

PLANNING

OBJECTIVE

The purpose of the low ropes course is to engage participants in a series of elements or activities that require balance, overcoming fear of heights, teamwork and spotting and supporting other participants.

LOCATION/ROUTE

The 13 element low ropes course is in a bush area adjacent to Dormitory 24 on the northern end of the HQ Camp. All of the low elements are visible from each other and easily supervised.

DURATION

A group of 3 students can normally do the 13 activities of the low ropes in 1 hour.

LIST OF ELEMENTS

The low ropes course consists of 13 low elements (no more than 1 metre of the ground) and a separate zip line (flying fox). The layout of the 13 element low ropes course is shown on the attached layout. The zip line, which runs between 2 large trees, is to the right of the low ropes course and below the Adventure playground.

PARTICIPANT CAPABILITIES

All activities are within the capacity of most primary age children. No special physical abilities are needed as the elements can be presented and undertaken in a variety of ways to allow for a wide range of reach, height or agility. The low ropes course is designed as a group activity where 2 children support/protect the 3rd child.

WEATHER CONDITIONS

The site is not weather protected and leaders need to determine under what conditions the course can be used. It is preferable not to use the activities when it is raining or when a storm is imminent.

GROUP COMPOSITION, AGE, RATIOS

The activity is suitable for all ages and can be used by many people, but only 3 at any one time.

PARTICIPANT EQUIPMENT AND APPROPRIATE CLOTHING

Jewellery and other items that may get snagged in the element should be removed.

Long hair should be tied back.

Equipment and clothing is weather dependent.

Summer - need sun hat/sunscreen and protective clothing.

Winter - warm clothing, raincoat and hat are considered essential.

Footwear at all times should be solid e.g., sandals/runners. Thongs, sandals and gumboots are not appropriate. The application of the above is by the group leaders.

SAFETY EQUIPMENT

First aid kit and at least 2 litres water is to be kept nearby by the leaders.

There is no specific Safety and rescue equipment for the zip line [flying fox] as it is less than 1m above the ground at all times. The same goes for the low ropes course.

EMERGENCY MEDICAL ASSISTANCE

The activities are at the HQ camp and easily accessible by car. Any medical assistance is available from Sunbury or Gisborne 10min drive away. Refer to Emergency contact list.

First aid is to be provided by the Group Leaders.

LEADER COMPETENCIES

The low level nature of the activities and the consistent method of presentation in a highly controlled environment mean that the group do not need formal qualifications only to follow the spotter instructions located at the course.

PRE-ACTIVITY DOCUMENTATION

The group leaders are provided with a copy of the Camp emergency strategy

The names and contact details are held by the group leaders.

Participants with known relevant medical conditions are to be monitored during the activity by the group leaders.

RISK ASSESSMENT

A risk assessment has been carried out prior to the preparation of this document and with the advice of Project Adventure Australia (PAA), the professional ropes course constructor, who built and maintains the course. PAA undertake an annual inspection and provide a review of the operating procedures. They have also provided a checklist for the monthly check by the Ranger of each element. Copies of these are held in the campsite office and are part of the operating procedures.

EMERGENCY STRATEGY

- Mobile phone communication is intermittent for Optus but OK for Telstra.
- Participant names and addresses and details, permission forms, etc. are to be held by the group leader.
- Any special medical issues are known to the group leader and any students with potential medical conditions are to be monitored.
- The group leader will be briefed on the Rowallan Camp emergency strategy and be expected to be able to seek assistance if required.

RESTRICTIONS TO PARTICIPATION

Leaders will be responsible for assessing the ability of campers to complete each element and make adjustments accordingly.

RESPONSIBILITY OF LEADER**COMPETENCY OF LEADERS**

Based on the nature and duration of the elements, proximity to emergency services and level of mobile communications, it has been judged that no formal qualifications are required. The low elements and zip line can be operated by leaders after a suitable briefing by the Camp Ranger if required.

LEADER EXPERIENCE

Instructors need not have previous experience in conducting low elements and zip line as the course is self explanatory.

ASSISTING LEADER EXPERIENCE

Must be confident of their ability to understand the instructions for the safe operation of the low elements and zip line and anticipate safety issues that may arise.

FIRST AID REQUIREMENTS

Camp users must bring their own first aid kit [as listed in the Info Book] and it must be at the camp at all times including a qualified first aider.

RESPONSIBILITIES OF LEADERS**Rowallan Camp Ranger**

Rowallan Camp will take responsibility for the technical and related safety of the equipment engaged to be used in the activity. The leaders from the group will be responsible for the supervision and behaviour of campers on the activity and for first aid.

Group

The instructor is to from the group will be responsible for both the above roles.

The instructor is responsible for:

- Camper supervision and behaviour at all times
- Assessing first aid requirements, identifying campers at risk e.g. asthma and appointing the first aider
- Check first aid kit equipment prior to activity.
- Check communication equipment prior to activity.
- Informing assisting leaders or instructors of their roles in the behaviour, supervision and instruction of campers
- Monitoring the welfare and fitness of campers and assisting leaders
- Checking the suitability of clothing and equipment carried by campers and assisting leaders
- Undertaking a head count prior to and after the activity.
- Control pace of the group
- Familiarise self with the safe conduct of each of the low elements
- Implementing sun safe strategies
- Recording near miss incidents in the accident/incident register and advising the Camp Ranger accordingly.
- Ensure land manager's requirements are followed
- Confirm the activity plan
- Ensure that the group has access to safe, potable drinking water.
- Ensure all documentation has been completed and collated

Assisting leader[s] responsibility

To carry out tasks as directed by the instructor. These may include: monitoring the welfare and fitness of campers, assisting leaders and the instructor; first aid responsibility; route finding; the supervision and behaviour of campers; assessing slow or injured campers; and adhering to the safety rules.

ACTIVITY BRIEFING

The following information is included in the activity briefing by the group leader.

- Identity the role of activity leader(s)
- Briefing participants about the nature of each element, about potential risks and appropriate safety procedures such as spotting.
- Essential equipment and clothing (e.g. sunhat, water bottle, removal of jewellery, tying hair back, etc.)
- Brief participants about the need to minimise the impact of the environment (stick to tracks, leave flora and fauna)
- A summary of the emergency plan or sufficient information to allow participants to act appropriately in the event of an incident or emergency, including methods of emergency communication.
- Explanation of what is expected of participants and the participant's responsibility to act as requested (conduct etc.).
- Agreed methods of communication within the group (signals and calls) devised before the activity commences.

RATIOS

As the course has a low level of difficulty and is compact in design, the ratio is 1 leader/adult to 12 participants as per the DEECD guidelines.

PARTICIPANT EXPERIENCE

Fitness level to complete the low ropes course and zip line is minimal.

PARTICIPANT RESPONSIBILITY

Adhering to the safety rules and directions of the instructor and assisting leader(s)

EQUIPMENT

The 13 low elements and the flying fox was built and is maintained by a professional ropes course company Project Adventure Australia (PAA)

The ropes course has a full check every 3 years by PAA and a monthly check by the Camp Ranger based on an inspection list provided by PAA.