



## Blue Light Challenge Course Standard Operating Procedures

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|-----------------------|------------------|
| <b>Version</b>        | #1 <sup>1</sup>  |
| <b>Issue Date</b>     | 28/08/2024       |
| <b>Review Date</b>    | 28/08/2024       |
| <b>Next Review</b>    | 28/08/2025       |
| <b>Revised By:</b>    | Dominic Crow     |
| <b>Authorised By:</b> | Brendon Crompton |

|                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                      |
| This policy shows you the safe practice of running the Blue Light Challenge Course. This policy needs to follow Blue Lights SMS. All staff and contractors need to follow this policy when using the Blue Light Challenge Course. This is a “living document” and may be changed following new safe practice guidelines or new equipment standards. |
| <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                             |
| Blue Light Rock & Ropes                                                                                                                                                                                                                                                                                                                             |
| <b>Scope</b>                                                                                                                                                                                                                                                                                                                                        |
| Participants use their team to complete all the obstacles in the course                                                                                                                                                                                                                                                                             |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                     |
| Papakura Blue Light Youth Centre                                                                                                                                                                                                                                                                                                                    |
| <b>Instructor Competency</b>                                                                                                                                                                                                                                                                                                                        |
| To understand, sign and follow the Blue Light Challenge Course SOP / First aid certificate.                                                                                                                                                                                                                                                         |
| <b>Adult Helper Competency</b>                                                                                                                                                                                                                                                                                                                      |
| Physically and mentally able to follow and do duties outlined in adult induction and signed SOP                                                                                                                                                                                                                                                     |
| <b>Participant Competencies</b>                                                                                                                                                                                                                                                                                                                     |
| Able to climb the obstacles                                                                                                                                                                                                                                                                                                                         |
| <b>Technical Advisors</b>                                                                                                                                                                                                                                                                                                                           |
| <b>Internal TA:</b> Dominic Crow - 0220326887                                                                                                                                                                                                                                                                                                       |



## Ratios

Maximum of 12 students - 1 x inducted adult helpers  
1x Trained staff onsite

If any participants have different abilities or behavioural challenges that might affect their safety during activities, the instructor should consult with the lead instructor to determine if additional support is needed. Should the instructor notice any increased risk at any point during the activity, they must pause the session and seek guidance from the lead instructor to assess whether extra assistance is required.

The number of adult helpers and instructors required may vary depending on the participants, weather conditions, and other influencing factors.

## Risk Management

Refer to Challenge Course

**If the instructor or adult lead perceives that the session is unsafe, they have full authority to stop the activity immediately.**

**This can be but not limited to:**

- Weather: Heavy rain, High winds, and thunderstorms
- Participants not listening or physically unable or medical issues
- Equipment or facilities unsafe
- Harassment from members of the public

**Consult with Lead instructor if ever unsure**

### Personal Safety

Instructors or adult helpers will not participate in the challenge course activities unless another adult helper is present.

## Blue Light Staff Responsibilities

- Blue Light staff must be trained on how to manage students, how to facilitate the activities and receive continuous training when needed to develop skills and group management
- Blue Light staff are responsible for all safety aspects when running a challenge course session
- Blue Light staff must ensure safety equipment / facility is safe and well maintained for the running of the challenge course activity
- Follow all procedures of the SOP and AMP
- Have a First Aid Kit & First Aid Certified person on site
- Have cell phone communication to the Lead Instructor

**Call a halt to the activity if conditions or facility become unsafe**

## Instructor Positioning

**Blue Light staff** will be positioned close enough to provide indirect support to the adult helper.

**Adult helpers** will be close enough to participants to give direct support to participants in any lifting over their waist height and indirect supervision around the entire course.

## Pre-Activity

- Lead instructor to assess weather and determine if activity can run
- Instructors running activity need to have read and understood the SOP and AMP and signed off



- The lead instructor needs to check group numbers and risk acknowledgment forms have been signed
- Lead instructor and team will need to review groups medical information and create plans if less able participants need added help
- Lead instructor to make phone call check to emergency contact at base

### Set Up

- Complete a full Course pre-use check (*refer to equipment section*)
- If you are unsure of anything consult with lead instructor**

**Make sure instructors have:**

- Footwear
- Cell phone
- Appropriate clothing for weather
- First aid kit

**Make sure participants and adult helpers have:**

- Footwear
- Appropriate clothing for weather
- Hair tied back
- Loose jewelry removed or hidden

### Adult Brief to Group

- **Introduction to self and activity**
  - Rotation end time
  - Explain challenge by choice
- **Rules and safety**
  - Introduction to self and activity
  - All activities will need team members to be in close contact to each other to potentially offer physical support so appropriate touching is discussed
  - Spotting is demonstrated - students to have practiced technique
  - All hazards and safety management sections are briefed to the students
- Ask for any medical or injuries that may affect the session.
- **Walk through with participants** giving explanation of obstacles. All activity hazards and safety management sections to be briefed
- No interfering with other activities (High Ropes, Rock Climbing etc.)
- Awareness of High Rope ground anchors and any other hazards the instructor has mentioned
- **Bucket of water challenge:** Teams must transport their water to the end of the course (i.e., the end of the tunnels), and all participating teams will be judged based on the least amount of water spilled.

### Adult Brief

**Responsibilities during activity:**

- Pastoral care
- Assistance to monitor students
- Reinforcing boundaries or other guidelines the instructor may put in place

If there are any complaints, inform the lead instructor of the day. If the complaint concerns the lead instructor, please escalate the issue to the Programme Coordinator or Site Manager.

## Obstacles

### Stepping Stones



#### Hazards:

- When wet - slippery
- Participants colliding (communication)

**Safety management:** Active spotting

#### Activity variations:

1. Every team member needs to get to the other side
2. Blind fold participant and team needs to spot and communicate to get their teammate through safely
3. All participants need to be holding hands as they step from one to another, every 'Stone' needs to be stepped on by all team members

**Bucket of water challenge:** The bucket of water must be passed through the course without spilling. No one is allowed to hold the bucket while stepping

### Wall Climb



#### Hazards:

- Participants falling off the wall
- Participants straining when lifting other participants

#### Safety Management:

- Active spotting, hands up and good stance to support people from falling
- No jumping off the wall
- Max of 3 team members standing on the ledge
- Controlled lifts and lowers
- No sitting on the top of the wall

#### Activity variations:

1. Every team member needs to get to the other side
2. All team members can't talk and need to get over the wall
3. Team appoints several members to get to the other side

**Bucket of water challenge:** The bucket of water needs to be passed over the wall without spilling.

## The Log



### Hazards:

- When wet - slippery
- Slipping off the high end

**Safety management:** Active spotting

### Activity variations:

1. Every team member needs to get to the other side
2. Blindfold a participant, and the team must guide and communicate effectively to help their blindfolded teammate navigate through safely.

3. All participants must stand on the log and swap places without touching the ground.

(Adaptions can be getting into alphabetical order etc.)

Last person needs to get off the far end first.

(You can eliminate talking also).

**Bucket of water challenge:** The bucket of water must remain off the ground throughout the entire process. It should start with the first person on the log and end with the last person off the log.

## Cargo Climb



### Hazards:

- Falling off the top
- Body part entanglement in the net
- Colliding with other participants

### Safety Management:

- Active spotting requires team members to keep their hands up and maintain a strong stance to support and prevent others from falling.
- Team members must guide each other's feet into the cargo net steps while descending.
- No jumping from the top
- Max of 3 team members on the top at a time
- No standing on the top of the wall

### Activity variations:

1. Every team member needs to get to the other side
2. Blind fold participant

**Bucket of water challenge:** The bucket of water must be passed over the net without spilling

## Window Entry



### Hazards:

- Participants falling out of window
- Participants straining when lifting other participants

### Safety Management:

- Active spotting, hands up and good stance to support people from falling
- Controlled lifts and lowers
- No diving through the window

### Activity variations:

1. Every team member, or the appointed number of team members, must get to the other side
2. All team members must get through the window without speaking.
3. All team members must get through the window without touching the frame

**Bucket of water challenge:** The bucket of water must be passed through the window without spilling.

Optional - No participant can hold the bucket while touching the ground until everyone has passed through the window.

## Tunnel Crawl



### Hazards:

- Participants hitting their head as they enter the tunnel
- Claustrophobia

### Safety Management:

- Brief to watch their heads as they enter
- Participants worried about claustrophobia stay at the ends

### Activity variations:

1. Every team member needs to get to the other side
2. Everyone needs to be in the tunnel before the first leaves
3. Everyone needs to be in the tunnel and the last person needs to exit first

**Bucket of water challenge:** The bucket of water must be passed through the tunnel without spilling.

Optional - Everyone must be inside the tunnel before the last person enters with the bucket. The bucket must be passed to the person at the front before anyone can exit the tunnel.

## Rope Swing



### Hazards:

- Participants falling off the rope
- Participants swing back and hitting their head
- Rope burn

### Safety Management:

- Active spotting requires participants to keep their hands up and maintain a strong stance to support others from falling backwards. Additionally, two spotters should be positioned in the pit to catch and prevent participants from hitting the ground if they fall.
- No twisting rope around hands

### Activity variations:

1. Every team member needs to get to the other side
2. All team members need to stay inside the hoop placed on the middle platform and work together to keep each other from falling.

## Running Activity



- Ensure all team members are spotting effectively when necessary.
- Walk through the activities with students to make sure they understand the specific hazards.
- Provide ongoing coaching with advice and teamwork strategies throughout the session.
- Manage participants to prevent collisions, both within your activity and with other activities.
- During the activity, ensure all participants remain within the Rock and Ropes area.

**At any time if instructor feels like the session is unsafe, they can call a halt to the session**

#### **Pack Down & Post Activity**

- Document any course issues or other problems that arise during the session on a debrief sheet and submit it to the Program Coordinator.
- Record any incidents in Audit.
- Debrief the activity with the team as soon as possible.

#### **Facilities - Check for:**

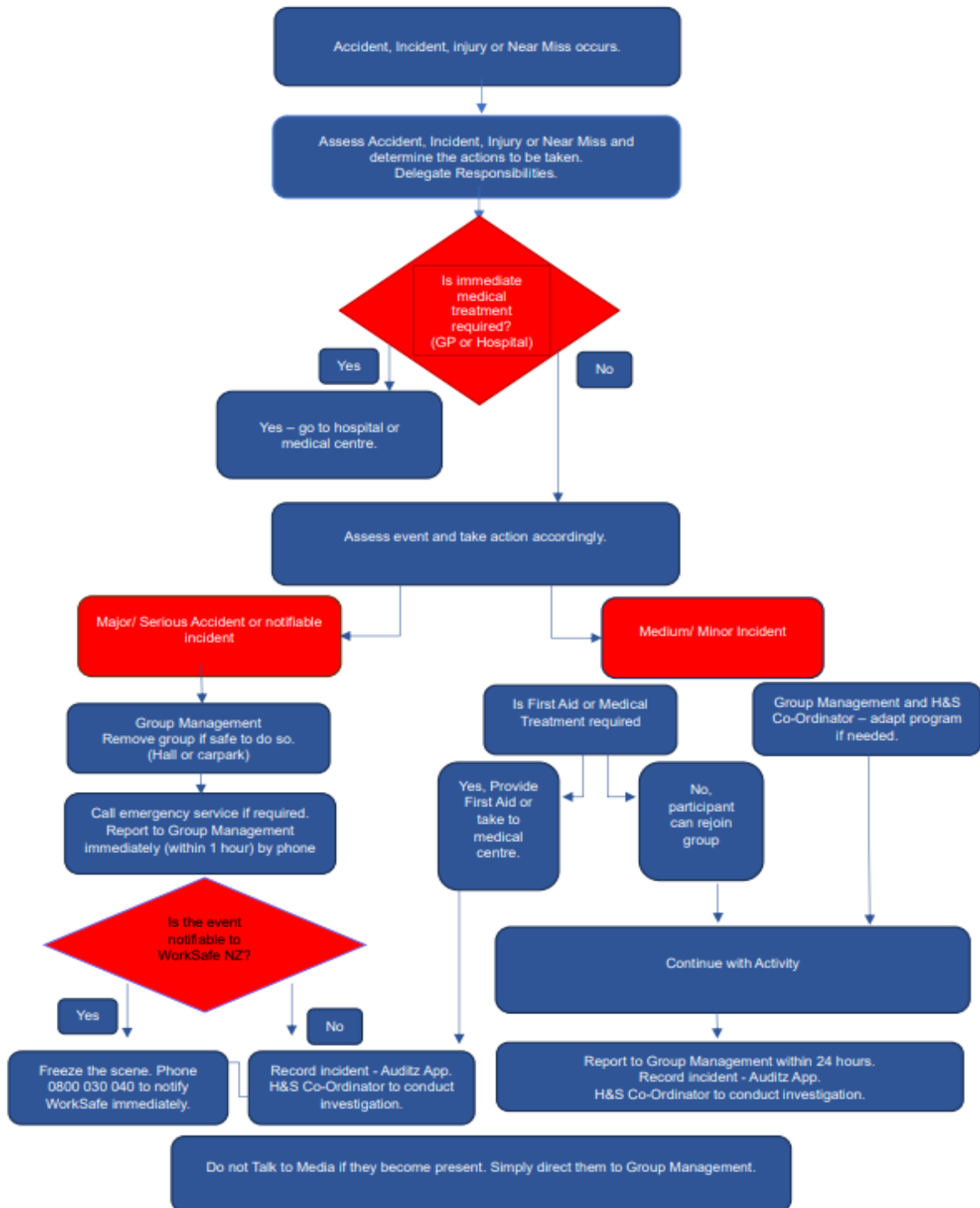
|                |                                                                                                                                     |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Steppingstones | No major splintering, if wet how slippery                                                                                           |
| Wall Climb     | No major splintering or cracking, wasp nest, protruding nails. Push test to make sure feels stable                                  |
| The Log        | No major splintering or cracking, wasp nest, protruding nails. Build-up of pollen making it slippery                                |
| Cargo Climb    | No major splintering or cracking, wasp nest, protruding nails. Fraying in Cargo net. Push test on both ends to ensure it is stable. |
| Window Entry   | No major splintering or cracking, wasp nest, protruding nails                                                                       |
| Tunnel Crawl   | Cracks in piping / Clear all the way                                                                                                |
| Cargo Crawl    | No major splintering or cracking, wasp nest, protruding nails                                                                       |
| Rope Swing     | No major splintering or cracking, wasp nest, protruding nails, excessive fraying in the rope<br>D Shackles are closed               |

**6 Monthly Inspections – Completed by Programme Coordinator – Recorded in database.**

## Emergency Response Plan



### INCIDENT REPORTING PROCEDURE





### Employee / Adult Declaration

The Safe Operating Procedure for the Challenge Course have been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

| Employee Name | Signature | Date |
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