



**Standard Operating Procedure**  
**Confidence Course**

<b>Location</b>
70 Finlayson Road – refer to <b>CYC Waihola Camp Map</b> for further details
<b>Activity Leader Requirements</b>
Any competent adult who has been given instructions from a member of CYC staff can run this activity
<b>Ratio</b>
1 adult to 10 children
<b>Participant requirements</b>
Weather appropriate clothing Must wear shoes No head injury (including concussion) in the previous 3 weeks
<b>Activity Leader Instructions</b>
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Give safety/instruction briefing This will cover the following: <ul style="list-style-type: none"> <li>• Participants are to complete each activity in their own time and within their own ability</li> <li>• Only two persons on each piece of equipment within the Confidence Course</li> <li>• When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery (if there are sections of the course that are especially slippery, these should not be used)</li> </ul>
<b>Equipment</b>
The Confidence course is a permanently installed group of structures.
<b>Reasons to end activity</b>
If at any point the activity can no longer run safely
<b>Activity Maintenance</b>
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Confidence Course – Risk Analysis</i>
<b>Emergency and Incident preparedness</b>
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

<b>Hazard Register</b>					
<b>Activity: Confidence Course</b>		<b>Last Review: August 2025</b>		<b>Location: 70 Finlayson Road – Behind Office</b>	
<b>Risk</b>	<b>Hazard</b>	<b>Risk</b>	<b>Category</b>	<b>Controls</b>	<b>Risk</b>
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Fall from height	Secondary Impact Syndrome	High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
	Fall from equipment	Moderate	Equipment	Soft-fall under the high points of the course Participants instructed to complete obstacles in their own time	Low
Splinters	Soft-fall woodchips/wooden equipment	Low	Equipment	Participants must wear shoes	Low

<b>Version Control</b>			
<b>Version</b>	<b>Date</b>	<b>Changes</b>	<b>Authorised by</b>
2.0	20 Aug 2025	New SOP created	Esther Currie