

## Assault Course – SOP

### Last Review:

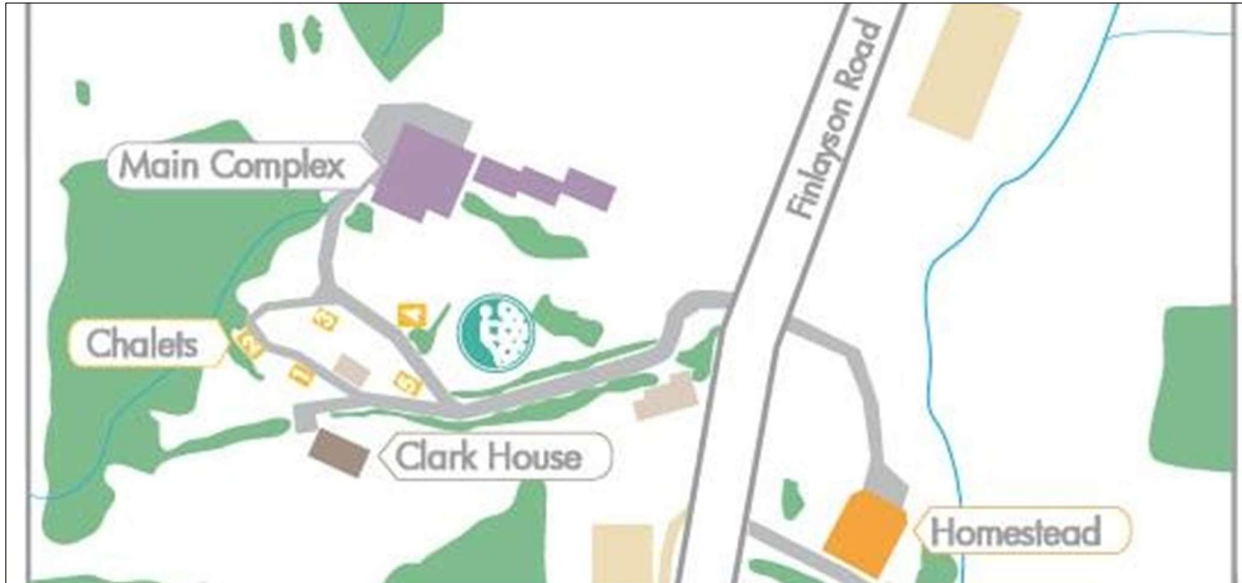
This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Assault Course is a **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

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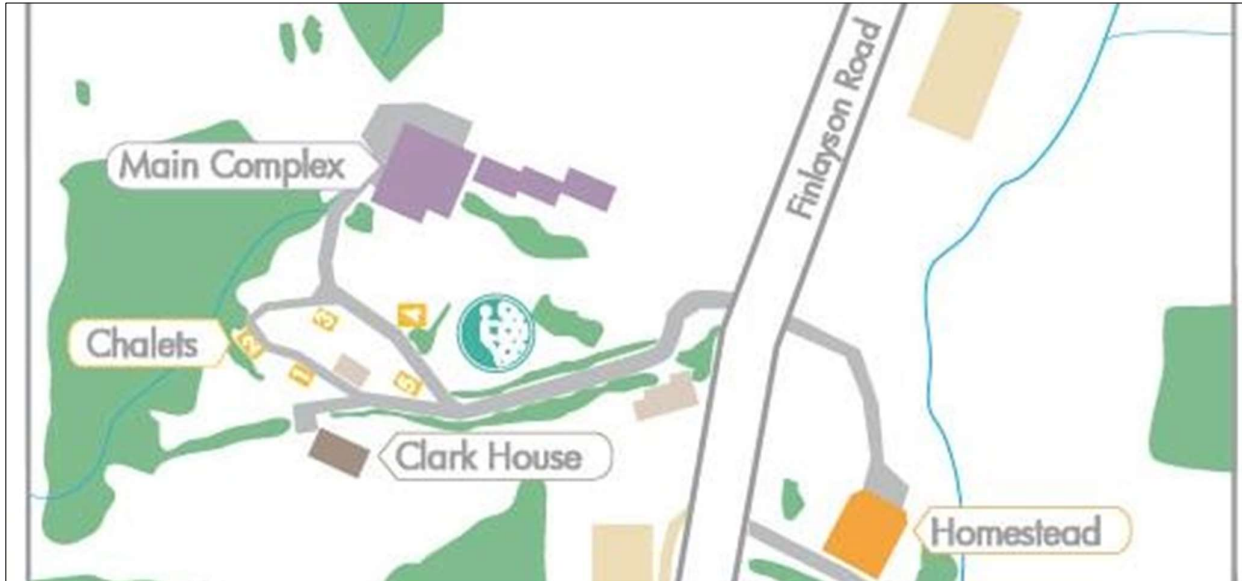
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### Activity Summary

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### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

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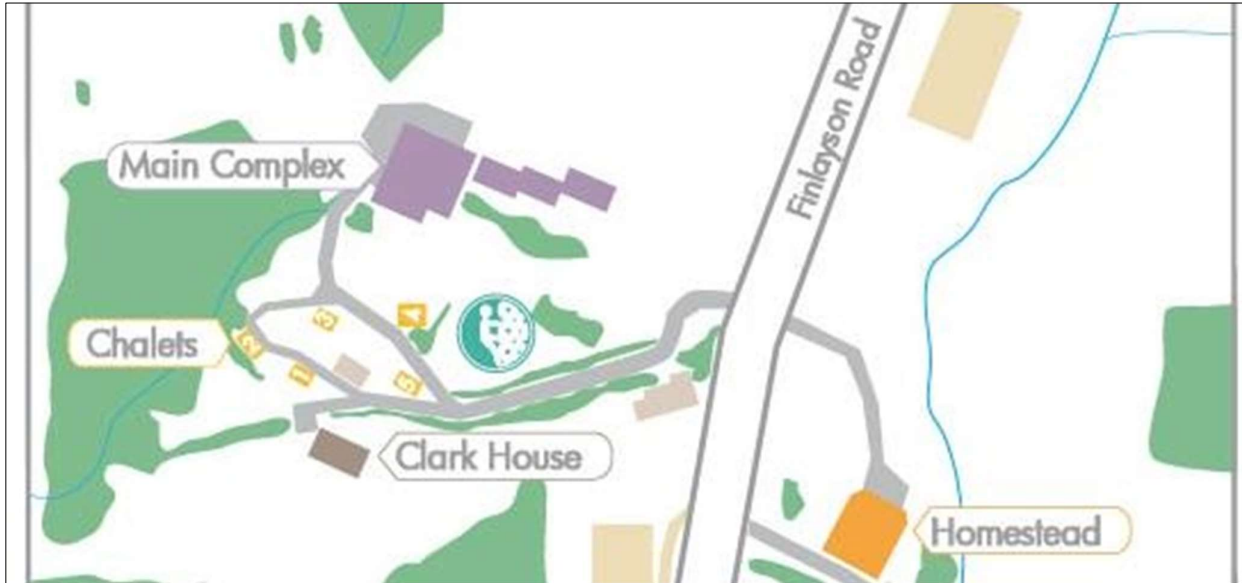
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### Location

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### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

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## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

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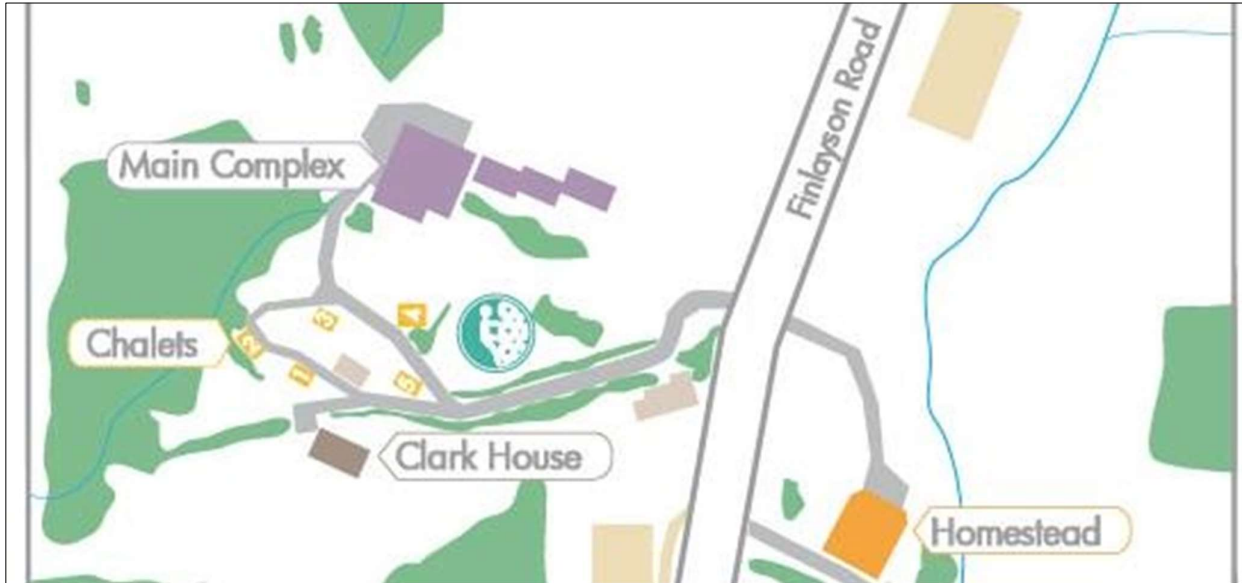
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### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

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## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

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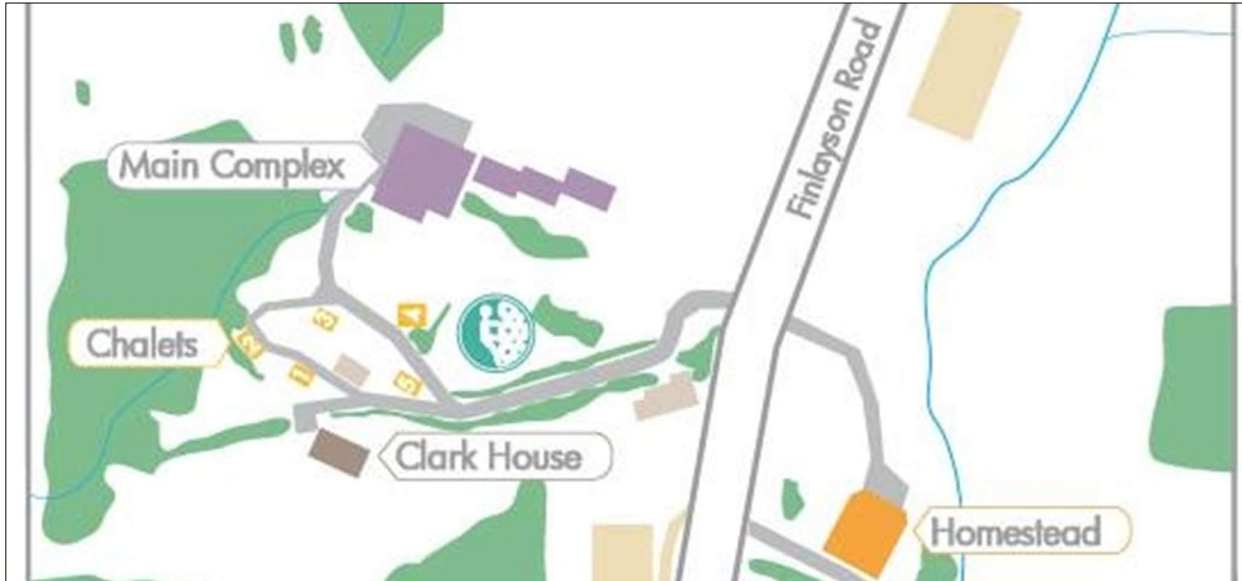
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### Requirements for activity

#### **Activity Leader**

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#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

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## **Activity Equipment**

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## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

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- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
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## **Operating Procedures**

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- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
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### **With each new group of participants:**

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The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
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- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

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### **Concussion**

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### Activity Risk Assessment

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### Risk Management for this Activity

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## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
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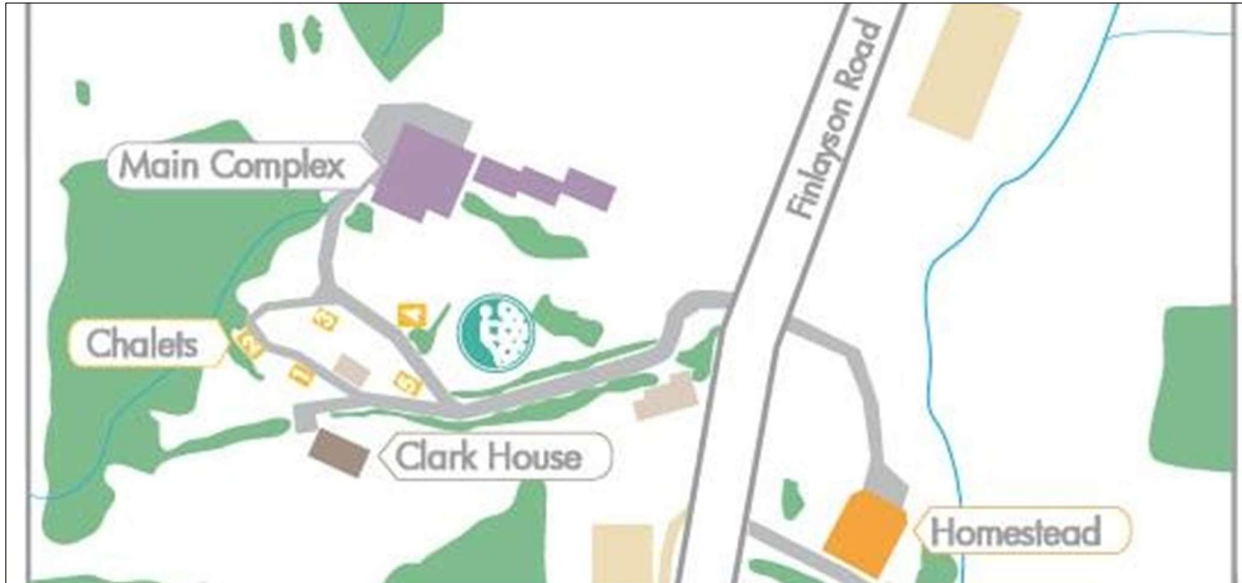
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#### **Activity Leader**

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#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

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## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

### Last Review:

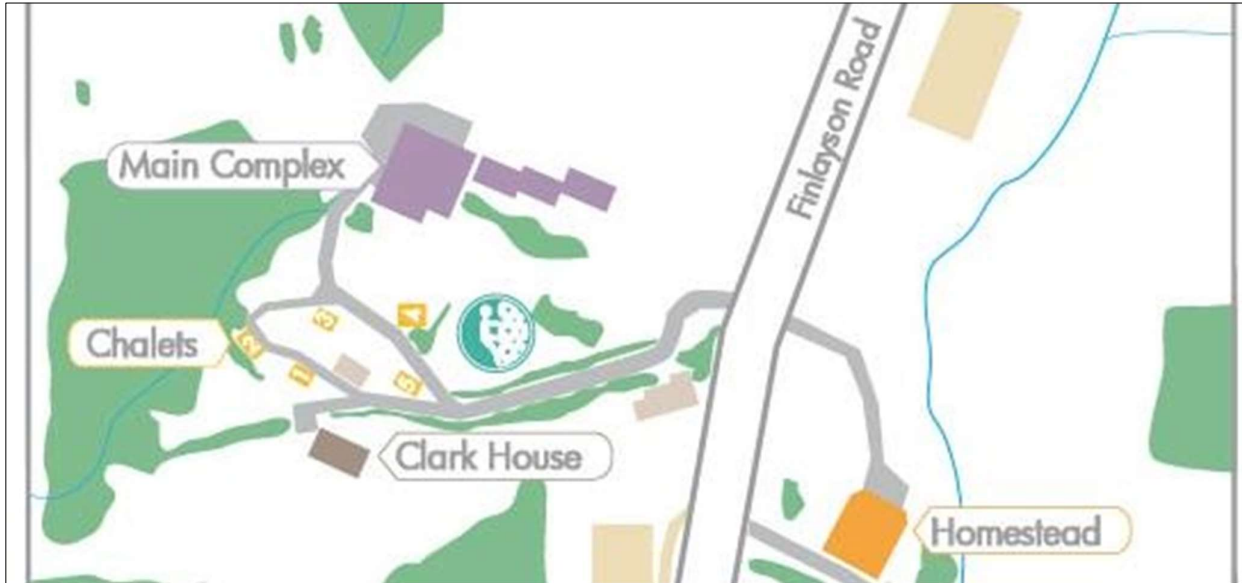
This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Assault Course is a **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

### Last Review:

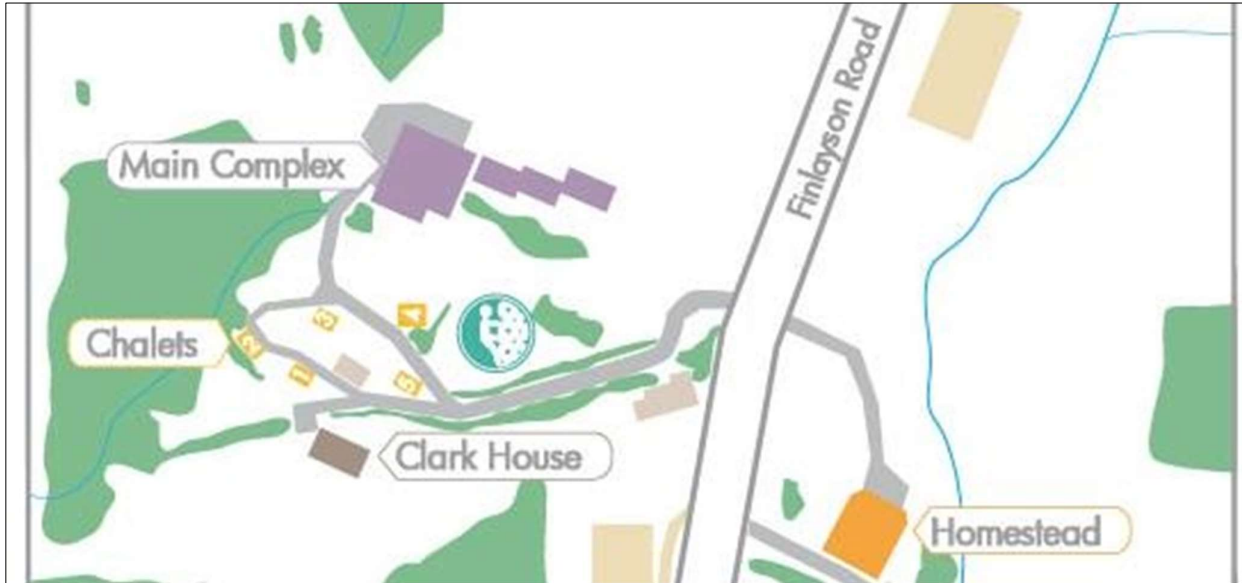
This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Assault Course is a **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms



## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

### Last Review:

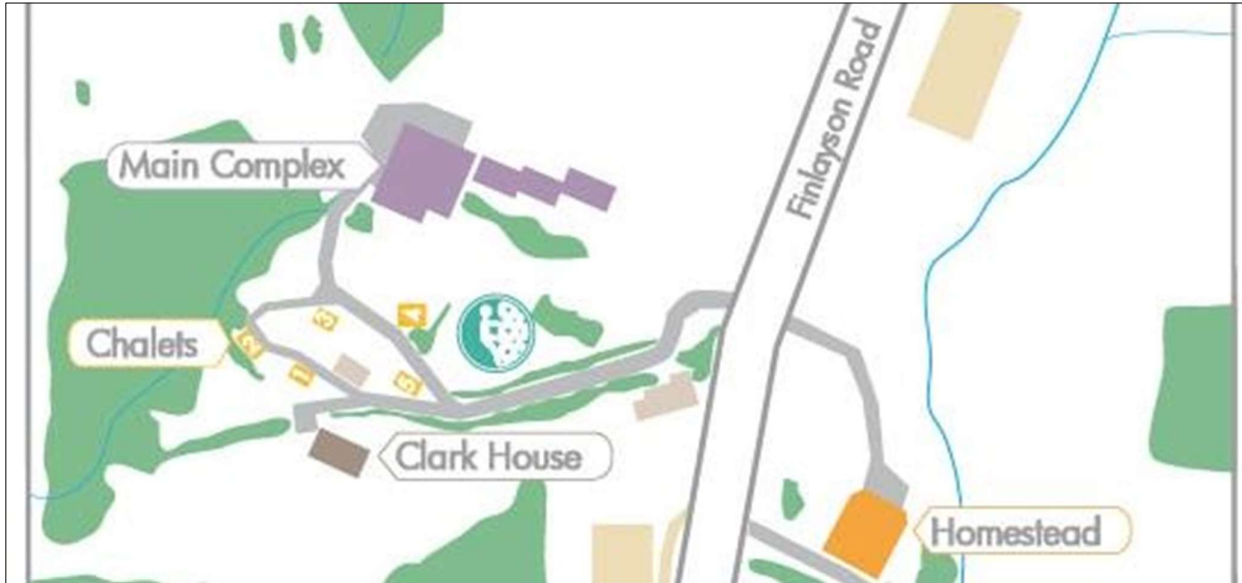
This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Assault Course is a **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Assault Course – SOP

### Last Review:

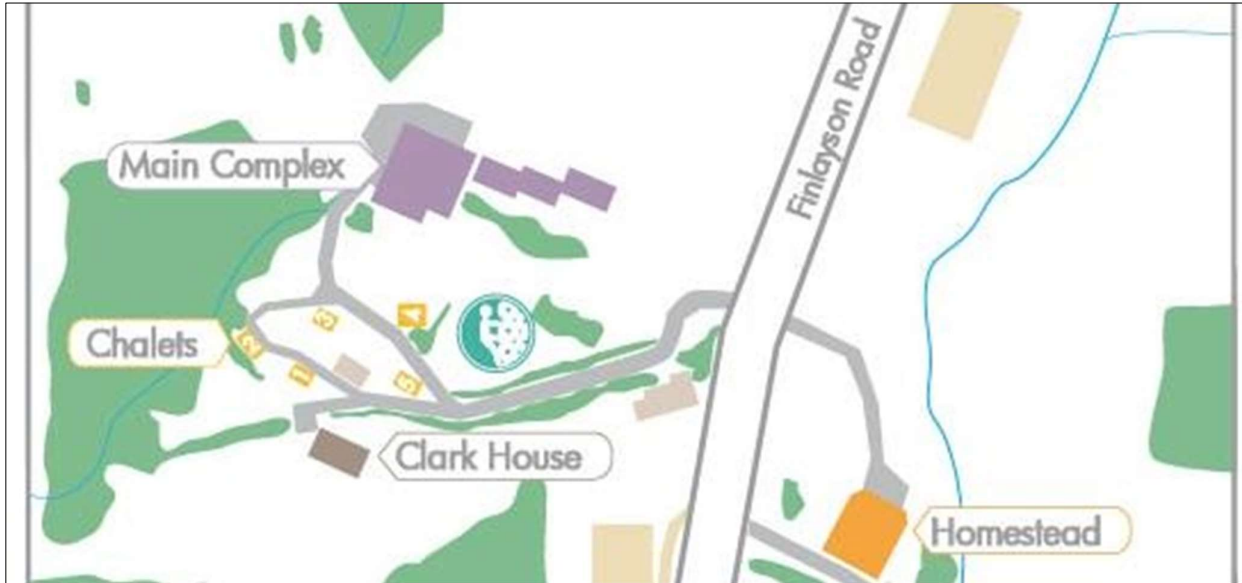
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### Activity Summary

The CYC Waihola Assault Course is a **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

### Location

The Assault Course is a permanent activity located behind the CYC office.



### Requirements for activity

#### **Activity Leader**

Any competent supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>5</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

#### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>6</sup>.

#### **Activity Sign-off**

No activity sign off is required for this activity.

<sup>5</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>6</sup>Refer to Appendix 1.1 Glossary of Terms

## **Activity Equipment**

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

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- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

### **With each new group of participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader.

The introductory talk will cover the following:

- ▶ Participants are to complete each activity in their own time and within their own ability
- ▶ Only two persons on each piece of equipment within the Assault Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

## **Emergency and Incident Preparedness**

### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office.

*Refer to First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Concussion**

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.



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## Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

## Fatigue Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (low level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## Drug and Alcohol Risk Assessment

### Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## Specific Legislation relating to this activity

### Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

<sup>7</sup>applied to this SOP as an OutdoorsMark Premium Activity