age How to enter the landing area
3.4	11 August 2017	Russ Jacobi	Complete overhaul as informed by TE audit surveillance outcomes (Liz Penman). Redesign of SOP (all generic material removed) Redesign of Hazzard management form (all "isolates" removed & activity specific)

SUPERFOX ASSISTANT CHECKLIST

Instructors **MUST** gain consent that a competent adult is willing to act as an assistant before all superfox sessions.

Superfox Assistant responsibilities:

- **Ladder placement.** The ladder is used as a visual aid for the instructor, only remove the ladder when dismount area is clear and you are sure no one will enter the area.
- **Radio/signal coms.** When the instructor is ready to send the next participant they will ask “is it all clear” if it is return with “all clear” if not return with “no go/ not ok” ensure the ladder is out of the way.
- **Organisation of non-participants.** Participants are to be with the instructor with the assistant or returning the trolley to the instructor. Non participants are not to go into the dismount area for any reason.

Overseeing the retrieval of participants at the dismount area including:

- **Roll back rescue procedure.** Instructor to demonstrate
- **Correct path** to take back to the top of the superfox (follow the overhead cable, around the dismount area)
- Correct **method of carrying fox trollies** (over the shoulder, do not let trolley touch the ground)

Are you happy acting as an assistant for this session?

Yes: continue with session

No: contact DM and halt activity

APPENDIX A: HAZARD MANAGEMENT FORM

Super Fox

Version: 1

Date Reviewed: 16/6/16

By: Russ Jacobi

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)isolate, m)minimise	Controls have been:	
				Implemented	Reviewed
Incorrect fitting of safety equipment	Staff error	Yes	e) – not practicable i) – Staff conduct physical and visual checks of safety equipment every time m) – thorough safety briefing conducted. -Use only competent staff who have appropriate competency.		
Ineffective participant safety connection	Staff error	Yes	e) - not practicable i) – double check initial attachment m)-buddy checks included in safety briefing		
Exposure to hot or cold	Staff error Changeable weather conditions	Yes	e) – not practicable i) – weather forecast is observed and acted upon -Activity is cancelled if deemed unsafe by instructor due to changeable weather conditions m) –Participants are briefed what to wear before the activity begins		
Lightning strike	Changeable weather conditions	Yes	e)-not Practicable i)- weather forecast is observed and acted upon -Activity is cancelled if thunderstorms present in local area m)-		
Medical Emergency	Undisclosed medical condition Reoccurring medical condition	Yes	e) – not practicable i) – field staff to be familiar with participant medical forms. m)-All field staff to carry first aid kit including a method of communication -participant medication is to be carried by participant or adult supervisor -where isolated from outside or immediate help staff must hold current first aid certificates		
Ineffective system or anchors	Lack of maintenance Lack of checks	Yes	e) – not practicable i) – monthly in house checks completed. - external Technical expert checks when required -external Arborist checks ever year or when necessary m) – practices are used to minimise wear on all equipment		

Safety equipment failure	Lack of maintenance Lack of checks	Yes	e) – not practicable i) – monthly in house checks completed. -field staff will conduct physical and visual check before each use. m) – practices are used to minimise wear on all equipment		
Injury from falling tree branches	Lack of inspection Changeable weather condition	Yes	e)-not practicable i)-External arborist tree inspection at least every year or major weather event -cancel activity if “severe gale” forecast or 30knt on the ground m)- monitor daily weather forecast -Internal tree inspections (monthly or after significant weather event)		
Emotional harm	Ineffective supervision Poor group management Unsupportive group environment	No	e) – not practicable i) – Participant briefing will outline expectations of positive behaviour as per SOP - Instructor to be mobile and actively monitoring when group is off the ground m) –encourage positive re-enforcement		
Loss of equipment	Inexperienced staff Unsupervised group	No	e)-not practicable l)-Field staff are issued all equipment (all issued equipment is documented). m)-regular inventory checks		

Reviewed:	Russ Jacobi	Date:	15/6/16	Approved:	Russ Jacobi	Next Review:	15/9/16
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