

Challenge Rope Courses

Adventure Activity Standards (AAS)

for
Organisations, Guides & Leaders
Conducting Adventurous
Activities for Participants
(Commercial or Non-Commercial)

Supported by



Government of South Australia
Office for Recreation and Sport



Prepared by Recreation South Australia with the support of South Australia's Outdoor Community

Introduction to AAS

The South Australian Adventure Activity Standards (AAS) have been developed to assist organisations, guides and leaders to plan and undertake outdoor adventure activities with dependent participants. This document should be used as part of your organisation's risk management program.

Participants undertaking adventure activities may already have a degree of skill and experience in a particular adventure activity, and as such may be less dependent upon the group leader for guidance and instruction. In these situations, the AAS should be adapted to reflect the experience of group members and the particular situation of the adventure activity.

Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to its participants to have completed a risk analysis of the activity, and developed a risk management approach to address potential and unexpected situations.

The AAS have been prepared with the involvement of a wide cross-section of South Australia's and Victoria's outdoor industry, and reflects minimal acceptable standards of behavior expected when planning and undertaking outdoor adventure activities with inexperienced and dependent participants.

Acknowledgement

In the development and implementation of AAS in South Australia, Recreation SA acknowledges the work of the Outdoor Recreation Centre Inc. in initiating, coordinating and developing AAS through many outdoor recreation groups within Victoria.

These AAS can now be adapted nationally across a number of outdoor adventure activities, and Recreation SA has reviewed and amended the content, in consultation with South Australian outdoor industry representatives, to reflect South Australia's legal, government, environmental, social, education and industry conditions.

The implementation of the AAS in South Australia is recognition of the State's commitment to national minimum industry standards for outdoor adventure activities.

Important disclaimer

The information contained in this publication has been gathered through widespread industry consultation. All reasonable attempts have been made to ensure that it is accurate, relevant and current at the date of publication. Nevertheless, the Adventure Activity Standards (AAS) are only advisory and general in nature and should not be relied upon to meet individual or specific requirements. They are recommendations for voluntary application to adventure activity providers and participants. They are not binding on any person or organisation and have no legal force.

The AAS will not cover each and every circumstance of an adventure activity. Nor can they, when adhered to, entirely eliminate the risk or possibility of loss or injury. Consequently they should be used as a guide only. Whenever using the information contained in this publication or any AAS, all adventure activity providers should carefully evaluate the specific requirements of the intended adventure activity and the persons participating in it. If necessary, advice should be obtained from a suitably experienced and qualified professional person.

This publication and the information and the AAS it contains are made available on the express condition that the Government of South Australia (Office for Recreation and Sport) and Recreation SA, together with the authors, consultants and advisors who have assisted in compiling and drafting this publication and the AAS are not rendering professional advice to any person or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person as a consequence of reliance upon anything contained in or omitted from this publication.

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Adventure Activity Standards: why have standards?

AAS are voluntary guidelines for undertaking adventure activities in a manner designed to promote:

1. **Safety** for both participants and providers
2. **Information** for providers against legal liability claims and criminal penalties
3. **Assistance** in obtaining insurance cover.

These AAS are **not** statutory standards imposed by law.

Basis of legal liability

Legal liability for personal injuries or property damage is primarily governed by the law of:

1. Contract
2. Negligence.

Although provisions of statutes such as the *Trade Practices Act 1974 (Cth)* and the *Recreational Services (Limitation of Liability) Act 2002* are also relevant.

Claims in contract

For there to be a claim in contract there must be a legally enforceable agreement (i.e. a contract) between the person who has suffered injury or loss and the provider against whom the claim is being made. For example, there is a contract between a provider and a client, where the provider agrees to provide services for payment. The contract can be in writing or oral, or both. The claim in contract can only be made by one party to the contract against the other party, unlike a claim in negligence, which is not so limited.

Apart from the express terms of the contract, the law will usually imply certain terms into a contract that require a service provider to do a number of things when providing that service. Those implied terms might include a requirement to provide competent guides and instruction, safe equipment, and a general requirement to exercise the degree of reasonable skill and care which is to be expected of a competent provider. Some of these terms will be implied by sections of the *Trade Practices Act 1974 (Cth)* and the *Recreational Services (Limitation of Liability) Act 2002*.

If injury or damage occurs because the provider did not exercise reasonable care in the provision of the service, a Court can find there was a breach of the contract entitling a party to claim compensation (damages) for the loss or injury suffered.

Claims in negligence

Over recent years the law of negligence has undergone substantial legislative change in South Australia. These changes are set out in the *Civil Liability Act 1936 (SA)*.

The essential elements of a claim in negligence are:

1. a duty of care being owed by the provider to take reasonable measures for the safety of their clients/participants

2. a breach of this duty of care
3. the breach of the duty of care being a cause of the harm suffered by the participant.

A successful claim in negligence against a provider will result in an award of damages against that provider to compensate for the loss or injury thereby suffered.

Although the law does not automatically impose a duty of care, it is likely such a duty will be imposed when one party (the provider) assumes responsibility for another in the provision of adventure activities.

The duty of care is a legal requirement imposed by the courts on a provider to take reasonable care to protect a client or participant from foreseeable harm or loss.

If a claim is made and a court finds that a duty of care is owed, the court must then decide what is the appropriate level or standard of that duty of care, to determine if the provider has acted reasonably or alternatively has breached the duty of care. The standard of care is determined by all the relevant circumstances and the particular facts of each case. A court will have regard to the experience of the providers and the clients, the conditions at the time, and ultimately may seek the guidance from experts in the field. A court will find that the standard of care has not been met, (i.e. there has been a breach of the duty of care) if the evidence, on the balance of probabilities, establishes that the provider has not acted reasonably in the circumstances. If that conduct has caused loss and damage the provider will be liable to pay damages to compensate the party who has been injured or has suffered a loss.

For example, in an outdoor recreation activity some participants could find themselves in a situation suited to more advanced participants. There may be persons in the group who have been lead to believe by the provider that a certain skill level was not required and enrolled to join a group mis-described as being for 'beginners'.

If an accident occurred due to their inexperience, and these 'novice' participants were injured, it is possible that a legal action to recover damages might be based as follows:

- in the law of contract, against the provider, if it can be demonstrated that the provider incorrectly described the group as being for 'beginners'
- in the law of negligence, against the leader and guide, as well as the provider because of a failure to adequately instruct, advise and perhaps supervise the group.

The duty of care of the provider is higher than that placed on the ordinary citizen because the provider has agreed to provide services for a reward or assumed a responsibility of care for others, e.g. by holding him/herself out as experts or specialists who have agreed to take participants into potentially dangerous or remote situations.

Whilst not an exclusive list the following is a guide to the standards that should be addressed by any provider, guide, instructor, teacher or staff member:

- ensure the activity is appropriate for the skills and experience of the intended participants
- ensure the intended activity is appropriate given the known, expected and forecast conditions

- provide adequate staff/leader supervision
- provide competent and appropriately trained staff/leaders
- provide safe and properly functioning and adjusted equipment
- provide reasonable food and safe shelter (if relevant to the activity)
- provide reasonable guidance, instruction and direction to participants
- depending on the activity, have an adequate knowledge of the area in which it is to take place and be able to provide reasonable first aid, emergency backup and rescue.

The law will require the provider to protect participants from known hazards, but also from those risks that could arise (that is, those that the provider, instructor, teacher or staff member guide should reasonably have foreseen) against which reasonable preventative measures could be taken.

In these circumstances, in order to limit potential for legal liability and to minimise the risk of injury, each organisation needs to implement risk and safety management processes, which have identified foreseeable risks and put in place measures to control such hazards. For the same reasons, all providers, leaders or guides ought, as a minimum, to have completed appropriate first aid and activity specific training.

This is particularly so where the activity is a specialised one. In these circumstances, as a participant will be seen as relying on the expertise of the provider, leader or guide, a high duty of care will be imposed because they will be considered as having a responsibility for the control, guidance and protection of the participant.

Defences against claims by participants

No Negligence

The most obvious defence to a claim in negligence is for the operator to establish that he/she acted with all reasonable care in the circumstances: that is, was not negligent.

In attempting to do so the following questions must be considered:

- was the risk of harm foreseeable?
- was the risk not insignificant?
- would a reasonable operator have taken additional precautions that would have prevented the harm?

In determining whether a reasonable operator would have taken additional precautions a court will consider the following (amongst other relevant things):

- the probability that harm would occur if care were not taken
- the likely seriousness of the harm
- the burden of taking precautions to avoid the risk of harm
- the social utility of the activity that creates the risk of harm.

Voluntary Assumption of Risk

If it can be proved, on the balance of probabilities, that a participant was fully aware of and freely accepted the risk of suffering injury in an activity then this will be a defence to a claim in negligence. It will not be a defence, however, if the injury was caused by the inexperience or incompetence of the provider, defective equipment, inadequate supervision or instruction as it is highly unlikely that any participant would have consented to accept such risks.

If the risk of harm was an obvious one then there is a rebuttable presumption that the person who suffered the harm was aware of the risk.

Duty to Warn

A person who owes a duty of care to another person to give a warning, or other information in respect of a risk, satisfies that duty if reasonable care is taken to give that warning, or other information. This is potentially very important in the context of an Adventure Activity where it may be prudent for the provider to give all participants printed instructions and warnings (where appropriate) and obtain signed acknowledgements.

However, section 38 of the *Civil Liability Act 1936 (SA)* prescribes that there is no duty to warn of an 'obvious risk', or if there is an applicable code of practice in force under the *Recreational Services (Limitation of Liability) Act 2002*. Further to this, the section does not apply if the plaintiff has requested advice or information about the risk from the defendant or if the defendant is required to warn the plaintiff of the risk either by law or pursuant to the code in force under the *Recreational Services (Limitation of Liability) Act 2002*.

Contributory Negligence

If the accident was caused or contributed to by lack of reasonable care on the part of the participant then this will be a partial defence, according to the apportionment of responsibility made by the court between the provider and the participant. In cases of extreme acts of negligence by the participant, contributory negligence can be very high (e.g. 80–90%) and sometimes a complete defence.

Inherent Risks

A person is not liable in negligence for harm suffered by another person as a result of an inherent risk. An inherent risk is a risk of something occurring that cannot be avoided by the exercise of reasonable care.

Waiver to Sue/Exclusion of Liability Agreements

Amendments to the *Recreational Services (Limitation of Liability) Act 2002*, and the *Trade Practices Act 1974 (Cth)* enables providers of 'recreational services' to modify or exclude a duty of care owed to a consumer by the use of a waiver or limitation of liability. This will only apply where there is no registered code in relation to the recreational service. The amendment will only apply until 1 August 2007, after which time the only manner in which liability will be able to be modified with respect to a recreational service will be in accordance with a registered code.

Good Samaritans, Volunteers, Apologies

Good Samaritans

Under the *Civil Liability Act 1936 (SA)* (as amended) an individual who provides assistance, advice or care to another person in an emergency, where there is no expectation of payment by money or other means, will not be able to be sued for any injury or harm he/she causes if acting in good faith without recklessness (provided the good Samaritan's ability was not significantly impaired by alcohol or drugs).

Volunteers

Pursuant to the *Volunteers Protection Act 2001 (SA)* volunteers are protected from liability for injury to another when they are acting in good faith and without recklessness in the course of carrying out community work for a community organisation. This immunity does not operate if the volunteer's ability to carry out the work properly was impaired by drugs or the volunteer was acting outside the scope of activities authorised by the community organisation or contrary to instructions given by the community organisation.

Expressions of Regret

The *Civil Liability Act 1936 (SA)* provides that no admission of liability or fault is to be inferred from the fact that a person expressed regret in respect of the incident relating to the injury.

Limitation on claims for personal injury damages

Pursuant to the *Civil Liability Act 1936* (as amended) an injured person cannot obtain damages for pain and suffering unless the injured person's ability to lead a normal life was significantly impaired by the injury for a period of at least seven days or medical expenses of at least the prescribed minimum have been reasonably incurred in connection with the injury. The assessment of pain and suffering is assigned a scale value on a scale running from zero to sixty, sixty being the most severe form of injury.

The Act also imposes a cap on damages for pain and suffering of a maximum of \$241,500 (indexed annually) together with other limitations in respect of damages for mental harm, and claims for both past and future economic loss.

Applying the Adventure Activity Standards

Having suitable risk management programs and strategies in place, and ensuring the AAS are met, will minimise the likelihood of injury or loss. Evidence of compliance with such programs and the AAS may also assist in the legal defence of claims and in helping to establish that a provider and its leaders have acted reasonably in the circumstances (i.e. were not negligent). It is also likely such programs will assist providers in obtaining more favourable insurance arrangements.

Disclaimer

The above comments on legal liability in Contract and Negligence and defences and limitations thereto, including recent legislative changes, do not purport to be a complete and accurate description of the law on these topics. The State Government of South Australia (Office for Recreation and Sport) and Recreation SA, its servants and agents are not by these comments providing legal advice to any person, company or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person, company or organisation as a consequence of or in reliance upon anything contained in, implied by, or admitted in this document.

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Activity description

These challenge ropes course standards have been developed to describe the acceptable minimum operating procedures for conducting challenge ropes course sessions on both high and low elements.

A challenge ropes course session is one that is conducted on installed elements, portable rope course or physical structures (other than abseiling, rock climbing, artificial climbing structures or bouldering walls) using activities that require spotting or belaying and which are often used as part of an experiential learning program. AAS for Rock Climbing and Abseiling on Natural Surfaces and Artificial Climbing and Abseiling Structures are also available at www.recreationsa.org.au

These standards do not intend to apply to the construction and maintenance of the physical structures required for challenge ropes courses, as the relevant standards for these are covered by other organisations (see Association for Challenge Course Technology Australia (ACCTA) under further information).

Challenge Ropes Courses include:

1. Adventure games: Those activities which can be a part of an established challenge ropes course session but which do not require spotting, the use of a harness or other specialist equipment; and are not defined here as low or high elements.
2. Low elements: Any element for which the appropriate safety is achieved through safe and effective spotting which must protect the participant's upper body and head.
3. High elements: Any element for which the participant's safety can no longer be achieved by spotting and requires safety systems such as harnesses, belay systems, specialist safety equipment or other established methods or systems.

Definition of terms used

Organisation: A person or group of persons organised for a particular purpose and assuming the role of providing an activity of either a commercial (for profit) or non-commercial (not for profit/community group) basis.

Participant: A person (client) whose welfare is the responsibility of a facilitator, supervisor or manager.

Trainee: A person who has completed the ropes course instructor induction program and is able to assist on a ropes course under the direct supervision of a qualified facilitator/supervisor. They must not operate any element without supervision of a qualified facilitator/supervisor.

Facilitator: A person who possesses relevant outdoor recreation specific competencies to lead or guide clients in that activity. There is no intention of imparting skills or knowledge to clients beyond that which is necessary to enable their safe participation in the activity, although the facilitator may use the conduct of the activity to achieve education outcomes.

Supervisor: A qualified ropes course supervisor may work independently at a broad range of venues with a variety of different client groups. Persons with this level of competency have the ability to work with complex, unpredictable and non-routine situations. Persons with this level of competence supervise sites which conduct

programs using individual or independent elements or circuitous or linked challenge ropes courses with high elements requiring the use of a belay system to keep clients safe. They will be able to impart skills and knowledge to clients/trainees to conduct activities under close supervision.

Trainer: A qualified ropes course instructor can facilitate skill transfer or development to clients in order that they may act independently or with minimal supervision. This requires the trainer to be able to critique technique, apply a variety of appropriate instructional strategies and may require them to assess participant's skill acquisition at the end of a program or session.

A challenge ropes course trainer (high and low ropes) requires challenge ropes course supervisor (high and low ropes).

Assessor: A qualified ropes course trainer who assesses the achievement of competency against the specified units of competency from the National Outdoor Recreation Industry training package.

Competency: The minimum industry agreed standard of skill and knowledge necessary for a specific activity being conducted at a specific level.

Amusement structure: means a structure or device operated for hire or reward, or provided on hire or lease:

- a. that it is used or designed to be used for amusement, recreation, sport, sightseeing or entertainment and on which persons may be moved, carried, raised, lowered or supported by any part of the structure or device or on which persons may jump or slide; and
- b. that is:
 - (i) an arrangement of structural or mechanical elements (or both) that has as its prime function the provision of movement of a passenger or passengers in a controlled manner so that the passenger or passengers are not necessarily required to move themselves to obtain the desired effect (called an 'amusement ride'); or
 - (ii) an arrangement of equipment through which, or on which, a rider moves, where the desired effect is achieved primarily by the rider's self-powered motion, or by some other process that is not referred to in the description of an amusement ride (called and 'amusement device'); or
 - (iii) a structure or arrangement of equipment through or on which, or down which, a person moves, where the desired effect is achieved by the person's self-powered motion, by motion induced by gravity, or by some other process or means associated with design or operation of the structure.
- c. If ropes are deemed to be an Amusement Structure under the OHS & W Act Legislation, (in South Australia), then there is a duty of care to ensure that this legislation and associated codes of practice (AS 3533) relevant to the structure must be complied with.

Emergency medical attention: Medical attention given by a medically qualified person (paramedic, doctor). This may be getting medical attention to the injured participant/s or by getting the injured participant/s to medical attention.

Summary of abbreviations

AAS	Adventure Activity Standards
DEST	Department of Education, Science and Training
NTIS	National Training Information Service
ITAB	Industry Training Advisory Board
SRTA	Sport and Recreation Training Australia
NOLRS	National Outdoor Leaders Registration Scheme
Cth	Commonwealth

1 Planning

The planning section of these standards contains the documented protocol, administration and pre-activity requirements of Adventure Activity Standards that must be completed before undertaking any activity session.

1.1 Considerations for developing a session

Organisations and supervisors must develop activity programs to ensure that all sessions are conducted safely and in an appropriate manner for the specific group/participants' needs. It is important to familiarise yourself with the operating procedures for each Adventure Ropes Course Operator and specific site information as all facilities have their own protocols to follow.

Each facility should have a pre-activity inspection form on site, which should be completed by the person in charge for the day. This form should list the minimum variables as follows:

- Desired outcomes of session
- Weather conditions (including forecast)
- Total size of group
- Prescribed ratios (see Section 2.6 Communication and authority)
- Client profile (such as physical and mental ability, skill level and experience)
- Available elements (including condition)
- Site and environmental considerations
- Accessibility and remoteness of site
- Available equipment and resources
- Requirements of the challenge ropes course site manager
- Skill and experience of available facilitators (including risk management)
- Site-specific operating procedures
- Layout of specific site/course access (such as ladders)
- Time availability.

When selecting the supervisor and facilitator/s for a challenge ropes course session it is essential to consider the following:

- The supervisor and facilitator/s must have the required competencies to conduct the planned session, effectively manage incidents and to satisfy the planned objectives
- The supervisor and facilitator(s) for the session must be familiar with the specific site and elements being used.

1.2 Documented site-specific hazards

Supervisors must assess the specific activity area for any unexpected hazards and change the session plan if necessary. Information of any new hazard must be made available within the organisation and to the relevant ropes course site manager.

1.3 Pre-activity safety inspection

It is the facilitator/supervisor's responsibility to perform the pre-activity inspection on the day of use and prior to any session being conducted.

It is the manager's responsibility to ensure a competent person conducts a minimum 12 monthly inspection and that any problems are rectified immediately. The manager must also conduct a thorough inspection of all aspects of the specific elements to be used. This must include:

- Surrounding area and ground (e.g. fallen branches)
- Physical structures (e.g. trees, poles)
- Materials and fittings (e.g. wires and bolts)
- Safety equipment (e.g. ropes and harnesses).

These checks should be conducted according to the specific ropes course standard operating procedures (where available) so that the facilitator/supervisor will be confident in the integrity of the ropes course structure, critical fittings (e.g. belay lines) and the surrounding area and grounds.

1.4 Emergency strategy

The purpose of any emergency strategy is to reduce the likelihood of incidents and minimise their escalation.

The supervisor and facilitator must be familiar with the documented emergency management plan for the ropes course and session; this must include strategies for the rescue of participants and handling of incidents.

Key documentation should be included with the emergency strategy for challenge ropes courses and should include:

- Participant names and emergency contact details
- Any medical conditions stated by participants which may be relevant to the activity, for example asthma, diabetes, epilepsy, fainting, allergic reactions, blood conditions which may affect bleeding/blood clotting, recent or long-standing

injuries (e.g. back, knee, ankle), disability or other relevant medical conditions (e.g. pregnancy, repetitive strain injury (RSI))

- Signature(s) of informed consent (including the provision of emergency medical treatment) by participant/parent/guardian as relevant to the specific participants. (Informed consent means that accurate details of the session are provided prior to beginning the session. See section 2.5 Facilitators and assistant(s))
- All participants must sign a legal liability disclaimer/waiver to sue form which must be retained for a minimum of four years
- Signatures must be provided by a parent/guardian for participants under the age of 18.

In most cases, challenge ropes course sessions are conducted in locations close to emergency help such as doctors and hospitals and this proximity should be reflected in the emergency strategy.

If a challenge ropes course is located in a remote area or away from immediate help then the emergency strategy must detail more specifically the responses to varying incidents. In such cases, the supervisor and an appropriate external contact person must be fully aware of the emergency strategy.

A copy of the documented emergency strategy must be kept with other session documentation (readily accessible to the supervisor and facilitator in the event of an incident/emergency). An additional copy must be kept with the relevant external contact as described above.

The emergency strategy for a challenge ropes course must be specific to each session and site, relevant to the remoteness of the site and must contain:

- Access and evacuation routes
- Assembly points where appropriate
- Emergency contact details (police, fire services, ambulance) and how they are best contacted (mobile phone, satellite phone, radio)
- Specific communication requirements if needed.

1.5 Restrictions to participation

Operational restrictions to a challenge ropes course session include structural and/or weather conditions as advised by the site manager or otherwise (including electrical storm, fire, excessive wind, seasonal closure of sites) and where a supervisor feels unable to continue the session safely (e.g. for physical or psychological reasons).

Individual restrictions to participation in a challenge ropes course session must apply to participants and/or supervisors/facilitators deemed to be under the influence of alcohol or drugs, including prescription drugs which may affect performance and to participants who are unable or unwilling to follow instructions.

If a ropes course element is unsafe for whatever reason, then it must not be used during a session. The problem must also be brought to the attention of the challenge ropes course manager.

2 Responsibilities of supervisors and facilitators

This section includes all aspects of the activity plans that involve supervisors and facilitators and which cover the specific competencies required to supervise and conduct groups at various difficulty levels including the requirements of the supervisors and facilitators that form the basis of ensuring they discharge the duty of care they owe to all participants.

2.1 Competencies of supervisors and facilitators

Several schemes are available through professional challenge ropes course providers, community organisations, employers, TAFE colleges, universities and other registered training organisations (RTOs) for training supervisors and facilitators for challenge ropes course activities. If the structure is deemed to be an amusement structure then the OHS & W regulations define specific requirements for supervision (Div 3A.3.1 and 3A.3.4).

Supervisors or facilitator(s) of these activities must be confident in demonstrating that they have the skills and experience which must be at least equivalent to that described by the following selected units from the Australian National Training Authority (ANTA) approved National Outdoor Recreation Industry Training Package. They must also be qualified from an organisation that delivers the outdoor training package in Challenge Rope Courses.

A statement of attainment for these units is compulsory. The inclusion of this section is intended to provide a suitable benchmark to introduce individual accountability in line with the National Outdoor Leaders Registration Scheme (NOLRS) for which details can be viewed at www.qorf.org.au.

There are four levels of competency for challenge ropes courses, which are described as:

Trainee: a person who has completed the ropes course facilitator induction program and is able to assist on a ropes course under the direct supervision of a qualified facilitator/supervisor. They must not operate any element without supervision of a qualified facilitator/supervisor.

Facilitator: a person who possesses relevant outdoor recreation specific competencies to lead or guide clients in Adventure Rope Courses activity. There is no intention of imparting skills or knowledge to clients beyond that which is necessary to enable their safe participation in the activity, although the facilitator may use the conduct of the activity to achieve education outcomes.

Supervisor: a qualified ropes course supervisor may work independently at a broad range of venues with a variety of different client groups. Persons with this level of competency have the ability to deal with complex, unpredictable and non-routine situations. Persons with this level of competence supervise sites which conduct programs using individual or independent elements, or circuitous or linked challenge ropes courses with high elements requiring the use of a belay system to keep clients safe. They will be able to impart skills and knowledge to clients/trainees to conduct activities under close supervision.

Management: A person will have the knowledge and skills to manage and maintain a low and high ropes course, including linked courses, independent elements used as

initiative activities, and where belay systems are used to keep clients safe. This person will have ultimate responsibility for ensuring the safety and maintenance of the course/facility and the development and provision of operational procedures for the conduct of activities on the low and high rope elements/course.

This level of qualification does not include the training of staff.

Trainer: a qualified ropes course trainer can facilitate skill transfer or development to trainees in order that they may act independently or with minimal supervision. This requires the instructor to be able to critique technique, apply a variety of appropriate instructional strategies and may require them to assess participants' skill acquisition at the end of a program or session.

A challenge ropes course trainer (high and low ropes) requires challenge ropes course supervisor (high and low ropes) plus:

Assessor: a ropes course assessor will have the skills and knowledge to assess participants who are training for facilitator, supervisor or manager. They are able to assess the achievements of competency against the specified unit of competency from the national outdoor training package.

The competencies expected of a facilitator and/or supervisor for a low ropes and high ropes challenge ropes course session are:

Adventure games: Any responsible adult who has been formally briefed by a person familiar with that specific activity following some form of assessment of learning.

Low Ropes Facilitator

Leadership and management skills

Code	Unit name
SRXEMR001A	Respond to emergency situations
SRXFAD001A	Provide first aid
SRXGRO001A	Facilitate a group
SRXGRO002A	Deal with conflict
SRXINU002A	Apply sport and recreation law
SRXOHS001B	Follow defined OHS policy and procedures
SRXRIK001A	Undertake risk analysis of activities

Outdoor Recreation and Challenge rope course specific skills

Code	Unit name
SROABL001B	Take an assistant leadership role in the facilitation of adventure based learning activities
SROCRP001A	Conduct a low ropes session
SROODR002A	Plan outdoor recreation activities
SROODR005A	Guide outdoor recreation activities
SROOPS002B	Plan for minimal environmental impact
SROOPS003B	Apply weather information

Low Ropes Supervisor

A Challenge Ropes Course Supervisor (Low Ropes) requires Challenge Ropes Course Facilitator (Low Ropes) competencies plus:

Code	Unit name
SRXEMR002A	Coordinate emergency response
SRXGRO003A	Provide leadership to groups
SRXOHS002B	Implement and monitor the organisation's OHS policies, procedures and programs
SROABL002B	Facilitate adventure based learning activities
SROCRP003A	Supervise a low ropes session
SROODR003A	Plan outdoor recreation activities (advanced)
SROODR006A	Manage risk in an outdoor activity

High Ropes Facilitator**Leadership and management skills**

Code	Unit name
SRXEMR001A	Respond to emergency situations
SRXFAD001A	Provide first aid
SRXGRO001A	Facilitate a group
SRXGRO002A	Deal with conflict
SRXINU002A	Apply sport and recreation law
SRXOHS001B	Follow defined OHS policy and procedures
SRXRIK001A	Undertake risk analysis of activities

Outdoor Recreation and Challenge rope course specific skills

Code	Unit name
SROABL001B	Take an assistant leadership role in the facilitation of adventure based learning activities
SROCRP002A	Conduct a high ropes session
SROODR002A	Plan outdoor recreation activities
SROODR005A	Guide outdoor recreation activities
SROOPS002B	Plan for minimal environmental impact
SROOPS003B	Apply weather information

High Ropes Supervisor

A Challenge Ropes Course Supervisor (Low Ropes) requires Challenge Ropes Course Facilitator (Low Ropes) competencies plus:

Code	Unit name
SRXEMR002A	Coordinate emergency response
SRXGRO003A	Provide leadership to groups
SRXOHS002B	Implement and monitor the organisation's OHS policies, procedures and programs
SROABL002B	Facilitate adventure based learning activities

SROCRP004A	Supervise a high ropes session
SROODR003A	Plan outdoor recreation activities (advanced)
SROODR006A	Manage risk in an outdoor activity

Trainee

Students who have completed the ropes course training induction program and are progressing through the required assists are deemed trainees. Trainees are able to assist on an adventure ropes course under the direct supervision of a qualified supervisor. They **must not** operate any element without supervision of a qualified supervisor/facilitator.

Facilitator (conduct) (low and high ropes)

A facilitator will have the knowledge and skills to assist in the conduct of programs using individual elements, elements used as initiative activities and low ropes courses where spotters are used and high ropes courses which require the use of a belay system to keep clients safe. A facilitator will conduct activities using sites for which they are not personally responsible for the overall maintenance. A facilitator may conduct activities independently only where there are clearly defined operating procedures for the activity, they are familiar with those operating procedures, and where assistance is readily available should a non-routine situation arise.

The following units of competence must be achieved to gain the award of Facilitator:

Code	Unit name
SRXOHS002B	Implement and monitor the organisation's OHS policies
SRXGRO001A	Facilitate a group
SRXINU002A	Apply sport and recreation law
SRXEMR001A	Respond to emergency situations
SRXFAD002A	Provide advanced first aid response
SRXRIK001A	Undertake risk analysis of activities
SRXGRO002A	Deal with conflict
SROODR002A	Plan outdoor recreation activities
SROODR005A	Guide outdoor recreation sessions
SROOPS002B	Plan for minimal environment impact
SROABL001B	Take an assistant leadership role in the facilitation of adventure-based learning activities
SROCRP001A	Conduct a low ropes session
SROCRP002A	Conduct a high ropes session
SROVTR001A	Perform vertical rescues

Upon completion of the training induction course, the trainee has 12 months to complete the course components for Facilitator. Trainees are required to complete the following prior to practical assessment:

- Complete a minimum of six assists (at least two at Paraventure) and complete the assist forms in the training manual
- A written ropes course program, outlined in the training manual

- Complete self-check list of assessment requirements in the training manual
- Complete application form for assessment in the training manual
- Assessment fee may be applicable, if so include with application for assessment
- Photocopy of current senior first aid certificate
- Police check
- Organise a group for your practical assessment.

Practical assessment

The practical assessment is conducted by a qualified ropes course assessor. The practical assessment criteria are outlined in TAFE SA's Training Manual, Appendix 7, for those undertaking the induction process through TAFE SA.

Supervisor (low and high ropes)

A supervisor will have the knowledge and skills to independently conduct activities using independent elements, elements used as initiative activities and low ropes courses where spotters are used and high ropes courses which require the use of a belay system to keep clients safe. It includes the selection of anchors and the establishment of belays for personal and client safety. A supervisor will conduct activities using sites for which they are not personally responsible for the overall maintenance. A supervisor will be able to apply their skills and knowledge to a broad variety of low and high ropes courses and elements, and should be able to deal with non-routine situations. They will be able to impart skills and knowledge to clients/trainees to conduct activities under close supervision.

The following units of competence must be achieved to gain the award of Supervisor.

Units already undertaken for the facilitator award, plus:

Code	Unit name
SRXGRO003A	Provide leadership to groups
SRXEMR002A	Coordinate emergency response
SROABL002B	Facilitate adventure-based learning activities
SROODR003A	Plan outdoor recreation activities (advanced)
SROCRP003A	Supervise a low ropes session
SROCRP004A	Supervise a high ropes session

Upon completion of the facilitator award, the facilitator has six months to complete the course components for Supervisor. Candidates are required to complete the following prior to practical assessment:

- Complete a minimum of two assists as supervisor (at least one at Paraventure) and complete the supervisor assist forms in the training manual
- Complete a research project
- Complete application form for assessment in the training manual
- Assessment fee may be applicable, if so include with application for assessment
- Photocopy of current senior first aid certificate
- Police check
- Organise a group for your practical assessment.

Practical assessment

The practical assessment is conducted by a qualified ropes course assessor. The practical assessment criteria are outlined in TAFE SA's Training Manual, Appendix 7, for those undertaking the induction process through TAFE SA.

Manage (low and high ropes)

A person will have the knowledge and skills to manage and maintain a low and high rope course including linked courses, independent elements, elements used as initiative activities and where belay systems are used to keep clients safe. This person will have ultimate responsibility for ensuring the safety of the course and the development and provision of operational procedures for the conduct of activities on the low and high ropes elements/course.

This does not include the training of staff.

The following units of competence must be achieved to gain the award of Manage.

Units already undertaken for the facilitator and supervisor award, plus:

Code	Unit name
SROODR006A	Manage risk in an outdoor activity
SROCRP005A	Manage a low ropes course
SROCRP006A	Manage a high ropes course

Upon completion of the supervisor award, the supervisor has 12 months to complete the course components for Manage. Candidates are required to complete the following:

- Ropes course installation techniques, practices and hardware
- Maintenance procedures for ropes course
- Operational procedures for a ropes course
- Staffing and training requirements for a ropes course

Ropes Course Trainer (low and high ropes)

A ropes course trainer will have the knowledge and skills to teach participants who are training to become facilitators, supervisors or manage ropes courses.

A ropes course trainer will have achieved a number of units toward the Certificate IV in workplace training:

Code	Unit name
TAADEL301A	Provide training through instruction and demonstration of work
TAADEL402A	Facilitate group based learning
TAADEL401A	Plan and organise group based learning
TAADEL403A	Facilitate individual learning
TAAENV402A	Foster and promote an inclusive learning culture

Ropes Course Assessor (low and high ropes)

A ropes course assessor will have the knowledge and skills to assess participants who are training for facilitator, supervisor or manage ropes courses.

A ropes course assessor will have achieved a number of units toward the Certificate IV in workplace assessment:

Code	Unit name
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence

AAS recommend that personal, equipment and site logs should be kept and signed by the supervisor after each session.

TAFE SA provides training and assessment to gain qualifications in Adventure Rope Courses through the national training package for outdoor recreation. Adventure rope course operators employ qualified adventure ropes course people and provide in-house training specific to their facility and operation.

All levels of adventure rope course qualifications require the holder to have a current first aid certificate and a police check.

All applications for qualifications are to be sent to:

TAFE SA, Adelaide North
Ropes Course Co-ordinator
Regency Campus
Centre for Recreation, Sport & Tourism
Days Road
Regency Park SA 5010

2.2 First aid

Decisions on the level of first aid should be based upon the risk assessment and emergency strategy for this adventure activity. Leaders and guides should have the appropriate first aid skills commensurate with the planned activity, the skills of the group and the location of the activity, including remote areas.

For any high rope activity session the supervisor must also hold at least a current Level 2 equivalent certificate or higher should the site remoteness suggest that requirement.

The following provides an overview of equivalent first aid training with St John Ambulance and Australia Red Cross.

Level 1: Basic First Aid (Resuscitation) involves basic skills and knowledge in order to recognise and provide immediate first aid for a range of common illnesses and injuries and minimise the severity of injury or sudden illness.

Leaders and guides with Basic First Aid should be able to:

- perform CPR (resuscitation)
- manage breathing emergencies: expired air resuscitation (EAR)
- control bleeding, wounds and bandaging
- manage extremes of heat and cold
- manage injuries to bones, joints and muscles
- manage poisoning, bites and stings

Level 2: Intermediate or Senior First Aid involves skills and knowledge to recognise and provide immediate first aid for a range of common illnesses and injuries and minimise the severity of injury or sudden illness.

Leaders and guides with Intermediate or Senior First Aid should be able to:

- define the principles of first aid
- demonstrate knowledge of basic human anatomy
- recognise and manage both a conscious and an unconscious casualty
- perform effective CPR and expired air resuscitation (EAR)
- identify a range of common illnesses and injuries
- control bleeding and care for various types of wounds
- recognise and manage injuries to bone or soft tissue
- recognise and manage medical conditions that may need emergency care, including heart attack, stroke, asthma, diabetes and epilepsy
- use practical first aid skills using prepared and improvised materials
- demonstrate knowledge of first aid management for a range of common illnesses and injuries.

2.3 Responsibilities of the proprietor

If the structure is used for hire or reward it is deemed an amusement structure and must comply with the OHS & W Act and regulations Division 3A. The proprietor of an amusement structure must:

- (a) subject to the operation of division 3A.5, ensure:
 - (i) that the amusement structure design is registered under this part; and
 - (ii) that the amusement structure is registered under this part; and
- (b) ensure that the classification of the amusement structure has been determined by a professional engineer, and that a record of that classification has been included in the log book required under paragraph (f)
- (c) except in the case of a Class 1 structure, ensure that a person is appointed as a supervisor for the amusement structure or, if the proprietor is suitably qualified and considers it appropriate to do so, assume responsibility as supervisor for purposes of this part; and
- (d) ensure that all information relating to the amusement structure required or prepared under part is available and, if a supervisor has been appointed, make that information available to the supervisor; and
- (e) to the extent that the information available under paragraph (d) does not provide comprehensive information and instructions for the safe operation and appropriate maintenance of the amusement structure, ensure that such information or instructions are prepared and available; and

- (f) ensure that an up-to-date log book that complies with any requirements determined by the director is kept for the amusement structure, taking into account the requirements of this division; and
- (g) in respect of the amusement structure, ensure compliance with all requirements of this division
- (h) the proprietor must ensure that a supervisor is appropriately trained and undertakes refresher courses (if any) from time to time.
- (i) a supervisor must have attained the age of 18 years.

2.4 Responsibility of the supervisor

There are specific requirements for supervision under the OHS & W legislation (Division 3A.3.1 & 3A.3.4). It is the supervisor's responsibility to ensure that the level of knowledge, ability, skill and equipment of each participant is appropriate for the level of difficulty and complexity of the activity and to receive acknowledgement from all participants that he/she (as supervisor) has the role of leading the group. Where necessary, individual tasks may be delegated but the responsibility remains with the supervisor.

Key responsibilities for the supervisor include:

- Completion of a session plan (acknowledging all relevant client information and AAS section 1.1)
- Confirmation that the group experience/capabilities match the activities to be undertaken
- Appropriate management of hazards
- Ensuring that the group have access to safe drinking water
- Checking the suitability, condition and use of all equipment before and after the activity
- Ensuring that participants do not get into situations that present unreasonable risk
- Being aware of and complying with the ropes course site manager's guidelines for the challenge ropes course
- Ensuring a full briefing is clearly carried out and understood by everyone involved in the activity (see section 2.5 Facilitators and assistant(s))
- Ensuring that any incidents are recorded and reported and witness statements completed
- Checking first aid kit and communication equipment prior to session
- Appropriately designating responsibility
- Appointing an appropriate external contact person to notify police if not contacted by designated time/s necessary (particularly where the site is in a remote location)
- Notifying the external contact of safe return/completion where appointed

- Collecting waiver, consent and medical forms signed by all participants or parents/guardians where appropriate
- Supervision of other staff.

2.5 Facilitators and assistant(s)

Any facilitator and trainees assisting in the provision of a session must have the appropriate experience and competencies appropriate to the level of the activity. If necessary, evidence of these must be provided to the supervisor prior to any involvement in the session.

In addition, all persons assisting the supervisor must support and assist according to the session plan and manage any incident or emergency according to the emergency strategy if the supervisor becomes injured or incapacitated. (See section 2.6 Communication and authority).

2.6 Communication and authority

As for all group outdoor activities, there must be effective communication between instructors and participants in all aspects of the ropes course session. It is essential that this system be devised before the session and agreed as a component of the pre-session briefing.

The pre-session briefing may be delivered differently according to organisational preference and, where relevant, the length and complexity of a session but must include and is not limited to the following:

- Introduction of supervisor, facilitator/s and key objectives of the session
- Establishing the skill level of the participants
- Demonstrating spotting and belaying if participants are to undertake these tasks
- The nature of the activity, inherent risks, and communication requirements
- Correct use and fit of equipment
- Explanation of how the session/group will be managed (procedures and calls)
- Verbal health check of participants to voice concerns about their capabilities
- Any environmental considerations for the challenge ropes course being used
- Explanation of all required documentation including completion and signing of waiver (See section 1.4).

The extent to which participants should be informed of the emergency strategy is specific to each organisation, session, location and group. The intention is to ensure that participants remain calm and act appropriately in the event of an incident or emergency. Details may or may not include (for example) whom to look to, where to assemble, how to contact emergency services, should they stay at location or move to another location.

2.7 Group management

Obvious variables will determine appropriate and adequate supervision ratios. So there may be situations or circumstances where judgement will dictate the requirement for

increased supervision. There may also be situations where the site managers dictate smaller ratios (fewer participants to each competent supervisor/facilitator).

The accepted minimum supervision ratio for all challenge high ropes course activities is 1:8 (facilitator/supervisor : participant). If utilising trainees then the ratio can be extended by two participants, e.g. 2:10, providing that the trainees remain within view and earshot of the supervisor.

A trainee is only allowed to operate an element under the direct supervision of a qualified facilitator/supervisor. A trainee will allow two extra participants to the ratio, with a maximum of trainees to one facilitator/supervisor. For example, 1:12 equals one facilitator/supervisor and trainees to 12 participants. There must be a supervisor on hand at any high ropes day.

Ratios may vary slightly at each ropes course site. Awareness of each site's ratios is essential and should be checked in the planning stages of the activity.

Ratios might change depending on the participants within the group. For example, ratios might be lower if the group were people with disabilities or a youth at risk group.

Consideration must be given to group safety and management:

- All sessions are conducted in such a way that all participants remain within view and earshot of the responsible person for that element
- Effective group management is maintained, including those participants waiting for a turn or otherwise not actively involved
- All risk control measures are implemented correctly and that all calls can be clearly heard and appropriately responded to.

When in doubt a ratio of 1:12 or lower should be adhered to (which is the current ratio according to the Department of Education & Training Guidelines).

It is also very important that in the event of an accident or emergency the supervisor/facilitator may only leave their participants/elements once all participants have ceased the activity and are within a safe area or the emergency is resolved.

Where specific operating procedures are in place for a challenge ropes course and have been developed through a process of risk management, these may override the above as deemed appropriate by the supervisor.

3 Safety equipment

Equipment requirements vary with the objectives of the session, elements used and the environmental conditions likely to be endured. When planning equipment requirements for a challenge ropes session it is important to plan ahead as much as possible for all eventualities taking into account any appropriate information including forecast weather conditions.

3.1 Safety equipment used by the participants

The following equipment requirements apply to all participants:

- Helmets and harnesses which adhere to UIAA, CE or equivalent standards and are designed for climbing related activities must be worn when on any high ropes

course activities and throughout other activities where deemed appropriate or necessary. It is recommended that frequently used harnesses be used for a maximum of a five-year period. This is standard for harnesses as deterioration may not be visibly identifiable

- Clothing must be appropriate to the requirements of the elements being used and weather conditions
- Appropriate footwear must be worn both to access the activity area (where relevant) and for the session
- Belay ropes, karabiners and belay devices must be certified by the manufacturers as suitable for single rope belay purposes. Both semi-static and dynamic ropes may be appropriate, depending on the situation. Static ropes and plain gate karabiners should not be used in a belay situation, but may be appropriate to other uses in a ropes course. Appropriate standards include EN 892 or UIAA 101 Dynamic mountaineering ropes and EN 1891 or UIAA 107 Personal protective equipment for prevention of falls from a height: low stretch kernmantle ropes
- Belayer is to use a single screw gate karabiner together with a belay device (ATC). A back up belayer should be used when appropriate for the session
- Climber is to be tied in using the figure of eight knot.

Consideration must also be given to employees and trainees who wish to use their own equipment. If this is the case, the supervisor must check and be satisfied that the equipment is suitable. The organisation or supervisors may also decide that employees and trainees are not allowed to use their own equipment (either as a policy ruling or if the equipment is unsuitable). If an instructor is deemed an employee and providing their own equipment for their own use, then under Division 3 of the OHS & W Regulations it is necessary for the proprietor to have a good management system in place to ensure no risks are introduced or the preferred means would be that the proprietor provides their own equipment which has been safety checked, regularly maintained and signed off.

All supervisors, facilitators and assistants must be fully aware of any policy relating to employee supplied equipment and must act appropriately.

3.2 Safety equipment used by the supervisor/facilitator

The following equipment requirements apply to all supervisors throughout the session:

- Harnesses must comply with European Standard EN 12277 Mountaineering equipment (harnesses, safety requirements and test methods), UIAA or equivalent standards. It is recommended that frequently used harnesses be used for a maximum of a five-year period. This is standard for harnesses as deterioration may not be visibly identifiable
- Helmets, which adhere to UIAA, CE or equivalent, must be worn at all times when operating on the high ropes
- Rescue equipment such as pulleys, ascenders, lanyards, and a belay device should be accessible for rescue, should it be required (and/or other appropriate means of access) and an additional safety rope, equivalent in length to the belay

wire or anchor point of the highest element should be accessible and available for rescue, should it be required

- Emergency communication equipment (such as mobile phone, radio, Personal Locator Beacon (PLB) if in remote area, etc.)
- First aid kit.

3.3 Safety equipment condition, maintenance and storage

- All equipment must be used, maintained, stored and retired according to manufacturers' specifications where applicable
- All equipment used must be checked before and after each session pursuant to the approved checklist
- A regular maintenance program, in addition to daily maintenance, must be in place and adhered to
- It is recommended that all issued helmets and clothing be carefully washed after each session. All harnesses must be supplied in a clean and serviceable condition
- Wet equipment must be stored in a manner that allows it to dry
- A system for reporting and repairing/retiring damaged equipment must be in place and adhered to.

It is essential that a log of all equipment use and maintenance be kept.

3.4 Additional requirements for use of safety equipment

3.4.1 Attachment of belay ropes to harnesses

There are several recognised and acceptable attachment methods suitable for use on the elements within a challenge ropes course. The nature of the activity allows for individual preference and providing care is taken to instruct and assess participants and facilitators, it is not the place of AAS to insist upon specific methods providing that the method of attachment at least complies with harness and connector (if used) manufacturers' instructions.

It is essential, however, that the belayer uses a single screw gate karabiner together with a belay device (ATC). A back up belayer should be used when appropriate for the session.

The climber is to be tied in using the figure of eight knot.

3.4.2 Belay systems and connections

Belay systems and connections (e.g. karabiners and pulleys) are essential to the safe use of high elements and it is important that the components of these systems and connections are clearly visible from the ground. It may also be appropriate for these to be numbered, colour coded or tagged for easy identification important to maintenance, fault reporting and general condition checks.

Participants acting as non-anchored belayers must undertake additional assessment and consideration must be given to relative weights of the belayer and climber. The use of an 'anchor person' to hold onto the back of the belayer's harness is considered

suitable as an anchor. In addition, a belayer must have a back-up belayer to support the main belayer.

All safety equipment used in a belay system must be specifically designed and/or appropriate for such use, complement the procedures and systems being used, and should be consistent throughout the challenge ropes course session. It is appropriate to use a different belay system for The Trapeze and Squirrel elements, where additional instruction or supervision is provided.

3.5 Safety techniques: Belaying

The following minimum requirements for belaying techniques must be adhered to:

- The belayer must have full control of the 'brake line' at all times
- The belayer must be able to lock off the belay device at any time
- All belayers must be instructed in correct belay techniques, and understand the process required to lock a belay device off and the consequences of not using the device correctly
- Where a participant claims that they already know how to belay, sufficient steps must be taken to ensure that this is the case, that they fully understand how to use the relevant belay device, and that they understand the procedures of the relevant ropes course
- A back-up belayer must be used at all times, except where an experienced and qualified person is belaying
- The attachment to the climber must incorporate more than just a single karabiner attached to the harness
- All participants must be instructed in the correct checks to go through before a climber begins an element.

4 Environment and conduct

The leader, guide and organising body should be satisfied that participants are aware of their responsibilities (as members of the group) to ensure areas of scenic or recreational significance, special scientific or archaeological sites, and the natural environment are respected, and that the requirements of land managers are adhered to. Where challenge ropes course are located in a natural environment such as a forested area, consideration should be given to the following where applicable:

- In the case of a portable ropes course, avoid using trees or other vegetation for belay points. If there is no alternative, protect them from rope damage to the best of your ability by using rope protectors or webbing
- Always utilise recognised tracks to approach and move within the challenge ropes course. Where this is not possible control the group to have minimal impact, even if it means taking a longer way around
- Wherever possible choose safe areas that have a firm base that can tolerate groups without causing vegetation damage and erosion of the area around the elements. Manage compaction and erosion in high use areas

- Actively manage your group throughout the session to minimise trampling and damage to the surrounding vegetation, particularly if using a site within a national park
- Do not block footpaths with equipment or belayers
- Try to minimise noise at challenge courses in the natural environment.

Further to this the following strategies, which effectively minimise disturbance to natural and cultural values, represent acceptable conduct for the long-term sustainability of both the activity and the environment.

Waste

Rubbish: It is the responsibility of the group leader to ensure that no rubbish or introduced matter is left as a result of the group's activity in an area. This particularly applies to all food or drink packaging, food scraps and activity equipment. Leaders should plan to carry rubbish receptacles sufficient to enable all group-generated rubbish to be removed from the area. Where practicable, leaders should encourage participants to remove rubbish left by previous users.

Human waste: Faecal wastes are to be managed and disposed of in line with environmental regulations and land manager directions. This means that where toilet facilities are provided, these must be used. Where camping is permitted and no toilet facilities are available, toilet wastes must be buried at least 100 metres from a watercourse. If it is not feasible to bury wastes or to bury them at least 100 metres from a watercourse (e.g. narrow river valley, cliff areas), group leaders should plan to use equipment (e.g. 'poo-tubes') that enable the wastes to be removed and disposed of at a facility designed for this purpose.

Fire

Fire Bans: In most parks, the fire danger season in South Australia usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks during this time. Some parks have year round bans on wood fires. Open flames are banned in all parks on days of extreme fire danger. These are declared by the Country Fire Service (CFS). Parks may be closed to visitors on Total Fire Ban days. The onus is on the leader to check the fire ban status for the area they are visiting. Phone or visit the Department for Environment and Heritage or CFS Office for more details.

Camp Fires: Native vegetation within reserves is protected. In non-reserve areas, dead trees and fallen logs play an important role in the environment. In some parks, wood fires are prohibited or restricted. Gas or liquid fuel stoves are preferable. Where fires are permitted they must be:

- lit in existing fireplaces where possible or in a properly constructed fireplace or pit (minimum 30cm deep and a maximum of one metre wide) and returned as closely as practicable as it was
- cleared of flammable vegetation for at least three metres around the fireplace or pit
- kept to a minimum size necessary for cooking, minimising disturbance to the surrounding area
- attended at all times

- extinguished with water
- avoided if fuel is scarce
- avoided if at all unnecessary or where doing so will not comply with the minimal impact approach.

Camping

- Camp at established campsites where possible
- Make campsites away from water resources (at least 20 metres from any stream) and allow animals undisturbed access
- Use floored tents with poles
- No trenches around tents
- Use toilet facilities where available
- Avoid using any soaps or detergents. If they must be used, use only biodegradable soaps and detergents. Dispose of washing water at least 50 metres from any water source
- Wash all soil from camping and personal equipment and vehicles before leaving home or moving between locations, in order to avoid transporting seeds or soil-borne pathogens such as phytophthora.

In addition, walkers are also expected to:

- try to avoid tracks and other areas which will be intrinsically more prone to erosion, especially with larger groups
- use boot washing and or hygiene stations to assist in the prevention of phytophthora
- make reasonable efforts to minimise the impact of the group on others
- assist other parties in difficulty providing this action does not adversely effect the safety of the group
- be diplomatic with other groups and other recreational users of the area
- try to minimise noise.

5 Further information

Reference materials available for purchase:

Occupational Health Safety and Welfare Regulation, in particular Part 3A from Information SA, 77 Grenfell Street, Adelaide, 8204 1900, or from WorkCover at 100 Waymouth Street, Adelaide, 13 18 55

Australian Standards, AS3533—1997 (Parts 1 and 2, not the log book supplement) from Standards Australia, 63 Greenhill Road, Wayville, 8373 4140

TAFE SA, Adelaide North, Ropes Course Co-ordinator, Regency Campus
Centre for Recreation, Sport & Tourism, Days Road, Regency Park SA 5010

Appendix 1: UIAA Standards for Mountaineering and Climbing equipment

UIAA No	Title of the Standard	Reference to
101	Dynamic Ropes	EN 892
102	Accessory Cord	EN 564
103	Tape	EN 565
104	Slings	EN 566
105	Harnesses	EN 12277
106	Helmets	EN 12492
107	Low Stretch Ropes	EN 1891
108	Sharp Edge Resistant Dynamic Ropes	UIAA 101, EN 892
121	Connectors (Karabiners)	EN 12275
122	Pitons	EN 569
123	Bolts	EN 959
124	Chocks	EN 12270
125	Frictional Anchors (such as 'Friends' and Sliders)	EN 12276
126	Rope Clamps (Ascenders)	EN 567
127	Pulleys	EN 12278
128	Energy Absorbing Systems (EAS)	EN 958 for Use on Vie Ferrate (Klettersteig)
129	Abseiling Devices (in preparation)	
130	Belaying Devices (in preparation)	
151	Ice Anchors	EN 568
152	Ice Tools (Axes and Hammers)	EN 13089
153	Crampons	EN 893
154	Snow Anchors	

ACHIEVING REGISTRATION OF AN AMUSEMENT STRUCTURE IN SOUTH AUSTRALIA

The South Australian Regulations relating to Amusement Structures have changed with PART 3A of the OHS&W Regulations 1995 being gazetted on the 21 June 2001. The new requirements are effective from 1 July 2001.

DEFINITIONS (reg 3A.1.3):

proprietor: *in relation to an amusement structure, means the owner of the amusement structure, and includes a person in possession of the amusement structure for the purposes of a business (including a business involving the hiring or leasing of the amusement structure to other persons).*

professional engineer: *a person who is registered on the National Professional Engineers Register administered by the Institute of Engineers, Australia and has experience in dealing with amusement structures; OR a person who has skills, qualifications and experience determined by the Director to be appropriate for the purposes of these regulations.*

competent person: *a person who is suitably qualified (whether by experience, training or both) to carry out the task.*

Class 1 Structure: *an amusement structure classified as Class 1 under Australian Standard 3533 Part 1; or a coin operated amusement structure classified as a Class 2 structure under AS 3533.1 only because of the operation of Clause 2.1.6 of AS 3533.1.*

safety instruction: *Information contained in the Code of Practice AS3533 Parts 1 & 2, information prepared by the designer, manufacturer, importer or supplier, information prepared by the professional engineer and information prepared by the proprietor.*

LEGISLATIVE REQUIREMENTS and NOTES:

- 1) It is a requirement under the regulations that all amusement structures must be classified by a **professional engineer** using AS3533 Part 1 1997 Section 2 as the basis (reg 3A3.1(1)(b)). If the amusement structure is classified as **Class 1** then your **professional engineer** must provide a statement to that effect for your records.
- 2) If the resulting classification is not **Class 1** then registration of the amusement structure is required on the appropriate application form (reg 3A.5.3).
 - a) It is a requirement that the **proprietor** provide a signed statement from your **professional engineer** which identifies the amusement structure and indicates that the **professional engineer** has classified the amusement structure in accordance with AS 3533.1-1997 and inspected it on the basis of that classification and that the **professional engineer** considers that the amusement structure is safe to use or operate (reg 3A.5.3 (3)(ii))
 - b) It is not a requirement to submit a fully detailed engineer's report under the new regulations.
- 3) The **proprietor** is required to complete the declaration on the reverse side of the application form which includes answering questions relating to the amusement structure by ticking either the "yes" or the "no" box. For your information additional notes related to the differences between the code of practice and regulations are provided below.

- 4) The **proprietor** must sign and date the application form indicating his or her status as noted on the form.

The submitted information will result in a registration number and certificate of registration being issued. The **proprietor** of the amusement structure is required to ensure the certificate of registration is kept in the logbook for the amusement structure and that the amusement structure is clearly marked with its registration number (reg 3A.5.6).

CODE of PRACTICE and the REGULATIONS:

Australian Standard AS 3533 – 1997 Parts 1 & 2 were gazetted on the 29th March 2001 as a code of practice under the OHS&W Act 1986. In law the code of practice provides guidance on how a particular standard of health and safety can be achieved.

Your attention is drawn to the fact that the Regulations may specifically over ride parts of the Code of Practice and therefore will be subject to a specific regulation based audit. For example, parts of Section 5 of AS 3533.2 relating to Maintenance, Replacement, Repair and Inspection of the amusement structure are over-riden by Division 3A.3 – Duties Associated with Installation, Maintenance and Use of Amusement Structures

In general the Code of Practice AS 3533 adopts the definition of a **competent person** as used in the existing plant regulations, however, under the new regulations for amusement structures, a **professional engineer**, as defined, must carry out some of the tasks.

- a) There must be a maintenance and periodic inspection program to maintain the amusement structures mechanical and structural integrity and to identify any part that may be subject to excessive corrosion, wear, fatigue, stress or strain, or to identify any other situation or circumstance that may give rise to a risk to safety (reg 3A.3.6(2)).
- b) The program must incorporate procedures for routine maintenance and for a detailed inspection at least every 12 months and must include procedures necessary to ensure the amusement structure is in good working order (reg 3A.3.6(2)).
- c) If the designer or manufacturer has not provided a maintenance program then a **professional engineer** must be used to develop the program (reg 3A.3.6(3)).
- d) Any maintenance or inspection instructions issued by the designer, manufacturer or **professional engineer** to be carried out more frequently than at 12 monthly intervals must be identified. Requirements that must be carried out at 12 monthly or greater intervals must also be identified.
- e) In the event of an inconsistency between information prepared by a **professional engineer** and any other **safety instruction**, the information prepared by the **professional engineer** will prevail (and a person must comply with the information prepared by the **professional engineer**, and need not comply with the other **safety instruction**, to the extent of the inconsistency) (reg 3A.1.4).

Repairs and alterations (reg 3A.3.7): If the function or condition of an amusement structure has been impaired or damaged in a manner or to the extent that it increases a risk to safety then the amusement structure must be inspected by a **professional engineer**.

Any repair or alteration in respect of the amusement structure must be carried out by a competent person and be in accordance with any direction of a **professional engineer** who has inspected the amusement structure.

Any repair or alteration must not result in an amusement structure exceeding any design limitation (unless a new design has been registered) and the amusement structure must not be used again unless or until it has been inspected and certified safe to operate and use by a **professional engineer**.

Daily inspection (reg 3A.3.5): an amusement structure must be inspected and tested daily during its "in service" period by a **competent person** (see note below under log book).

Annual Inspection (reg 3A.3.6): a detailed inspection must be carried out at least every 12 months by a **professional engineer**.

Log Book (reg 3A.3.1(f)): a permanent record of an amusement structure containing sufficient details to form a permanent history of the amusement structure. The **proprietor** must ensure an up-to-date log book is kept with the amusement structure and that it takes into account the additional requirements of the regulations:

(i) Erection or Installation (reg (3A.3.2(7)(e)): date of erection or installation, name of the person undertaking the erection or installation. Information relating to any special issues that arose and information concerning testing carried out.

(ii) Dismantling and Storage (reg 3A.3.8(3)(b)): date of the dismantling or storage.

Note: Workplace Services acknowledges the industry term for this operation as being "pull-down" and interprets the dates between (i) and (ii) as providing the in service period for the amusement structure and outside those dates as being the out of service period.

(iii) Daily Inspections (reg 3A.3.5(4)): date and time of the inspection, name of the person and information relating to any defect or problem found with steps taken to rectify the problem or defect.

(iv) Maintenance and periodic Inspections (reg 3A.3.6(5)): date of undertaking the inspections, name and status of the person undertaking the inspections, information concerning any defect or problem encountered and steps taken to rectify the problem. Information concerning any other work carried out.

(v) Repairs and Alterations (reg 3A.3.7(5)): date on which carried out, name and status of the person carrying out the repair or alteration. Specific details of the repair including the nature of the damage.

Hazard Identification, Risk Assessment and Control of Risk (Division 3A.4): this division requires the identification of all reasonably foreseeable hazards to safety arising from an amusement structure, or systems associated with an amusement structure. Refer to regulation 3A.4.1(2) for a list of specific factors that must be considered in the process.

The method used for risk assessment must adequately address the identified hazards and must include one or more of the methods listed in regulation 3A.4.2.

Regulation 3A.4.3(1) lists one or more of the controls that must be used to eliminate or if that is not reasonably practicable, minimise the risk to health and safety.

In addition, regulation 3A.3.1(7) states in the case of an amusement structure in operation before 5 December 1997 (date of issue of AS 3533 – 1997) the **proprietor** of the amusement structure must within a reasonable time after the commencement of these regulations ensure hazards associated with the use of the amusement structure are identified, that they are assessed for risk and reasonable steps are taken to eliminate the risk or if that is not reasonably practicable, to minimise the risk.

Division 3A.4 also specifically makes mention of Access/Egress, Dangerous parts, Guarding, Operational controls and Emergency stop and warning devices.

Operational controls: (reg 3A.4.3(6)): must be suitably identified and indicate their nature and function, and be “locked” into the off position to enable the disconnection of all motive power.

If the amusement structure is designed to be operated or attended by more than one person and more than one control is fitted, the multiple controls must be of the “stop and lock off” type so that the amusement structure cannot be restarted after a stop control has been used unless each stop control is reset (reg 3A.4.3(7)).

Emergency stop devices (reg 3A.4.3(8)): must be prominent, not recessed or shrouded, clearly and durably marked, and immediately accessible to each operator of the amusement structure and must have handles, bars or push buttons coloured red.

Additional Requirements (reg 3A.3.9(e)): any safety feature or warning device is maintained, and tested on a regular basis.

You can purchase a copy of the:-

- OHS&W Act & Regulations, from –
- Services SA – phone 13 23 24 **or**
 - Workcover Corporation - phone 131 855
- Australian Standard AS3533-1997 from
- Standards Australia – 1300 654 646

PLEASE NOTE: Your application for registration *must be received* at this office at least two (2) weeks prior to the expected date of use or operation to allow for the auditing process to be completed prior to registration.

For any further enquires or additional information, please contact -

Tim Ingram
Senior Administrative Officer
Amusement Structures
Workplace Services
Phone: 8303 0412 (office)

This paper has been prepared as a guide to the process of achieving registration. Compliance with the content does not infer automatic registration or does it remove, replace or supersede the obligation to seek out and comply with other information contained in Part 3A of the Regulations.

Definition of **Amusement Structure** under the OHS&W Regulations 1995

<p>“amusement structure” means a structure or device operated for hire or reward, or provided on hire or lease –</p> <p>(a) that is used or designed to be used for amusement, recreation, sport, sightseeing or entertainment and on which persons may be moved, carried, raised, lowered or supported by any part of the structure or device, or on which persons may jump or slide; and</p> <p>(b) that is either –</p> <p>(i) an arrangement of structural or mechanical elements (or both) that has as its prime function the provision of movement of a passenger or passengers in a controlled manner so that the passenger or passengers are not necessarily required to move themselves to obtain the desired effect (called an “amusement ride”); or</p> <p>(ii) an arrangement of equipment through which, or on which, a rider moves, where the desired effect is achieved primarily by the rider’s self-powered motion, or by some other process that is not referred to in the description of an amusement ride (called an “amusement device”); or</p> <p>(iii) a structure or arrangement of equipment through or on which, or down which, a person moves, where the desired effect is achieved primarily by the person’s self-powered motion, by motion induced by gravity, or by some other process or means associated with the design or operation of the structure or equipment.</p>	<p>“hire or lease” included from 1 July 2001</p> <p>“on which persons may jump or slide” included from 1 July 2001</p> <p>“either” removed from 1 July 2001</p> <p>New paragraph (iii) introduced 1 July 2001</p>
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The above definition is an extract from the Occupational Health Safety & Welfare Regulations 1995, as amended 1 July 2001

TAX INVOICE
ABN: 50 560 588 327



Government of South Australia
Workplace Services

OCCUPATIONAL HEALTH, SAFETY & WELFARE REGULATIONS, 1995

APPLICATION FOR REGISTRATION OF AN AMUSEMENT STRUCTURE

To the Director, Workplace Services: I hereby apply for the registration of an Amusement Structure under Division 3A.5 of the OHS&W Regulations, 1995.

Please **PRINT** and complete **ALL SECTIONS** or add **N/A** and return with the fee (see over page for fee details)

DETAILS OF APPLICANT

Name of PROPRIETOR (Owner)				N/A Plant Owner ID if known	
Name of COMPANY				ABN	
Trading Name				Intentionally left blank	
Postal Address:	Number	Street	Suburb	State	Post Code
Name of Contact Person		Telephone Number	Fax Number	Mobile Number	

DETAILS OF AMUSEMENT STRUCTURE

Located OR Stored at Address	Number	Street	Suburb	State	Post Code
(Please Circle Class AND Fixed or Non-fixed)					
Class: 2 3 4 5 ----- AND ----- Fixed or Non-Fixed	Name or Description of the Amusement Structure				N/A Previous Registration No
Year of Manufacture	Name of Manufacturer				Identification or Serial No

If the amusement structure was designed before 1 July 1996 no design registration is required.
If the amusement structure design was completed after 30 June 1996 design registration is required in South Australia.
If the amusement structure is already design registered, provide the details below.

Design Registration No	Name of Issuing Authority	Date of Issue
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DETAILS OF PROFESSIONAL ENGINEER

ATTACH a signed statement that a professional engineer has determined the classification of the amusement structure and inspected it on the basis of that classification and that the professional engineer considers that the amusement structure is safe to use or operate.

Name of Professional Engineer conducting the Inspection			Telephone Number	Fax Number	
MIEAust or CP number	Name of Company		Inspection Date		
Postal Address:	Number	Street	Suburb	State	Post Code

Office Contact:- Construction, Utilities & Telecommunications Team
(Incorporating Amusement Structures)
Level 3, 1 Richmond Road KESWICK SA 5035
Phone: 08 8303 0412

Postal Address:- GPO Box 465 ADELAIDE SA 5001

OFFICE USE ONLY:

Entered into database: / / Name

Approved: / / Name

DEFINITIONS:

Professional Engineer: means a person who is registered on the National Professional Engineers Register administered by the Institution of Engineers, Australia and has experience in dealing with amusement structures; or has skills, qualifications and experience determined by the Director to be appropriate for the purposes of the regulations.

Competent Person: means a person who is suitably qualified (whether by experience, training, or both) to carry out the work or function described in the relevant regulation.

Proprietor: means the owner of the amusement structure, and includes a person in possession of the amusement structure for the purpose of a business (including a business involving the hiring or leasing of the amusement structure to other persons)

Log Book: a permanent record of an amusement structure containing sufficient details to form a comprehensive history of the amusement structure including the requirements under Regulations 3A.3.5, 3A.3.6, 3A.3.7 and 3A.3.8.

CODE of PRACTICE:

AS 3533 – 1997 Parts 1 and 2 of the Australian Standard were gazetted on the 29th March 2001 as a Code of Practice under the OHS & W Act 1986. A code of practice provides guidance on how a particular standard of health and safety can be achieved. It describes the preferred methods or courses of action for achieving this standard of health and safety.

DECLARATION BY PROPRIETOR

You must indicate by ticking either the “Yes” or “No” box which of the following systems, procedures or documents you have for the Amusement Structure:

	Yes	No		Yes	No
1 A copy of Australian Standard 3533-1997 is available	<input type="checkbox"/>	<input type="checkbox"/>	7 Daily Inspection Schedule	<input type="checkbox"/>	<input type="checkbox"/>
2 Structure classified to AS 3533-1997	<input type="checkbox"/>	<input type="checkbox"/>	8 Set up & Dismantle Instructions	<input type="checkbox"/>	<input type="checkbox"/>
3 Manufacturer’s Manual or Instructions Designer’s Manual or Instructions	<input type="checkbox"/>	<input type="checkbox"/>	9 Any prohibition / improvement notices received in the previous 12 months	<input type="checkbox"/>	<input type="checkbox"/>
4 Professional Engineers Manual or Instructions	<input type="checkbox"/>	<input type="checkbox"/>	10 Log Book	<input type="checkbox"/>	<input type="checkbox"/>
5 Maintenance & Inspection Program	<input type="checkbox"/>	<input type="checkbox"/>	11 Hazard Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
6 Operators instructions	<input type="checkbox"/>	<input type="checkbox"/>	12 A copy of the OHS&W regulations Part 3A	<input type="checkbox"/>	<input type="checkbox"/>

I being the proprietor (owner) making this application, declare the information (print name above) is true to the best of my knowledge and belief.

Penalty: for providing false or misleading information – Division 6 fine.

Please note: 1. It is an offence to operate an amusement structure which is not registered in South Australia, and
 2. the amusement structure is not registered until the Director has issued a Certificate of Registration.
Penalty:-Division 6 fine.

Signature:- **Date:-** / /

Please remember that before Workplace Services is able to process your application you must have completed ALL SECTIONS of this form OR marked N/A.
Should you not provide us with the requested information this may result in a delay in the processing of your application.

PAYMENT OPTIONS

Fee: \$48.00 per item of plant (applicable to 30 June 2006).

This fee is exempt from GST under Division 81 of the “New Tax System” (Goods and Services Tax Act) 1999.

1. My cheque/money order for \$_____ is enclosed.

2. My credit card details are as follows: (most cards accepted)

Card type: _____ Cardholder’s Name: _____

_____|_____|_____|_____|_____|
 Card Number

____/____
 Expiry date

 Signature