

GIANT SWING (GS) – STANDARD OPERATING PROCEDURE

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

MUST DOS

- Two person instructor team sets up when using the ladder (**one instructor MUST hold the ladder when setting up the swing lanyard**)
- Provide full safety briefing on harnesses, helmets use.
- Provide briefing of verbal communications between instructor, participant and hauling team.
- Adhere to all safety procedures and take all practicable steps to manage all hazards.
- Disclose the risk that this activity is an adventure activity
- Be aware of climatic conditions and the activity is rated GREEN

TIME

1.5-2 hours

SUPERVISION

Maximum ratios: ONE instructor to TEN participants plus ONE chaperone

INSTRUCTOR REQUIREMENTS

Competency sign-off "giant swing"

CLIENTS REQUIREMENTS

Minimum age Yr 5

REQUIRED EQUIPMENT

- Harnesses & Helmets
- Swing Y-hang attachment Lanyard
- Hauling rope and retrieval rope
- Release mechanism
- Assorted connectors
- Ladder
- "Lobster claws"

PRE ACTIVITY CHECKS

Equipment inspections must be done including:

- inspection of activity structure (including checking back stays and the bottom re-diversion pulley is clear of debris)
- Dead fall and broken branches.

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

Check participants have correct clothing and long hair is tied back.

BRIEF

Instructor is to set a “no go zone”. This will include ALL areas inside the logs.

Harness and helmet brief will be conducted as per **staff Handbook**.

There are four safety specific pieces of information participants **must understand before anyone leaves the ground**:

1. **Correct hauling techniques**
 - Hands over haul line as opposed to wrapping line around hand
 - The importance of holding haul line while activity is being run
2. **Maximum haul height**
 - Instructor will tell the hauling team when at maximum haul height
 - At any time the participant yells stop the haul team are to stop
3. **use of the release mechanism** and the best way to activate the release mechanism
4. Instructor must ensure ALL **harnesses and helmets are fitted correctly** prior to any participant entering the “no go zone”.

MAIN CONTENT

Instructors are to follow the below sequence for every participant.

1. **Harness & helmet check:**
2. **Participant attachment:**
 - Attach participant to swing cable, haul line and release mechanism
 - Instructor must double check ALL attachments
3. **Clear swing area**
 - Ensure the ladder and ALL persons are out of the “no go zone”
4. **Haul:**
 - When given the “ok haul away” haul team will raise the participant to appropriate height (judged by participant, not over maximum height)
5. **Release:**
 - Once given the “release when ready call” the participant can release themselves.
6. **Retrieval:**
 - Instructor is to help slow the participant when it is safe to do so
 - Using ladder, the swinger is unattached from all connections and the haul line is re-set for the next swinger.

FINISHING

If another session is to be run:

- Remove the harnesses
- Straps lengthened to max, harnesses and helmets stacked neatly in box for next group
- Hauling line is Coiled neatly on ground ready for next session
- Area is tidy of all rubbish and property

If last session of day

- Harness straps lengthened to max,
- Harnesses and helmets put away in store, dry and clean
- Haul Rope is coiled and put away in store, dry and clean
- Y-hang swing line is put away in store, clean and dry
- Rescue Kit 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	29 September 2015	Fabian Bunting	Reformatting document for consistency. Minor content changes.
2.1	3 Feb 2016	Kim Willemse	Adding Hazards and content changes.
2.2	4 Feb 2016	Kim Willemse	Renaming Significant Hazards
3.0	15 March 2016	Kim Willemse	Add set-up diagram at Appendix A and formatting
3.1	20 May 2016	Kim Willemse	Added: Supervision ratio information Instructors authority to halt activity Requirements for non-participants Requirements for PPE
3.2	28 July 2016	Russ Jacobi	Added: Appendix B Hazard Management form
3.3	29 May 2017	Russ Jacobi	Added: Risk disclosed every session Maximum haul height Two person set up
3.4	9 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)

APPENDIX B:

Hazard management form

Giant Swing

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)solate, m)inimise	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)-Duty manager will monitor weather forecast and actual		
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		
Harm 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)		
Harm due to collision	Staff error Participant error	No	e)-Not practicable i)-Staff check of area -briefing of activity outlines safe areas and “no go zones” m)-		
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 D)-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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