

## TREE TOP TRAIL

Version: 3	Approved by: Russ Jacobi
Technical Expert/s: Liz Penman	Next review: 1 November 2018

### MUST DOS

- Instructors **MUST** disclose the risk that this activity is an adventure activity
- The course will be “opened” each day by an assigned person (see *TTC opening procedure*)
- Provide full safety briefing on harnesses, helmets and clickit™ use and operation.
- Adhere to all safety rules and take all practicable steps to manage all hazards.
- Be aware of climatic conditions and the activity is rated GREEN
- Must not cross swollen rivers during rain - an alternative route should be taken
- Instructors must give a physical demonstration of correct clickit positioning and self-rescue method

### TIME

1.5-3 hours

### SUPERVISION

Maximum ratio: ONE instructor to TEN participants plus ONE adult.

Staff must position themselves to be able to see all participants throughout the activity. Staff may need to change position to ensure this.

Staff must brief the adult helper to support supervision on the ground.

### INSTRUCTOR REQUIREMENTS

Competency sign-off “upper tree top trail”

Only instructors with a completed “rescue competency” will carry out any form of mid cable pick off rescue

### CLIENT REQUIREMENTS

Minimum age: **Upper-Yr7 Lower Yr5**

### REQUIRED EQUIPMENT

Instructor needs to carry the following equipment

- Harnesses & Helmets
- Rescue equipment
- Clic-it™ lanyard's
- Instructor lanyard

### PRE ACTIVITY CHECKS

Equipment inspections must be done including:

- The course must have been “opened” see: *Tree top course opening procedure*.

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

Check 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 (**bottom attachment point to be used only**)

SOP Tree Top Trail V3

- Helmet
- Clic-it™
  - **always hold the two lanyards together or;**
  - **you could get your head trapped**

A “Buddy check” system is implemented, a reciprocal line of communication **MUST** occur before any unclipping occurs.

- Participant says “unclipping”. Before they are allowed to unclip their first carabiner the buddy checks all is clear and ok (not double loading a cable etc) and then can say “unclip”. Only then can any person disconnect from the cable.
- Create buy in by asking participants what they want to say- “Fish/chips” Barbie/Ken etc.

There is to be only one person at a time on each element, and no more than two people on each platform at any time.

## BEGINNING

The correct use of Clic-it™ system is demonstrated using the lower training cable. **Instructor must assess that every participant can confidently use Clic-it™ lanyards before anyone leaves the ground.**

## MAIN CONTENT

Once participant Clic-it™ assessment is complete the instructor will:

- Send one participant at time onto the course.
- Make final assessment of participants Clic-it™ ability before they reach the second element. **If they cannot demonstrate competence send back to training cable (if on Upper course use one of the cables near the ground).**
- Insure buddy check is occurring for every change over.
- maintain constant visual contact with all participants on the course

## FINISHING

If another session is to be run:

- Harness straps lengthened to max and stacked neatly in box for next group
- Clic-it's™ are stored neatly in box
- Area is tidy of all rubbish and property

If last session of day

- Harness Straps lengthened to max, and harnessed put away in store, dry and clean
- Clic-it's™ hung up 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
2.1	4 February	Kim Willemse	Added significant hazards
2.2	20 May 2016	Kim Willemse	Added: Supervision ratio information Instructors authority to halt activity Requirements for non-participants Requirements for PPE
2.3	28 July 2016	Russ Jacobi	Added: Appendix A: "Hazard Management form" Amendments aligning to SMS v13.0 Removed: "significant hazards" (found in Haz Man)
2.4	29 May 2017	Russ Jacobi	Added: daily opening to course minimum age rescue competency instructor requirement bottom attachment points to be used only MUST disclose risk every time appendix A: opening procedure appendix B: course map
2.5	26 June 2017	Russ Jacobi	Added: self-rescue and clickit position demonstration.
3	21 August 2017	Russ Jacobi	Complete overhaul as informed by TE audit surveillance outcomes (Liz Penman). Redesign of SOP (all generic material removed) Creation of a single "tree top SOP"

## APPENDIX A: TREE TOP COURSE OPENING PROCEDURE

### Daily

- Check the course for any deadfall or dangerous trees
- Ground check course for any damage
- Ground check all cable terminations for obvious deformities and vandalism
- Fill out High ropes opening book

### Weekly

- On course check for any damage
- On course check all cable terminations for obvious deformities

## APPENDIX B: UPPER TREE TOP COURSE MAP

Insert maps

APPENDIX C: HAZARD MANAGEMENT FORM

**Upper Tree Top Trail**

Version: 1.1

Date Reviewed: 29/5/17

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)-conduct and inspect lanyard training. Use only competent staff who have appropriate competency.		
Ineffective participant safety connection	Participant error	Yes	e) - not practicable i)-. Exclude participants who do not demonstrate attachment competence. m) – Attachment training and practice is given		
Participant disconnects from safety line	Participant error	Yes	e) - not practicable i)-. Use of “Clic-it” lanyards m) –participants are briefed on how to use lanyards -Staff actively monitor participant connections		
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		
Medical Emergency	Staff error Undisclosed 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	<b>Yes</b>	e) – not practicable i) – quarterly 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	<b>Yes</b>	e) – not practicable i) – quarterly 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	<b>Yes</b>	e)-not practicable i)-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 (quarterly or after significant weather event)		
Lightning strike	Changeable weather conditions	<b>Yes</b>	e)-not Practicable i)- weather forecast is observed and acted upon -Activity is cancelled if thunderstorms present in local area m)-		
Emotional harm	Ineffective supervision Poor group management Unsupportive group environment	<b>No</b>	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	<b>No</b>	e)-not practicable I)-Field staff are issued all equipment (all issued equipment is documented). m)-regular inventory checks		

<b>Reviewed:</b>	Russ Jacobi	<b>Date:</b>	29/5/17	<b>Approved:</b>	Russ Jacobi	<b>Next Review:</b>	1/11/17
------------------	-------------	--------------	---------	------------------	-------------	---------------------	---------