



**Scout Association of Australia
WA Branch**

**Manjedal Aerial Runway - Standard
Operating Procedures**

Version: 01

Date: 28.07.2009

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No:

1. ACTIVITY DESCRIPTION

- 1.1. The Manjedal Aerial Runway consists of a wire cable stretched across a valley, it is approximately 240 metres long. Riders are attached via a pulley block and travel from the dispatch platform to the receiving platform. The maximum height above the ground is approximately 25 metres.

2. SCOPE

- 2.1. This standard operating procedure covers the process, instruction and responsibilities for operation of the Manjedal Aerial Runway.

3. DEFINITIONS

- 3.1. **MAR:** The Manjedal Aerial Runway.
- 3.2. **Branch Commissioner - Adventurous Activities:** A Member of the Association appointed to this position by the Chief Commissioner.
- 3.3. **BAL - AR:** Branch Activity Leader - Aerial Runway, a Member of the Association appointed to this position by the Branch Commissioner - Adventurous Activities.
- 3.4. **M - MAC:** The Manager of Manjedal Activities Centre, the manager may delegate any responsibilities to any suitable person.
- 3.5. **Operator:** A person meeting the qualification and currency requirements for running activities on the MAR as set out in this SOP.
- 3.6. **Participants:** People who wish to participate in a MAR activity. Participants must obey instructions from the operator and other authorised persons and wear the required safety equipment supplied by the operator while they are riding.

4. PROCEDURE

- 4.1. The Manager of Manjedal Activities Centre sets the hire fees. All requests to hire the Aerial Runway are to be made to that person.

Equipment.

All PPE (Personal Protection Equipment) must be used in accordance to the manufacturer's recommendations and meet minimal standards as specified in the WA Roping Code of Practice.

- 4.2. All PPE must be checked by the operator before and after each activity.
- 4.3. Only PPE issued by the M - MAC shall be used. However, operators may use their own helmets as long as they meet the minimum standard as set out in the WA Roping Code of Practice.
- 4.4. All PPE will undergo a through inspection by a suitably qualified person at intervals not exceeding 2 months. Such inspection and any action taken will be recorded in a central register.

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Operator Training and Assessment

- 4.5. The Branch Commissioner - Adult Training is responsible for the training and assessment of operators and will conduct training courses on an 'as required' basis. The minimum competencies are detailed in the relevant training and assessment package.
- 4.6. Prerequisites for assessment are a current Seniors 1st Aid Certificate and a Working with Children Check Card.
- 4.7. A Statement of Attainment is issued to trainees on successful completion of the assessment process.

Operator currency

To maintain continuing currency, an operator must operate the activity at least once every twelve months. Currency is also linked to the operator holding a current Seniors 1st Aid Certificate and a valid Working with Children Check Card.

- 4.8. Currency is recorded in a database managed by M - MAC
- 4.9. An Operator may be suspended from running activities (pending investigation and decision) should any procedures under this SOP be breached or a major incident occurs at an activity when they are working. The Chief Commissioner or Branch Commissioner - Adventurous Activities issues the suspension in writing under the authority given to them. Copies of the suspension are provided to the Branch Activity Leader - Aerial Runway and M - MAC for information and action where necessary. The outcome of the investigation will be advised to the same officers for action.

Health and Safety

The M - MAC may suspend any activity session at any time they feel participant's or operator's safety is at risk.

- 4.10. **Accident/Incident Reporting.** All incidents or breaches of the SOP, regardless of severity, will be reported using the Accident/Incident Report Form (A6). The form is returned to the M - MAC as soon as possible after completion of the activity for further action.
- 4.11. **First Aid.** The operator has control of first aid materials that may be used if needed. The operator will assist if needed. An Accident/Incident Report (A6) must be submitted for any use of first aid materials.

5. CORRECTIVE ACTION

- 5.1. In the event a breach of this SOP is detected, the operator will ensure that immediate action is taken to return the operation to within the requirements of the SOP.
- 5.2. Should an incident occur the operator will immediately suspend the activity, ensure the safety of all participants and cease any further participation until its operation is deemed safe to continue.
- 5.3. Where an incident results in injury to any person, the reporting process must be urgently progressed. The operators' inform the Manager – Manjedal Activity Centre. The M-MAC may refer the matter, with advice, comments and

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recommendations as necessary, to the Branch Commissioner – Risk Management for their action.

The Branch Commissioner for Adventurous Activities is responsible for reviewing this policy every three (3) years.

APPROVALS.

Proc No.	Document Process	Person Responsible	Date Submitted	Date Approved	Signature
1	Draft Preparation	Stuart Jaggs		28/07/09	SJ
2	Review	PJ Axford - BC Policy, Planning and Review	27/07/09	28/07/09	PJA
3	Approval	Chief Commissioner's Council	28/07/09	28/07/09	PW

This Policy has complied with all necessary approvals and is accepted as the Operating Procedures for Manjedal Aerial Runway for Scouts WA.

Signature:**Peter Walton**..... Date: ..25../...08../...2009.
Chief Commissioner

Includes: ANNEX 1

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Annex 1

Scout Aerial Runway, Rigging, Operation and Dismantling Process

1. Purpose

- 1.1. This Annex is an integral part of the Standard Operating Procedure for the Scout Aerial Runway. It details the process for rigging, operation and dismantling the Scout Aerial Runway at Manjedal Activities Centre. The process detailed in this Annex will be followed for all activity sessions.

2. Setup

- 2.1. Collect and check equipment.
- 2.2. Complete the first part of the Activity Report Form (A7).
- 2.3. **Rigging the dispatch platform**
 - a. Visually check the platform, cable and surrounds.
 - b. Unlock the safety chain, move it behind the platform and lock it to the eyebolt on the platform. Do not wrap the chain around the cable support post.
 - c. The safety chain must be locked to its original position at any time that the Operators leave the immediate area.
 - d. Attach the safety stop between the eyebolt mounted at the front of the safety railing and the main cable to prevent a rider from starting the descent without the operator controlling the dispatch.
 - e. Attach the lanyard to the rear eyebolt, this is for the operator's edge restraint.
 - f. Conduct a radio check with the receiving platform
- 2.4. **Rigging the receiving platform**
 - a. Lay out all equipment and visually check the platform, cable and surrounds.
 - b. Connect the two securing elastic cords from the rear eyelets on the stopping block to the eyelets in the rear steel posts (colour coded **Green**).
 - c. Unlock the two padlocks from the stopping block and brake block and allow the security chains to rest outside the railings of the landing platform.
 - d. Attach an edge restraint lanyard to the cam release cord via a karabiner.
 - e. Attach the brake rope to the brake block and pull out of the way.
 - f. Attach the blue elastic cords to the centre eyelet of the stopping block (colour coded **Blue**) and the red elastic cords to the front eyelets (colour coded **Red**).
 - g. Attach the red cords to the front eyebolts of the platform and the blue cords to the middle eyebolts (colour coded). These can be done in any order.
NOTE: When leaving the platform to attach the blue and or red elastic cords you must connect yourself to the eyebolt colour coded white using the short fall arrest lanyard
 - h. Remove the edge restraint lanyard from the cam release cord and attach an edge restraint lanyard to both lanyard attachment eyebolts.
 - i. Pass the brake rope through the red eyelet on either of the front steel posts.
 - j. Uncoil the rescue line ready for use.

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3. Operation

- 3.1. A minimum of two operators is required to run the Aerial Runway.
- 3.2. An operator shall inform the leader responsible that they supervise and control all the participants during the activity session.
- 3.3. All operators shall wear the provided harness and a helmet.
- 3.4. Operators shall be attached to the platform via an edge restraint lanyard when forward of the yellow line.
- 3.5. Platforms and the activity is to be made safe if an operator is to leave the immediate area.

3.6. Pre-activity brief

The brief shall cover the following at minimum.

- a. No jumping off the platform.
- b. No going upside down.
- c. Stay off the platform until called.
- d. Lift feet at the other end.
- e. The way back, including carrying the travelling block.
- f. What to do if stuck.
- g. Total weight limit is 110kg.

3.7. Dispatching Procedures

- a. The operator shall check all harness and helmet fitting before dispatch.
- b. Only the required people to be on the platform.
- c. Participants must remain behind the yellow line until connected to the travelling block.
- d. Karabiners must be orientated down.
- e. After the participants step of the fixed step the operator is to ensure the karabiners are correctly orientated and the karabiner gate is not catching on the D ring.
- f. After receiving an unmistakable 'all clear' communication from the receiving end the operator removes the safety line and allows the rider/s to leave the platform. The safety line is immediately returned.
- g. Participants are not to be permitted to jump of the platform, the correct technique is for them to step off smoothly with weight always on the drop cable. Running off is permissible.

3.8. Communication Procedures

Safe operation of the Scout Aerial Runway among other things depends upon direct communications between the dispatch and landing platforms. Normal communication is by handheld radios with yellow gates being used if radio communication fails. The procedure is as follows:

- a. The Operator on the Landing Platform must give an unmistakable 'ALL CLEAR' when dispatch is safe and before the next rider is dispatched. After the 'ALL CLEAR', there is no requirement for response from the dispatch platform before dispatching the rider.

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- b. In the event of radio failure the yellow gates replaces the radio communication.
- c. The operator on the Landing Platform closes the gates so it is clearly visible from the Dispatch Platform. This indicates that dispatch is suspended.
- d. Opening the gates so the yellow panel is no longer visible from the Dispatch Platform signals the 'ALL CLEAR'. This indicates that the next rider can be dispatched.
- e. After the rider has come into the receiving platform, the gates are immediately closed until dispatch is again safe.

3.9. Landing Procedures

The operator is responsible for all aspects of operation, safe retrieval of the rider from the main cable, the safe disconnection of the rider from the travelling block and cable after landing and the removal of the travelling block and cable from the main cable. The following procedures must be followed with every participant:

- a. The front brake block is to be positioned about level with the front (red) eyelet to allow maximum friction from the rope.
- b. As the rider/s come in the operator is to apply a small amount of friction on the brake rope. The rider is to be allowed maximum distance to slow to a stop.
- c. The operator disconnects the rider/s and instructs them to stand aside while taking the block of the wire.
- d. Both ends of the wire are attached to the block for easy carrying and it is given to the rider to carry back.

3.10. Rescue and Recovery

The landing operator is responsible for rescue and recovery if a rider fails to reach the landing platform or is slung back over the edge of the platform by the braking system.

- a. Instruct the rider to sit still and wait for the recovery rope to be provided.
- b. Attach the recovery line to the main cable using the karabiner.
- c. Drop the attached recovery line over the front of the platform.
- d. The line is pulled out to the rider and they hold on to it.
- e. The rope is then pulled (along with the rider) into the receiving platform.

4. Dismantling Procedures

- 4.1. The dispatch and landing platforms are dismantled in the reverse order of the set up procedures. Special care must be taken when removing the elastic cords from the braking system.

5. Equipment Return Check.

- 5.1. The Operator conducts a check and packs away all equipment.
- 5.2. Any equipment missing or damaged is noted on the A7.