



LIVINGSprings

'people living life'

Living Springs Camp and Conference Centre

**Education and Adventurous Activities
Department**

Action Management Plan

Version 1.5

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OVERVIEW

The Action Management Plan (AMP) contains Safety Operating Procedures (SOP's) and the Risk Analysis management (RAM's) for activities run at Living Springs Camp and Conference Centre (living Springs/LS). This document is to be read and adhered to by all staff and adults that take lead responsibility for running the activity and maintaining the safety of participants.

Ratios detailed within this document are maximum numbers for best practice. The ratios' should be re-assessed prior to commencing activity according to individual needs of groups or other variables affecting the activity.

Before activities commence it will be the judgement of either Priscilla Hill (On site, off site and self supervised activities) or Nikki Rhodes (farm Park activities) or higher management to make final decision if activities are to go ahead in the case of extreme weathers.

Prior to activities the responsible leaders are to check/know of any medical issues and existing injuries that will affect the proceeding activity as well as correct clothing for activity and weather is being worn by all participants. At set up and take down of each activity equipment will be checked and ensure equipment is correctly stored and faulty/broken equipment to be taken out of service and reported to Programmes manager/Farm Park Manager. Misuse of equipment should be stopped immediately.

During activities the responsible leader will continually access weather conditions and hazards. Authority is given to the leader to halt an activity immediately if any safety concerns or hazards arise.

Assessment of the area used for activities are monitored by all Living Springs staff to ensure no excessive damage to environment and wildlife.

This document is fully endorsed and authorised by the Programmes manager;

_____ Priscilla Hill, Programmes Manager.

The AMP document is located within the SMS (Safety Management system) available in the living Springs office. There are also electronic copies within the shared files on the Living Springs network.

This AMP is the property of Living Springs Camp and Conference Centre. The information it contains is confidential and privileged. Any unauthorised use, distribution, or copying of the contents is expressly prohibited.

Reviews of this document will be conducted on an annual basis or when necessary and link into the review of the SMS.

Major Changes

Version No.	Date	Author	Reviewed by
1.0	January 2013	Mike Barber, Programmes Manager	Denis Aldridge, CEO Jon Ward, Operations Manager
1.1	April 2013	Mike Barber, Programmes Manager	Jon Ward, Operations Manager Sarah Le Page, Outdoor Instructor
1.2	July 2013	Mike Barber, Programmes Manager	Jon Ward, Operations Manager Emma Ward, Health and Safety
1.3	February 2015	Hannah Strickland, Senior Instructor	Priscilla Hill, Programmes Manager
1.4	April 2016	Craig Turner	Priscilla Hill, Programmes Manager Wendy Duggan, Business Development Manager
1.5	January 2017	Cindy Tapscott	Priscilla Hill, Programmes Manager

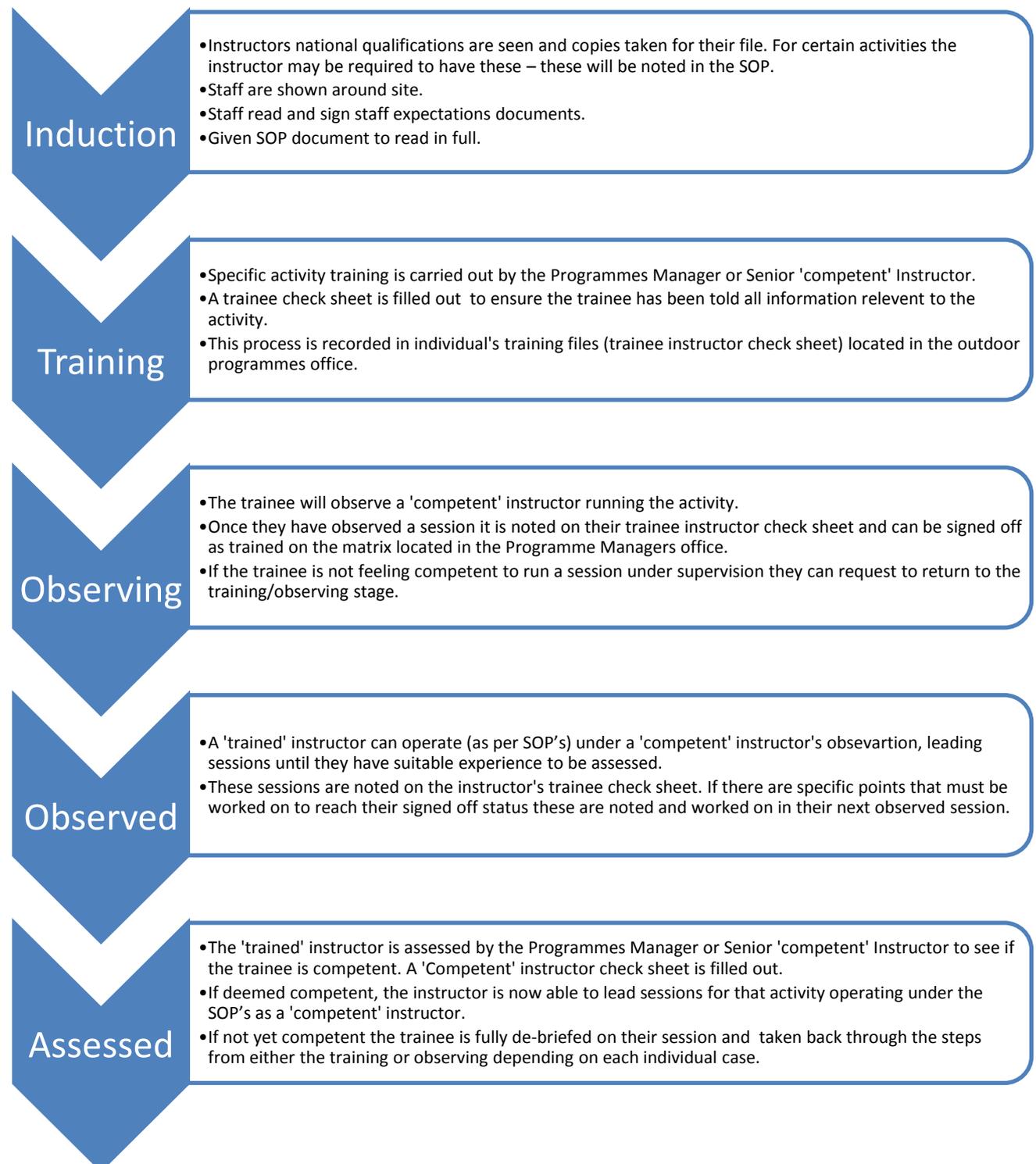
Minor Changes

<u>Date</u>	<u>Item/page</u>	<u>Name</u>	<u>Reviewer</u>
Feb 2016	Tree Climb	Craig Turner	Wendy Duggan
April 2016	Monorail	Priscilla Hill	Wendy Duggan
April 2016	Bush Walk	Priscilla Hill	Wendy Duggan
April 2016	Walk In from Governors Bay	Priscilla Hill	Wendy Duggan
Aug 2016	Adventure Stream	Priscilla Hill	Wendy Duggan
Aug 2016	Bush Walk. Added Bush Ecology and Animal Ecosystems to this section.	Priscilla Hill	Wendy Duggan
Oct 2016	Archery	Cindy Tapscott	Wendy Duggan
March 2018	Tree Climb – changed	Priscilla Hill, Joseph	Wendy Duggan

	Competent Instructor requirements. Clarified the ratio requirements	Aldridge	
March 2018	Crate Stack – added helmet requirements	Priscilla Hill, Joseph Aldridge	Wendy Duggan
April 2018	Defined Wide Games – Added Animal Survival and Colours to the heading	Priscilla Hill	Wendy Duggan
April 2018	Added Zipline AMP	Joseph Aldridge	Wendy Duggan

TRAINING

The AMP is used as part of training and sign off on individual instructors and activities. During training, specific references to actions detailed in the SOP's will be made. Below is a simple system outlining the followed procedure to train instructional staff, leading them to be signed off as either 'competent' or 'trained' instructor on specific activities. Training and assessments are delivered and assessed by the Programmes Manager/Farm park manager and senior 'competent' instructors.



EMERGENCY MANAGEMENT

All Living Springs Activities		
1	Ensure Your safety first	
2	Ensure safety and control of group, use responsible adults to assist if applicable/call office if required	Communications
3	Carry out first aid if required	First Aid/ Relevant rescue equipment/ Communications
4	Call 111 / raise alarm / call office if necessary	Communications/fire/evacuation siren
5	Support and monitor client best as possible, further first aid if necessary	First aid
6	Evacuate group and casualty if needed and safety requires to do so. If no evacuation – move client and group in appropriate way.	First Aid kit/ Communications/ Vehicles (See individual SOP for vehicle access)
7	Debrief appropriately, refer to counseling if required	First Aid/ Communications/ Contacts for counseling
8	Ensure equipment is marked as unsafe and replaced or repaired. Assessment of the incident	Incident report form/ 3 monthly check log
Emergency management plan is to be used a guide line to follow in an emergency situation. Situations may occur where the sequence maybe deemed to follow in a way that is appropriate to the particular emergency.		
Communication Wendy Duggan Andrew Hill John Donaldson Radio Channel 8		027 337 7826 021 283 3963 021 045 0749
Supervision structure – Can differ depending on client’s abilities, e.g. – disabled, limited sight or hearing. This is down to the discretion of the programs manager to allow participation, change of ratio or advise on 1 to 1 assistance. Weather conditions will be decided by programs manager according to current weather, forecasted weather and the inherent risks at each individual activity.		
Final Approval	Accept	Reject

Self Supervised Activity -Balanz Bikes	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

1:30

Minimum skills required:

Adult briefed by LS staff

Equipment:

Balanz Bikes

Clothing:

Weather appropriate clothing, enclosed suitable shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- One rider at a time on a bike
- Bikes not to be purposefully crashed in to another
- All riders to bike in the same direction
- Bikes to be ridden on the lower tennis court
- Check if participant can reach the pedals, adjust seat position if needed
- Back pedal to slow down/stop

Vehicle Access:

Via driveway, foot access to the tennis court

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Crashing bikes	1	Minimise	<ul style="list-style-type: none"> • All to cycle in same direction • Supervision
Spectators being run in to by a bike	1	Minimise	<ul style="list-style-type: none"> • Participants to stand off the track and to the sides of the court
Bikes tipping	1	Minimise	<ul style="list-style-type: none"> • Speed controlled by supervisor

Self Supervised Activity - BMX	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

1:30

Minimum skills required:

Adult briefed by LS staff

Equipment:

BMX bikes, helmets

Clothing:

Weather appropriate clothing, closed toe shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Helmets to be worn correctly and checked by supervisor
- Bikes to be ridden on BMX track in a clock wise direction
- Bike brakes will bring participants to a slow halt not a sudden stop

Vehicle Access:

Via driveway and off road vehicle to get closer to tennis courts

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Bikes crashing	2	Minimise	<ul style="list-style-type: none"> • Spacing of the participants • Cycle in a clockwise direction • Riders must wear helmets • Awareness of brakes
Falling off a bike	2	Minimise	<ul style="list-style-type: none"> • Verbally check participants know how to ride a bike before activity • Helmet and closed toed shoes

Self Supervised Activity - Burma Trail	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

4:50 or 1:10

Minimum skills required:

Adult briefed by LS staff

Equipment:

First Aid kit, Mobile phone, Torch (if at night), blindfolds

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- If small group, group to stay together in a connected line and briefed adult to follow and stay with group
- Larger groups have 4 station points for briefed adults
- Briefed adults to be made aware of the course and hazards

Vehicle Access:

OCC Burma trail – via driveway

Bush Camp Burma trail – 4WD drive access at start of trail, Road access Bamfords Road at end of trail

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Brief on how to move around in the area • Walking expected at all times • Briefed adults to clear the path of any large debris • Suitable shoes • Briefed adults to assist in hazardous areas • Participants to be warned of terrain

Self Supervised Activity - Camp Fire	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

1:10 with minors

Minimum skills required:

Adult briefed by LS staff

Equipment:

First Aid Kit, hose/bucket, mobile phone

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Extinguish fire at end of session
- Recommended fire size - Flames between 1 – 2 meters
- OCC - Ensure hose is by fire pit and inform of location of hose tap
- Bush Camp – Bucket of water at fire pit and location of closest taps
- Clear area of any debris
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Vehicle Access:

OCC – driveway access

Bush camp - 4wd drive track, access up to camp by foot

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Fire	3	Eliminate/ Minimise	<ul style="list-style-type: none"> • Defined camp fire pit area's • Water close by • Extinguish fire at end of session • Recommended fire size • Limited fuel for fire • Fire's not lit in fire ban. Permits obtained when needed
Burns	3	Eliminate/ Minimise	<ul style="list-style-type: none"> • Seating area • Area clear of tripping hazards • Supervision of participants entering into camp fire pit area • Recommended fire size • Long handled toasting sticks provided
Slips, trips and falls	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • Briefed adults/LS staff to clear any fallen debris • Suitable shoes • Supervision

Self Supervised Activity - Monorail	Person Accountable: Priscilla Hill
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Safe Operating Procedure**Ratio:**

2:30

Minimum skills required:

Adult briefed by LS staff

Equipment:

Monorail and cart

Clothing:

Weather appropriate clothing, enclosed suitable shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Adult positioned at the top and bottom of the rail to slide cart on and off the track.
- No pushing of the cart upon release
- No running in the paddock
- Both hands on cart rail at all times
- One cart on the monorail at a time
- Weight limit 100kg
- Seat belt must be worn
- Recommended 8 year's plus
- Spectators at a clear distance from the monorail

Vehicle Access:

Via driveway and through the paddock gate

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips and trips	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • No running in Paddock • Supervision
Hit by cart	3	Eliminate	<ul style="list-style-type: none"> • Spectators at a clear distance from monorail
Falling off the cart	3	Eliminate	<ul style="list-style-type: none"> • Participants to hold on to cart rail at all times • Seatbelt to be worn
Unsupervised usage	2	Eliminate	<ul style="list-style-type: none"> • Carts locked
Strains from lifting	2	Eliminate	<ul style="list-style-type: none"> • 1-4 people to carry cart if needed • Participants to be made aware of heavy lifting
Dropping cart onto feet	1	Minimise	<ul style="list-style-type: none"> • 1-4 people to carry cart if needed

Self Supervised Activity - Swimming Pool / Code Cracker	Person Accountable: Priscilla Hill
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Safe Operating Procedure**Ratio:**

1:15

Maximum 70 in the pool

Minimum skills required:

Adult, over the age of 16, briefed by LS staff

Equipment:

Rescue equipment

Clothing:

Appropriate clean clothing/ swimming attire

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- No running or flips
- Supervisor briefed on where safety equipment is
- Door locked when pool not in use
- Supervisor responsible to be aware of participant's water confidence/ability
- Supervisors to be stationed around the pool – 1 to always be at the deep end

Vehicle Access:

Via the driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Drowning	3	Minimise/ Eliminate	<ul style="list-style-type: none"> • Pool door locked when not in use • Supervision • Safety equipment • Supervisor to verbally check abilities before
Slips and trips	2	Eliminate	<ul style="list-style-type: none"> • No running • Supervision • Towels placed down by LS staff for Code Cracker
Hitting the pool sides and bottom	3	Minimise/ Eliminate	<ul style="list-style-type: none"> • No Flips • Jumping and diving only at the deep end • No running
Over Heating	2	Minimise	<ul style="list-style-type: none"> • Open doors and shutters for ventilation

Self Supervised Activity - Water Slide**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

2:100

Minimum skills required:

Adult briefed by LS staff

Equipment:

Waterslide, 2 pegs, washing up liquid with garden hose and protecting wooden planks or fire hose, foam and hay bales

Clothing:

Weather appropriate clothing – t-shirts/rash vests and shorts strongly advised

No shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Adult positioned at the top and bottom
- Ensure all of the slide is completely wet and soapy before participants go down
- Slide and run off to be clear before next participant is allowed down
- If fire department are involved with water/foam then hay bales must be placed at a distance of the slide run off

Vehicle Access:

Via Driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Friction burns	2	Minimise	<ul style="list-style-type: none"> • Supervised at the top • Running water from hose and washing liquid provided • Recommended t-shirts/rash vest
Participants sliding into spectator	2	Eliminate	<ul style="list-style-type: none"> • Supervised at top and bottom of water slide • End of slide to be kept clear • Spectators to stand at a clear distance at the sides and top
Participant sliding in to fence (when run with Fire Brigade)	2	Eliminate	<ul style="list-style-type: none"> • Living springs staff to set up slide at top of the hill • Hay bales placed at a distance from the runoff of the slide
Participants sliding into participants	2	Eliminate	<ul style="list-style-type: none"> • Supervisor to let participants down once the previous participant is clear of the slide
Water slide flipping up in Northerly winds	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • Supervisor at the bottom • Slide pegged at the top • Assessment by supervisors in windy conditions

On Site Activity - Adventure Stream**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

2:20 – At least 1 competent leader
Additional competent adults up to the maximum of 5

Minimum skills required:

Competent instructor
Trained Instructor

Equipment:

First Aid kit, Radio, helmets

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Instruction prior activity to safety in stream and how to descend a rope
- Spotting from below for all participants descending a rope
- Advise clients to stay together
- Staff and adults to spread throughout the group

Vehicle Access:

No vehicle access, foot access only by 'bush walk' track and 'shortcut' leading to Bamfords Road or driveway near Swimming pool

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate / Minimise	Solution/controls in place
Slips, trips and falls	2	Minimise	<ul style="list-style-type: none"> • Highlighted to group • Suitable shoes • Control of groups speed • Spotters used where required • Pre - assessment of clients • Point out and help at crux points • End activity for participant if not able to move easily in terrain • Leading instructor to clear any debris
Fall from height	2	Minimise	<ul style="list-style-type: none"> • Correctly fitted helmet • Briefed on how to descend a rope • Spotters always at the bottom of a rope • Spotters to give advice at crux points • Pre - assessment of client's abilities
Stings from Onga onga	1	Eliminate	<ul style="list-style-type: none"> • Removed
Drowning	3	Eliminate	<ul style="list-style-type: none"> • Conditions of stream to be checked prior • Weather forecast to be checked morning of activity

			<ul style="list-style-type: none"> • Cease to run activity if stream levels too high – Water level flowing more than 65mm when measured at the top end of the culvert.
Anxiety/Panic	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • Pre - assessment of clients • Clients briefed on what activity entails • Participant can walk around obstacles or leave the steam

On Site Activity - Air Rifles	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

1:15 + 10 Observing

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First aid kit, Radio, Air rifles, Pellets, Rifle range, Eye protection glasses,

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Safety Brief entering range and start of activity
- "Range in use sign" must be used during activity
- Participants to stay in the 'Waiting area' unless asked to approach to 'shooting area' by instructor
- Spectators to be quiet
- Air Rifles to be always pointed down the shooting range
- Under12's will have assistance in breaking and loading the air rifle

Vehicle Access:

Don's shed driveway, foot access only on the range.

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Brief on how to move around in the area • Walking expected at all times • Instructor to clear the path of any fallen debris • Keep to the paths • Suitable shoes
Falling trees, branches, pine cones	3	Eliminate	<ul style="list-style-type: none"> • In high winds 100km or more the instructor will visually assess the range before the session and decide if it is safe to run the session. • If instructor deems it unsafe at the start or during the session the activity is abandoned.
Being shot	3	Eliminate	<ul style="list-style-type: none"> • Safety and instructions of use at the start of activity • Waiting zone, shooting area rules to be highlighted and governed • All Air Rifles to point towards the target at all times

			<ul style="list-style-type: none"> • Quiet from participants in waiting area • “STOP” signal verbally and physically shown • Instructor to stay at shooting area and attention focused on shooters • ‘Range in Use, Do not Enter’ sign at entrance of range • No entry in to target area by participants, Rifles to be unloaded and safety catch on if instructor has to enter the Shooting range • Use of safety catch after every shot
Pellet ricocheting back to shooters	3	Eliminate	<ul style="list-style-type: none"> • Targets to absorb and are flexible. • Protection glasses to be worn by shooters

On Site Activity - Archery**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:15 + 10 observing

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First Aid kit, Radio, Safety line, Bows, Arrows, Arm protectors (if needed), Archery targets

Clothing:

Enclosed suitable shoe, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the risk assessment.

- Briefed adults can assist
- Safety Brief entering range and start of activity
- "Range in use sign" must be used during activity
- Participants to stay in the 'Waiting Area' unless asked to approach the 'Shooting line' by instructor
- Participants to only enter the 'target Area' when given permission by the instructor
- Loaded bows to be pointed to targets
- Spectators to be quiet

Vehicle Access:

Don's shed driveway, foot access only on the range.

Risk Analysis Management

Risk	Significance (1=minor, 2=major, 3=life changing)	Eliminate/ Minimise	Solution/Controls in place
Slips, trips and falls	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Brief on how to move around in the area • Walking expected at all times • Instructor to clear the path of any fallen debris • Keep to the paths • Suitable shoes
Falling trees, branches, pine cones	3	Eliminate	<ul style="list-style-type: none"> • In high winds 100km or more the instructor will visually assess the range before the session and decide if it is safe to run the session. • If instructor deems it unsafe at the start or during the session the activity is abandoned.
Being shot	3	Eliminate	<ul style="list-style-type: none"> • Safety and instructions of use at the start of activity • Waiting zone, Shooting line, target area rules to be highlighted and governed • All arrows to point towards the target

			<ul style="list-style-type: none"> • Quiet from participants in waiting area • "STOP" signal verbally and physically shown • Instructor to stay at shooting line and attention focused on shooters • 'Range in Use, Do not Enter' sign at entrance of range
String hitting participants arm	1	Minimise	<ul style="list-style-type: none"> • Briefing on not to over extend arm at the elbow • Suggestion of wearing long sleeves • Good example of shooting posture shown • Arm protectors available
Sting from Onga onga	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Highlighted • Removal from area

On Site Activity - Bouldering Wall**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:30

Minimum skills required:

Competent instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First aid kit, Radio, 4 In situ crash mats, chalk

Clothing:

Loose fitting trousers/shorts, weather appropriate

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Spotters recommended
- Brief on spotting
- No shoes, recommended no socks
- No climbing above or below any one
- No jumping down above the black line
- Be aware of the gaps between the crash mats
- Be aware of others using the Mat and the bouldering wall
- 3 maximum on the ledge and brief on how to get down

Vehicle Access:

Via Dons shed driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Falls	2	Minimise	<ul style="list-style-type: none"> • Spotters recommended • Crash Mats • Instructor and briefed adults to monitor • Holds checked 3 monthly
Climbers landing on a spotter	2	Minimise	<ul style="list-style-type: none"> • Spotters briefed to stay aware of climbers • Brief on good spotting techniques • No jumping down above the black line
Climber stuck on ledge	1	Minimise	<ul style="list-style-type: none"> • Instructors knowledge to assist verbally • Initial briefing
Foot between the crash mats	2	Minimise	<ul style="list-style-type: none"> • Initial briefing

On Site Activity - Bush Walk, Bush Ecology and Animal Ecosystems
Person Accountable: Priscilla Hill
Safe Operating Procedure
Ratio:

2:40 - 1 to be a competent instructor

Minimum skills required:

Competent instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First Aid, Radio, activity resources

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Briefing on track conditions
- Stick to the paths
- Unless instructed, instructor to remain at the front of the group. If other instructors or briefed adults available they are to be used as 'Tail end Charlie'

Vehicle Access:

Living Springs driveway, access by foot only in to bush area's

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Brief on track conditions • Instructor to clear the path of any fallen debris • Keep to the paths • Suitable shoes • Routes planned to group's abilities and conditions
Sting from Onga onga	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Highlighted • Removal from area
Getting lost from the group	1	Eliminate	<ul style="list-style-type: none"> • Group management • Instructor at the front and tail end Charlie if extra instructor or briefed adult

On Site Activity - Crate Stack	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

1:15

Minimum skills required:

Competent instructor must be assessed by a competent instructor.

Equipment:

First aid kit, Radio, Static Ropes, harness, helmets, crates, gri gri, twist lock carabiner, screw gate carabiner

Clothing:

Loose fitting trousers/shorts, weather appropriate, well fitted closed toe shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adult can assist
- Safety zone for spectators
- Hair tied back
- Loose clothing to be tucked away
- Helmets to be worn by belayer, the climber and the person passing the crates.
- Shoes fastened tightly
- All harnesses and helmets to be checked by instructor before every climb
-

Vehicle Access:

Via Driveway to Don's Shed

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Faulty Equipment/ gear failure	3	Eliminate	<ul style="list-style-type: none"> • Equipment checks before use • 3 monthly checks • Renewal of equipment with in recommended guidelines • Faulty equipment not to be used
Fall from height	3	Eliminate	<ul style="list-style-type: none"> • Instructor activity brief • Instructor equipment checks • Instructor pre climb check • Limit the height stack of crates to ensure participant cannot reach pulley
Crates falling on to participants	2	Minimise	<ul style="list-style-type: none"> • Participants briefed on stacked crates coming down and where to stand • Group management of spectators

Belay device jams	2	Eliminate	<ul style="list-style-type: none">• Long hair tied back• Loose tassels and clothing to be tucked away• Instructor trained to release and take over belay safely
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On Site Activity - Initiatives	Person Accountable: Priscilla Hill
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Safe Operating Procedure**Ratio:**

1:40 adults

1:50 minors / 2:51-70 – 1 to be a competent instructor

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First aid kit, radio, in situ initiatives, blindfolds, buckets of water, ducks, activity cards, wooden fox and rooster and grain bag

Clothing:

Enclosed suitable shoe, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Safety briefing of area and activities
- Instruction on spotting
- Participants to read activity card before starting and follow instructions
- Brief participants to look after one another on activities
- All groups of minors to be supervised by a briefed adult

Vehicle Access:

Quad bike access to site, vehicle access via Dons shed driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Falling from an activity	2	Minimise	<ul style="list-style-type: none"> • Brief and demonstration on Spotting • Clear instructions on activity cards when to use spotting • Briefed adults can be used to assist and monitor • Hazards pointed out • Instructor's judgement of group's abilities and age to set level of difficulty • Instructors roam, checking on all groups • Rubber matting and bark under and around activities
Slips, trips and falls	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Instructor to clear the path of any fallen debris • Keep to the paths • Suitable shoes • Rubber matting • Warning of rubber edging

Participants hurting their backs	2	Minimise	<ul style="list-style-type: none">• Instructors roaming• Briefed adults can be used to assist and monitor
Sting from Onga onga	1	Minimise/ Eliminate	<ul style="list-style-type: none">• Highlighted• Removal from area
Equipment Failure	2	Eliminate	<ul style="list-style-type: none">• 3 monthly checks

On Site Activity - Low Ropes**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:40

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First Aid kit, Radio, blindfolds, cups/jugs of water, water, floating rubber duck

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Participants on the low ropes must have a spotter each side of them
- Side stepping is recommended rather than 'tightrope walking'
- Do not go in between the cross ropes
- Spotters to be aware of Burma buckets
- Brief participants to look after one another on activities

Vehicle Access:

Quad bike access to site, vehicle access via Dons shed driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Falling from an activity	2	Minimise	<ul style="list-style-type: none"> • Brief and demonstration on Spotting • Briefed adults can be used to assist and monitor • Hazards pointed out • Instructor's judgement of group's abilities and age to set level of difficulty • Instructors roam, checking on all groups • Rubber matting and bark under and around activities • Participation of trust fall is under direct supervision of instructor, no other activities to be run at the same time
Slips and trips	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Instructor to clear the path of any fallen debris • Suitable shoes • Rubber matting
Equipment Failure	2	Eliminate	<ul style="list-style-type: none"> • 3 monthly checks
Sting from Onga onga	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Highlighted • Removal from area

On Site Activity - Orienteering and Rogaine**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:100

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

Punch cards, maps, orienteering markers, phones (Rogaine only)

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Point out roads, and make aware of traffic moving around site
- Brief on how to use map and point out where North is
- Group to stick together
- Do not climb over fences (orienteering only)
- Rogaine participants to be warned of electric fences and animals
- Siren to signify to return back

Vehicle Access:

Via Driveway, quad bike/4WD in open areas, foot only on the tracks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	1	Minimise	<ul style="list-style-type: none"> • Brief on how to move around in the area • Grounds staff up keep on tracks • Keep to the paths • Suitable shoes
Sting from Onga onga	1	Minimise/ Eliminate	<ul style="list-style-type: none"> • Highlighted • Removal from area • Groups to keep to the paths
Getting lost from the group	1	Minimise / Eliminate	<ul style="list-style-type: none"> • Instructions to keep together • Briefed adults can be used to walk around / be stationed in the area
Getting Lost	1	Minimise	<ul style="list-style-type: none"> • Thorough brief on map reading • Briefed adults can be used to walk around / be stationed in the area • Awareness of boundaries • Rogaine's- phone numbers given out • Lost child/group procedure • Instructors judgement on if participants should be

			individual or groups and if needing an adult to accompany
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On Site Activity - Outdoor Living Skills**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:50

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Equipment:

First aid kit, radio, tarpaulin, string, tent pegs, mallets, metal bowls, cotton wool, Flint and striker, water

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Brief on lighting fires safely
- Brief on location to build shelter/stretchers/fire
- To keep in the boundaries set
- Briefed adults if available can assist implementing safety with in groups
- Group broken down in to smaller groups

Vehicle Access:

Via Driveway, quad bike/4WD in open areas, foot access only on the tracks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Fire	3	Eliminate/ Minimise	<ul style="list-style-type: none"> • Clear location • Water with each group for emergencies and to extinguish fire • Small Metal bowls used to minimise size of fire • Limited fuel for fire • In fire ban - only cotton balls lit
Shelter collapsing on participants	2	Minimise	<ul style="list-style-type: none"> • Brief and cards recommending safe ways to construct • Appropriate locations discussed • Instructors roaming
Damage to environment	1	Minimise	<ul style="list-style-type: none"> • Briefed on how to look after environment • Area is returned to how it looked before • Environmental care code is followed
Slips, trips and falls	1	Minimise	<ul style="list-style-type: none"> • Brief on how to move around in the area • Suitable shoes • Advised when slippery

On Site Activity - Tree Climb**Person Accountable: Priscilla Hill****Safe Operating Procedure****Ratio:**

1:2 non-staff belayers, plus up to 15 participants per tree.

Minimum skills required:

Competent Instructor

A Living Springs Trainee Instructor may belay a climb with a competent instructor present at the tree climb site

Equipment:

First aid kit, radio, Rope Bags, Dynamic rope, belay device, twist lock carabiner, screw gate carabiner, helmets, harnesses, rescue bag containing – prusik rope, D4 descender, carabiner and rope, hand ascender

Clothing:

Loose fitting trousers/shorts, weather appropriate, well fitted closed toe shoes

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Hair tied back
- Loose clothing to be tucked away
- Helmets to be worn at all times during activity
- Shoes fastened tightly
- All harnesses and helmets to be checked by instructor before every climb
- The non- staff belayers to watch the demonstration of belaying techniques
- Lowering technique demonstrated and briefed
- All belayers to be checked by instructor on belaying and lowering technique
- Briefed on Climbing call
- Participants aware of road behind

Vehicle Access:

Via driveway

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Faulty Equipment/ gear failure	3	Eliminate	<ul style="list-style-type: none"> • Equipment checks before use • 3 monthly checks • Renewal of equipment within recommended guidelines • Faulty equipment not to be used • Log book of equipment usage
Fall from height	3	Eliminate	<ul style="list-style-type: none"> • Tree Climb never left unsupervised with the ladders giving access to climbs • Instructor activity brief • Instructor equipment checks • Instructor pre climb check

			<ul style="list-style-type: none"> • Instructor attention to belayer • Ladder removed once climber is on the tree limb • Back up belayers used • Instructor 1 to 1 attention to belayers lowering
Objects to fall from above on participants	3	Eliminate/ Minimise	<ul style="list-style-type: none"> • Trees inspected in 3 monthly checks • Holds inspected in 3 monthly checks • Participants to all wear helmets at all times in the climbing area • Tight fitting shoes • Empty pockets from climber • Supervision of the area and participants/non participants
Participants being hit by a car	3	Minimise	<ul style="list-style-type: none"> • Warning participants of the road during briefing • Group control • Signs to slow vehicles
Belay device jams	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • Long hair tied back • Loose tassels and clothing to be tucked away • Instruction of hand positions • Instructor trained to release and take over belay safely
Climber freezes	2	Minimise	<ul style="list-style-type: none"> • Activity brief and demonstration • Suggestion to test leaning back and abseiling from a height close to the bottom of the climb • Instructors knowledge on rescue technique
Anchors failing	3	Eliminate	<ul style="list-style-type: none"> • 3 Monthly checks
Climb 2 /3/4 being lowered on to platforms.	3	Minimise	<ul style="list-style-type: none"> • Training and briefing on hazards whilst lowering • Soft padding on edge of shed roof

On Site Activity - Wide Games – Animal Survival and Colours	Person Accountable: Priscilla Hill
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Safe Operating Procedure**Ratio:**

1:100

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Briefed adults – only on “Colors’ game

Equipment:

First aid kit, radio, wide game specific equipment

Clothing:

Suitable enclosed shoe, Weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Briefed adults can assist
- Clear explanation on boundaries, game rules and hazards
- Clear signal and sound when to return and game is over
- Instructor and briefed adults if available to be stationed or roam inside boundaries

Vehicle Access:

Via Driveway, quad bike/4WD in open areas, foot access only on the tracks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	1	Minimise	<ul style="list-style-type: none"> • Brief on how to move around in the area • Suitable shoes • Advised when slippery • Warning of hazards and boundaries • Clear major debris
Vehicles	3	Minimise	<ul style="list-style-type: none"> • Brief participants on road • Briefed adults if available can monitor for traffic
Getting lost	1	Minimise	<ul style="list-style-type: none"> • Clear boundaries set • Maps provided if needed • Instructor roaming

On Site Activity - Zipline	Person Accountable: Priscilla Hill
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Safety Operating Procedure

Ratio:

1:7; 2 being adult helpers

Minimum skills required by staff/volunteers:

Briefed by Competent LS Staff Member

Staff:

1 Competent Instructor to run activity

A zipline rescue competent instructor is on-site at Living Springs and available to respond immediately.

Equipment:

Trolley, cow tail, carabiners, harnesses, helmets and rescue equipment (2 trolleys, 2 cow tails, 8 carabiners, 1 harness, safety gloves, static rope, 3-way pulley system).

Clothing:

Wear appropriate clothing, shoes with heel strap or more

Safety:

Instructor to conduct full weight test before using the cable

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Instruction prior to activity to ensure safety on and around zipline
- Properly fitted harnesses
- Properly fitted helmets
- Platforms clear before zipping

Vehicle Access:

Access next to rope swing not fully to zipline.

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Fall from height	3	Eliminate	<ul style="list-style-type: none"> • Competent Instructor pre-check of equipment and elements. • Competent Instructor checking harness before being sent
Falling from dismount platform	2	Eliminate	<ul style="list-style-type: none"> • Instructing Adult helper to stay off platform until participant comes to a complete stop • Handrails on two sides of dismount platform to prevent person falling.
Participant hitting obstacles on dismount platform	2	Eliminate	<ul style="list-style-type: none"> • Competent Instructor being alert to things in the way on the dismount platform before sending participants. • Instruct participants to bend their knees towards their body (cannonball position) while flying over the dismount platform. • Foam mats mounted on front of dismount platform.
Body part stuck in trolley	3	Minimise	<ul style="list-style-type: none"> • Safety briefing on where to put hands on ride • Make sure hair is tied back and/or tucked in to shirt
Equipment failure	1-3	Minimise	<ul style="list-style-type: none"> • Competent Instructor pre-checking of equipment prior to activity being run

			<ul style="list-style-type: none"> • Competent Instructor paying attention to how well trolley runs on zipline • 3 monthly checks • Renewal of equipment within recommended guidelines • Logbook of equipment usage
Participant touching cable while in motion	2	Minimise	<ul style="list-style-type: none"> • Safety briefing on where to put hands on ride • Advising not to touch cable while in motion
Unsupervised usage	2	Eliminate	<ul style="list-style-type: none"> • Not having equipment available to use without Competent Instructor present

Off Site Activity - Walk in from Governors Bay/Sign of the Kiwi/Bellbird	Person Accountable: Priscilla Hill
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Safe Operating Procedure

Ratio:

2:50 – At least one competent instructor

Minimum skills required:

Competent Instructor

Trained instructor under the supervision of a competent instructor

Adult briefed by LS staff

Equipment:

First aid kit, radio, mobile phone, ponchos if forecast to rain

Clothing:

Enclosed suitable shoes, weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Program manager/instructor to have prior contact with group on meeting point and recommend individuals kit list and clothing
- Adults asked to spread amongst group and assist with group management.
- One trained instructor/adult to be used as ‘tail end Charlie’
- Single file on one side of the road whilst walking on the road
- Boundaries set along the way
- Instructor to be at the front of the group unless specified
- Controlled management of crossing road’s

Vehicle Access:

Foreshore track – Jetty Road in Governors Bay, Church Lane in Allandale, Allandale Reserve via Governors Bay Teddington Road to in Allandale

Living Springs farm Park – 4WD and quad bike access. Between ‘White Gate’ and Living Springs old go kart track is foot access only.

Sign of the Kiwi/Bellbird – Summit Road, Living springs driveway to OCC

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Slips, trips and falls	2	Minimise	<ul style="list-style-type: none"> • Brief on slippery rocks at the beach • Keep to the path • Suitable shoes • No climbing up the rock faces • Briefed on how to cross a cattle grid

Vehicles	3	Minimise/ Eliminate	<ul style="list-style-type: none"> • Single file whilst walking on road • Controlled road crossing • Participants to be made aware of when a car is coming
Heat exhaustion/dehydration	2	Minimise	<ul style="list-style-type: none"> • Participants should have their own water • Extreme hot days, find shady spots to stop in • Participants to have own sun hats • Adequate rest stops
Lost participant	2	Minimise/ Eliminate	<ul style="list-style-type: none"> • Group management • Boundaries set along route • Adult/ instructor to be 'Tail end Charlie' not to have any one behind them • Instructor positioned at the front of the group unless specified • Adults stationed at locations where paths split
Damage to natural environment and beach life	1	Minimise	<ul style="list-style-type: none"> • Stick to paths • Participants briefed how to handle crabs and other sea life, and what to not take away from environment • Place rocks back on the beach where found • Message of walk is to understand the damage caused to the land by predecessors. • Compliance with NZ Environmental Care Code • Instructors and adults to check for litter left behind
Rock Fall	3	Minimise	<ul style="list-style-type: none"> • All paths used are open

Farm Park Activities – General Activities	Person Accountable: Nikki Rhodes
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Safe Operating Procedure**Ratio:**

1:100

Minimum skills required:

Onsite training

Equipment:

Animal Pens, Shearing hand Piece, milking machine, other general farm apparatus

Clothing:

Weather Appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Animals to be respected, behavior on how to behave around animals
- Briefed on how to approach animals and what animals not to approach
- Hand held out flat when feeding an animal
- To be aware of vehicles moving about on the farm and roads
- Warning of electric fences, and not to climb fences
- Do not approach any dogs unless specified
- Wash Hands before eating
- Set boundaries

Vehicle Access:

Main car park, hay barn/kayak shed and some paddocks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Bitten by an animal	2	Minimise	<ul style="list-style-type: none"> • Supervised feeding of animals • Brief on how to feed an animal • Participants briefed on behaviour around animals • Control on which animals are fed
Participants getting lost	1	Eliminate	<ul style="list-style-type: none"> • Boundaries set
Slips, trips and falls	2	Minimise/ eliminate	<ul style="list-style-type: none"> • Keep paths clear of debris • Maintain areas • Advice to stick to the paths • No running
Falling into waterways	3	Minimise	<ul style="list-style-type: none"> • Stream fenced off • Boundaries set • Groups supervised by LS staff or adults in farm
Shock by electric fence	1	Minimise	<ul style="list-style-type: none"> • Explanation what an electric fence looks like • Participants made aware of fences that are on
Animals barging/kicking/knocking/	3	Eliminate/ Minimise	<ul style="list-style-type: none"> • Animals are held in appropriate pens • Brief on behaviour around animals

stepping on to participant			<ul style="list-style-type: none"> • Supervision
Cuts from Shearers	2	Minimise	<ul style="list-style-type: none"> • Supervised and assisted by LS staff • Clear explanation on how to hold/use shearer's
Vehicles	3	Minimise	<ul style="list-style-type: none"> • Participants made aware of that it is a working farm and to be aware of moving vehicles • Supervision of participants moving around the farm
Scratch by barbed wire	1	Minimise	<ul style="list-style-type: none"> • Participants told not to climb on fences

Farm Park Activities – Chariot Rides	Person Accountable: Priscilla Hill
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Safety Operating Procedure

Ratio:

1:3

Minimum skills required:

ATV training, in house training

Equipment:

4 WD Motor bike, Chariot, helmets

Clothing:

Weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Seat belts worn
- Safety bar in place
- Hold on with two hands
- Stay seated
- No adults on chariot

Vehicle Access:

Main car park, hay barn/kayak shed and some paddocks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Spectators hit by Bike and chariot	2	Minimise	<ul style="list-style-type: none"> • Spectators are made aware of moving vehicle • Spectators are set a safe area • Driver lowers speed as coming and going from pick up/drop off area
Chariot Tipping over	2	Eliminate	<ul style="list-style-type: none"> • Driver training • Driving at a reasonable speed • Seat belts and helmets worn
Failure of equipment	3	Eliminate	<ul style="list-style-type: none"> • Pre season safety checks

Farm Park Activities - Tractor and Wagon Ride	Person Accountable: Nikki Rhodes
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Safe Operating Procedure**Ratio:**

2:14 with Minors – 1 must be tractor assessed
 3:14 with Preschool – 1 must be tractor assessed
 1:8 with adults – Must be tractor assessed

Minimum skills required:

Tractor training and assessment with LS staff
 Briefed adult

Equipment:

Tractor and wagon

Clothing:

Weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- All participants to remain seated
- Chain must be clipped across rear of wagon before tractor moves
- Adults briefed to ensure participants stay seated

Vehicle Access:

Main car park, hay barn/kayak shed, some paddocks

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Falling off the wagon	2	Eliminate	<ul style="list-style-type: none"> • Chain put across entry of wagon • Briefed adults to supervise minors and preschool children • Participants to remain seated whilst moving
Spectators hit by tractor	3	Eliminate	<ul style="list-style-type: none"> • Tractor driven at a safe speed • Spectators supervised at the farm and in a defined safe area
Wagon coming unattached from the tractor	3	Eliminate	<ul style="list-style-type: none"> • When attaching wagon ensure it is securely fitted to tractor with chain and D shackle
Failure of equipment	3	Eliminate	<ul style="list-style-type: none"> • Pre season safety checks

Farm Park Activities - Horse Rides	Person Accountable: Nikki Rhodes
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Safe Operating Procedure**Ratio:**

1:60

Minimum skills required:

Experienced horse person, approved by Nikki Rhodes

Equipment:

Saddles, mounting blocks, helmets

Clothing:

Weather appropriate clothing

Safety:

The following key safety points must be shared with participants, as highlighted in the Risk assessment

- Participants briefed on how and when to approach mounting block
- How to mount, sit and dismount horse
- Group waiting with briefed adult outside of the paddock gates
- Briefed on behavior expected around the horses

Vehicle Access:

Main car park

Risk Analysis Management

Risk	Significance 1=minor, 2=major, 3=life changing	Eliminate/ Minimise	Solution/controls in place
Participant falling of the horse	2	Minimise	<ul style="list-style-type: none"> • Each horse is led slowly by a responsible and briefed adult chosen by Instructor leading activity • Correctly fitted helmets • Saddles with safety handle used • Briefed on how to sit/ride • Participants assessed by instructor whether assistance of an adult is needed
Trampled/knocked/ Kicked by horse	2	Minimise	<ul style="list-style-type: none"> • Appropriately trained horses used • Briefed on behaviour around horses • Participants guided to horse via mounting block • Horses controlled and led by briefed adults
Shocked by electric fence	1	Minimise	<ul style="list-style-type: none"> • Participants made aware of what fences are on
Barbed wire fence	1	Minimise	<ul style="list-style-type: none"> • Participants are made aware of barbed wire
Uneven ground	1	Minimise	<ul style="list-style-type: none"> • Participants are made aware of uneven ground in paddocks
Hit by a vehicle	3	Minimise	<ul style="list-style-type: none"> • Briefed adults to look after group waiting in a defined safe area
Slipping on mounting block	1	Minimise	<ul style="list-style-type: none"> • No slip surface on mounting block