

Zipline

Location
70 Finlayson Road – refer to CYC Waiholā Camp Map for further details
Activity Leader Requirements
Must have current CYC Waiholā Zipline Activity Leader training
Ratio
Supervision • Bottom End: Must have an adult with current Zipline Catcher training When Children Are Present: • Supervision ratio: 1 competent adult per 5 children. • Minimum of 3 competent adults (including the Activity Leader). • Two adults remain at the launch platform. • The bottom-end adult can count toward supervision numbers. When Children Are Not Present: • One Activity Leader at the launch and one instructed adult at the bottom end are required.
Participant requirements
The following are not permitted to participate: • Pregnant individuals • Those with heart conditions • Children under 5 • Individuals over 100kg or taller than 185cm • Anyone unable to follow simple instructions (e.g., for mid-line rescue) • Anyone who has had a head injury (including concussion) within the last 3 weeks
Activity Leader Instructions
Before starting activity: • Ensure participants have warm clothing and suitable footwear. Bottom-End Setup (by Activity Leader): • Take a competent adult to the landing platform and instruct them: ○ Must wear helmet and tethered harness. ○ Stopping procedure: • Use number of tyres as indicated by Activity Leader via hand signals • Tyres must pass mid-barrier upright. • Don't catch participants – only assist after they slow. • Use retrieval rope if participant doesn't reach end. • Unhook pulley, leave karabiners on lanyards. • Instruct participant to walk back with gear in hand. • Reset tyres, signal readiness, or use crossed arms to indicate issues. • Conduct bottom-end pre-checks during this time. Launch-End Setup: • Complete launch pre-checks. • Put on harness, attach to fall arrest rail, unlock gate. Group Briefing • Conduct safety briefing before activity begins, covering: ○ Rules: • Max weight: 100kg; max height: 185cm. • Pregnant individuals, or those with heart conditions/concussions, cannot participate. • One participant on launch platform past demarcation line at a time. • Must hold lanyard, no stunts (e.g. "Superman"). • Enclosed footwear required. ○ Explain: • Bottom end process (lift legs before landing) • What happens if they stop short • Use of retrieval rope

Participant Setup

- If close to weight limit, ask participant to confirm weight
- Fit harness and helmet:
 - Use "fist-check" on harness
 - Helmet chin strap must be secure
 - Only Activity Leader can confirm gear before launch
- Connect to zipline:
 1. Pulley over wire
 2. Clip red then black lanyards into pulley
 3. Check karabiner gates are locked
 4. Secure retrieval rope to left hip
 5. Do final "sanity check"
 6. Signal number of tyres to bottom-end adult
 7. Wait for confirmation
 8. Open gate to launch, latch gate immediately

Post-Activity

- Return gear to Zipline equipment box
- Lock box if leaving launch area unattended
- Lock launch platform gate

Equipment

Launch Platform

- Permanent structure with posted **Zipline Rules**:
 1. Participants must be:
 - 5+ years old
 - Under 100kg and 185cm
 - Free of heart conditions, pregnancy, or recent head injuries
 2. Stay out of loading area until instructed
 3. Wear harness and helmet
 4. Remain upright, holding lanyard with both hands while flying
- Features:
 - Demarcation line (work vs. waiting area)
 - Lockable gate to prevent premature launches
 - Secure tether point for Activity Leader

Equipment Box (Launch Platform) Contents:

- Activity Logbook (instructions, RAMS, daily pre-check sheet)
- Multiple harnesses with:
 - Double red/blue cows-tail lanyards, 2 safety karabiners, 2 "D" connectors
 - "Edge" rescue kit (16m cord, webbing loop)
- Staff harness with:
 - Rear safety lanyard (for tether point)
 - Front double cows-tail lanyard (for mid-line rescue)
- Velocity pulleys
- Climbing helmets (various sizes)
- Karabiner with rescue rope
- Pens/pencils
- Basic first aid kit

Landing Platform

- Bottom-end adult harness with rear safety lanyard
- Climbing helmet
- Mid-line rescue kit (red bag):
 - HaulerBiner Compact Rescue Kit
 - 40m static rope with karabiners
- Red "vege crate" for assisting shorter participants

Platform Must Include:

- Secure tether point for bottom-end adult

Reasons to end activity Wind over a 7 on the Beaufort scale – or any level of wind which causes trees to crack If at any point the activity can no longer be run safely
Activity Maintenance Structural Connector Checks • Paint-mark wire rope connectors to monitor movement. • Daily pre-checks: Visually inspect paint marks. • Operational checks: Inspect paint marks closely and perform torque checks. Maintenance Logs • Log all repairs in the <i>Zipline – Maintenance Log</i>. • Major repairs require engineer re-inspection. 2-Yearly Review • Operations Manager and Technical Advisers review SOP every 2 years per Safety Audit Standard [version 1.1:2017], using Flowchart of Risk Management Processes, Zipline – Risk Analysis, and Zipline – 3 Monthly Operational Checks to identify hazards, update risk management, and confirm safety. • Safety issues halt activity until resolved. Adventure Activity Reviews • External audit every 3 years by an OutdoorsMark-approved auditor per Health and Safety at Work (Adventure Activities) Regulations 2016. • One competent external review between audits. • Comprehensive internal 2-yearly review in other years. Regular Operational Checks • CYC Waiholā Zipline Instructor-certified staff inspect at season start (October) and every 3 months using Zipline – 3 Monthly Operational Checks form. • Winter checks may be delayed if unused, but must occur within 1 month of reuse. • Store records in Activity Inspections Folder, CYC Office. • Safety issues halt activity until resolved. Daily Pre-Check Before operation: • Inspect structure, staff PPE, and participant equipment. ○ Resolve failed checks before use. ○ Remove failed equipment (e.g., harness, karabiner) until repaired. ○ Close zipline for failed structural checks until repaired and re-inspected. • Assess hazards (e.g., wind causing falling branch risks in forest). • Complete Zipline – Activity Sign-off Sheet in logbook.
Emergency and Incident preparedness For general emergencies follow normal emergency policies. All Activity Leaders will be trained to complete a midline rescue if necessary. Head/Spinal Injury If a participant falls from the wire: • Immediately call 111. Administer first aid as required. Only move participant in necessary for safety. Mid-Line Rescue Standard: Instruct participant to throw the retrieval bag to the bottom end adult to be pulled in. If participant cannot throw the retrieval line or pulley is jammed: 1. Bottom end adult signals problem (crossed arms) to Activity Leader. 2. Activity Leader connects a pulley, karabiner, and retrieval line to the wire at the launch end (unloaded), walks the path below the zipline, and gently pulls the participant's pulley toward the bottom end using the second pulley. 3. Instruct participant to periodically stand in the webbing loop to relieve pressure on harness straps. 4. If jammed, attempt to pull harder along the horizontal plane from the bottom end. Full mid-line rescue (pulley fully jammed): 1. Clear all persons from directly below the rescue zone. 2. Assemble helmeted adults at the bottom end. 3. Activity Leader (in Activity Leader harness) connects to a Velocity trolley via short double cows-tail lanyard at front attachment point. Rear attachment: 40 m static rope with double figure-8 knot. 4. Attached to the Velocity trolley karabiner: blue lanyard and the 6:1 end of the HaulerBiner. 5. Adults lower Activity Leader down the wire to the participant.

6. Activity Leader attaches the 7:1 end of the HaulerBiner to the participant's front attachment point and takes their weight off the stuck pulley.
 7. Activity Leader transfers participant's primary (red) lanyard karabiner to their own pulley karabiner, then transfers participant's secondary (blue) lanyard to their own blue lanyard karabiner.
 8. Adults on the ground pull both Activity Leader and participant back to the bottom end.
- If rescue fails or concerns arise at any point:** An adult must immediately call police and report a person stuck on a zipline approximately 14 m high with rescue attempts unsuccessful.

Hazard Register					
Activity: Zipline		Last Review: August 2025		Location: 70 Finlayson Road – Top of hill in forest	
Risk	Hazard	Risk	Category	Controls	Risk
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	Incorrect use of Zipline	Critical	People	All Activity Leaders must remain currently trained	Moderate
	Harness not correctly fitted	Critical	People		Moderate
	Harness or attachment failing	High	Equipment	Harness checks will be part of daily pre-check	Low
	Pulley failure	High	Equipment	Pulley checks will be part of daily pre-check	Low
	Wire rope breaking	Moderate	Equipment	Wire rope and connector checks will be part of daily pre-check	Low
	Falling off the platform	Moderate	People	Platform gate will be shut when flyer not departing Platform gate will be locked when flying fox not in use Staff working in active areas will wear harness and tethered to safety rail.	Low
Head injury	Collision with catcher	Moderate	People	Correct number of tyres will slow participants Adult at bottom end is to stand clear of arriving participants	Low
	Collision with other participants	Moderate	People	Only one participant on the Zipline at a time unless a rescue is being performed	Low
	Collision with tyres	Moderate	Equipment	Activity Leader, catcher and all participants will wear helmets	Low
	Pulley dropped on head	Moderate	Equipment		Low
	Wind blown branches	Low	Environment	Wire will be checked prior to participant departure	Low
Suspension trauma	Participant not reaching end	Moderate	Equipment	Participant will have a retrieval rope attached to them	Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie
2.1	29 Jun 2026	Amended instructions for midline rescues (increased detail) changed level of wind required to stop activity after staff discussion	Esther Currie