



Aerial Runway set up / operation / packing away

**ONLY MEMBERS OF THE SCOUT AND GUIDE MOVEMENTS
CAN USE THE AERIAL RUNWAY. NO-ONE ELSE IS ALLOWED TO USE IT.**

A TRAINED AND CERTIFIED GLENNY WOOD OPERATOR (Trained Operator) MUST TAKE RESPONSIBILITY FOR AND MANAGE THE SET UP / TESTINGS / OPERATION / AND CHECKING OF THE RUNWAY AND MUST BE THERE TO SUPERVISE. THIS CANNOT BE DELEGATED

1	Key Information
1.1	This factsheet must be read again prior to using the Aerial Runway to remind the Trained Operator of the actions to be taken, safety and time to allow.
1.2	The Aerial Runway is a safe activity if run correctly and managed properly and the safety checks are completed. Below is the setup, operating and pack up instructions that are to be followed.
1.3	The Trained Operator should also complete a written risk assessment. A draft one to assist you is at http://glennywood.org.uk/Risk%20Assessments.html . You need to review, modify and update for the runway operation you are managing that day.
1.4	These instructions are good practice to use, drawn up after building and running runways for over 40 years..
1.5	When setting up and using Aerial Runways please take your time to get it right, check and double check, never assume it's ok
1.6	The Trained Operator is responsible for the Aerial runway whilst they are using it.
1.7	The Trained Operator must use these guidelines as a tick sheet when setting up, using and putting away the Aerial Runway. This sheet then is to be left signed in the Runway shed.
1.8	The Trained Operator and one or two other adults should allow yourselves an hour or so to set up, check, test and then recheck the runway. It is time consuming but essential for the user's safety it is right. If you are not sure on anything ring the Glenny number for assistance.
1.9	It is recommended you put young people through in groups of 6 to 8 for an hour at a time and they should then get a reasonable number of rides. There are sufficient harnesses.
2	Equipment
2.1	The Aerial Runway structure is <ul style="list-style-type: none"> ◆ Operating Platform with Large A frame behind the platform ◆ Gated Walkway to Platform ◆ Store shed under the platform ◆ Emergency Braking fixing points
2.2	Equipment already set up - Main hawser rope attached to trees at the top and bottom of the run
2.3	Equipment to set up / use <ul style="list-style-type: none"> ◆ Main safety line ◆ Emergency Brake Rope ◆ Aerial Runway Seat ◆ Water barrels for tests ◆ Chain Manual Hand Ratchet Winch and Yellow Strop ◆ Harnesses – aged 4 to 10 years x 4 ◆ Harnesses – aged 6 to 14 years x 6 ◆ Harnesses – larger (Scouts – Adult) x 4 ◆ Helmets x 10 Platform Operational harness and line x 2. (Large Black Harnesses with a line each)

Our site moto for all users to follow please

“Take nothing but photographs and memories – leave nothing but footprints”

Glenny Wood Aerial Runway Fact Sheet

No	Action / Activity needed	Tick Box
----	--------------------------	-------------

3	Setting up the Aerial Runway	
3.1	Initial Actions	
3.11	Walk down the line of the main runway rope (hawser) and undertake a visual inspection of the Aerial runway rope and area to ensure all is fit for purpose and can work as per this fact sheet.	
3.12	The ropes used are now synthetic. They look similar to natural rope, although they wear differently. The rope is damaged if a significant amount of white synthetic particles are coming out!	
3.13	When using karabiners you should tighten them by hand and then always slightly loosen, half twist or so. This allows for them to be undone. It is good practice to twist the karabiners so that you are doing them up in a downwards direction. This reduces the loosening effect of the karabiner. After every 10 runs it is recommended you check the Karabiners are still correctly done up.	
3.2	Unlocking and Equipment to platform	
3.21	Open up the shed using code provided	
3.22	Unlock gate to walkway using code provided	
3.23	Check to ensure walkway is safe along with the main platform. It does wobble a bit.	
3.24	Take the kit needed up onto the platform, including. <ul style="list-style-type: none"> ◆ Runway Seat ◆ Main Safety Line ◆ Platform Operational harnesses and lines ◆ Water Barrels ◆ Spare blue rope 	
3.3	Runway seat	
3.31	Leave pulley locked in position to make installation easier	
3.32	Using the top karabiner clip onto pulley and fasten	
3.4	Main safety line	
3.41	Leave pulley locked in position to make installation easier	
3.42	Undo and lay out thick safety rope to the RHS of box facing down the runway, making sure it is not twisted or knotted and you can access both ends.	
3.43	Using the karabiner clip onto pulley - at the back link, nearest A frame. It is a bit fiddly.	
3.44	Using the other endFeed some of the rope back through A frame rhombus shape with black insulation tape around it.	
3.45	Tie to first tree, using the red tape as the marker to the front of the tree wrap rope around 3 times, on the carpet, and then tie off with 3 + half hitches over the red insulation tape markings on safety rope	
3.46	Ensure at least 45 cms or 18 inch tail out of the knot.	
3.47	Please ensure rope is on the carpet attached to the tree.	

Glenny Wood Aerial Runway Fact Sheet

No	Action / Activity needed	Tick Box
----	--------------------------	----------



3.5 Set up emergency braking system

- | | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 3.51 | Throw rope over main hawser at the bottom end by the posts with yellow tops. Ensure half the rope is over the line and then twist it around itself twice | |
| 3.52 | Securely fix to the bottom of the yellow topped poles with a round turn and 2+ half hitches, near the ground. | |
| 3.53 | Ensure at least 45 cms or 18 inch tail out of the knot. | |
| 3.54 | The emergency brake line should be aligned to an imagery line between the two posts with yellow tops. | |
| 3.55 | If you tension the main hawser significantly you will need to readjust this safety line and retest as described in these instructions. | |



3.6 Safety harness

- | | | |
|------|-----------------------------------------------------------------------------------------|--|
| 3.61 | Udertaken by the individuals responsible for fitting the harnesses on the young people. | |
| 3.62 | Two adults or more recommended as it is time consuming. | |
| 3.63 | Set up table for harnesses and helmets. Collect table from beside of containers. | |
| 3.64 | Lay out safety harnesses on table in sizes, for ease of use. | |

3.7 Test

- | | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 3.71 | Trained Operator is responsible in ensuring the test requirements and standards are met. | |
| 3.72 | Put on the platform Operational harnesses and ensure the safety lines are clipped onto the platform | |
| 3.73 | Carefully swing down the bottom safety rail first and tie off, then lower the top safety rail and tie off (lengths of 3" x 2" wood) covering the front runway exit. Tying off the ropes will make pulling back easier. | |
| 3.74 | Tie off the safety rope to the A frame to stop the pulley and seat moving | |
| 3.75 | Unlock the pulley from the chain. Clip the lock back onto the two chain ends and leave around A frame. | |

Glenny Wood Aerial Runway Fact Sheet

No	Action / Activity needed	Tick Box
3.76	Attach a temporary rope to the empty seat. Get one of your helpers to untie the seat from the A frame and slowly lower it whilst the test is taking place. Starting at the top of the run, a vigorous bouncing strain from ground level should be applied. This should be repeated throughout the entire length of the run, especially around the mid-point where maximum sag in the main rope will be experienced.	
3.77	Using the water barrels and attach to the pulley, using the blue rope and karabiners provided. The white barrel (full of water) represents a body weighing approximately 30 kilos (choose an appropriate weight for those intending to use the system). At the mid-point of the runway, the sag in the main rope under load must not allow the feet of a passenger to strike the ground. If this happens, adjust the tension on the main rope.	
3.78	When ready send on their way, first checking there is no-one in the path of the runway.	
3.79	Ensure it does not hit the ground, safety line working all ok and Runway is working correctly	
3.80	If the water barrel touches the ground or is within a 18 inches (45 cms) approximately the rope will need tightening. See below.	
3.81	Finally, the main safety line should be disconnected and the emergency brake tested, again using a loaded seat running from the top of the runway. The position of the emergency brake operators, if used, should be marked so that there is no tendency to drift towards the bottom of the runway during normal operation.	
3.82	After the test is completed successfully - Don't forget to reattach the main safety line	
3.83	After all these tests, all knots, lashings, anchorages, poles, karabiners and so on should be thoroughly inspected	
3.84	Once all the tests are passed you are ready to go.	
3.9	Tightening the Main rope, the hawser.	
3.91	This is synthetic rope and unlikely to need a lot of tightening.	
3.92	A Chain Manual Hand Ratchet Winch is available along with large yellow strops to go around the trees	
3.93	To tighten.....	
3.93-	1 - do not undo the main rope.	
3.93-	2 - put yellow strop around the tree which the rope is tied to. Do not cover over the main hawser rope	
3.93-	3 – clip the winch to loop in main rope and the yellow strop. Attach so you can pull looking at the runway tower and rope	
3.93-	4 - tighten using the winch	
3.93-	5 - untie the mousing around the main hawser rope and the main rope tail. Then untie the main rope (hawser) and retighten to tension off the winch and tie off. Hawser rope - wrap end around the tree a few times and tie off with 2+ half hitches. <u>Ensure at least 45 cms or 18 inch tail out of the knot. Don't forget to mouse the rope again</u>	
3.94	Be very careful, the rope is at tension and fingers can be trapped or rope / winch can fly off if not secured correctly, as described.	
4	Ongoing checks and safety of the Aerial Runway	
4.1	As the Trained Operator of the Aerial runway you should regularly check ALL equipment in use and the running of the activity, this includes the main hawser and safety lines.	
4.2	Make sure you do not get the safety rope tangled.	
4.3	Do not stand on the safety rope or near it, hence it should always be on the RHS of the box when looking down the runway.	

Glenny Wood Aerial Runway Fact Sheet

No	Action / Activity needed	Tick Box
4.4	If you are sending down larger Young People, Scouts etc... then the rope needs to be tensioned more often, to ensure the rider does not hit the ground.	
4.5	Check the Karabiners are done up as described above	
5	Using the Aerial Runway	
5.11	Minimum of SIX people are required for this activity, one must be the Trained Operator , who has overall responsibility. Two adults required to operate the Aerial Runway platform, Two adults must help the youngsters get off at the bottom and two or more to supervise the waiting area and getting the riders to put on the harnesses and helmets, one must be an adult managing the putting on of the harnesses.	
5.12	All riders must wear a harness, correctly fitted and a safety helmet is recommended.	
5.13	Only one user at a time on the Aerial Runway platform, the waiting area is outside the gate. We recommend this area is to the side so the group can watch what is happening and the next rider is waiting at the gate to be called to speed up the process	
5.14	The two adults on the platform. One Adult stands behind the box and holds onto the main safety line whilst the second adult gets the rider in place, as explained below, holding the runway chair, to stop it from moving, as necessary. As the adult keep yourself between, the young person and the open gap at the front of the platform.	
5.15	Check to ensure the rider is properly harnessed up and has a fitting helmet, if worn.	
5.16	Explain to the rider what is going to happen.	
5.17	Many will be nervous / frightened and need encouragement / support..... Please don't force anyone to go down..	
5.18	The rider needs to stand on the fixed box on the platform. If tall the rider may not need to stand on the box.	
5.19	Then get the rider to sit on the seat	
5.20	Attach the riders harness to the anti fall line attached to the pulley, with karabiner.	
5.21	Explain at the end of the ride they will need to undo the karabiner as in 5.20 above.	
5.22	Explain to the rider to hold on tight to the two ropes each side of the chair and if tall to keep their feet up. Make sure the rider is NOT holding onto the main safety line, as well.	
5.23	The operator who has just "fitted" then steps out the way, (away from the main safety line) so the operator behind the box has control as they are holding on with the safety line. This operator lets go when the rider is ready and has agreed to release..... remember double check to ensure neither operators are standing on or entangled with the main safety line.	
5.24	If NO then encourage etc.... if they don't want to go down carefully undo from the safety line, get them off the seat and box then lead them off the platform back to the waiting area and the leader in-charge. Let them know they can try again later if they wish	
5.25	Ongoing checks during the operation -the main hawser, safety lines, all knots, lashings, anchorages, poles, karabiners and so on should be checked whilst the Aerial runway is being used.	
6	At the bottom of the Runway	
6.1	As the chair comes to a stop.....	
6.2	One person holds the seat still. You may find it easier to pull the seat back up the runway a little to an area where the seat and ground are closer together.	
6.3	The other person explains about undoing the karabiner and get the rider to detach it from the link rope.	

Glenny Wood Aerial Runway Fact Sheet		
No	Action / Activity needed	Tick Box
6.4	Do not keep pulling down on the main hawser rope when unloading the rider. This can cause the rope to stretch.	
6.5	The rider is helped off the seat whilst one person holds onto it to stop it flying back and hitting the rider. Keep the anti fall line to the side.	
6.6	The runway seat should then be pulled back up by the platform operators. Let them know when to start pulling.	
6.7	The rider, with harness / helmet should run back to the waiting area, to the righthand side as you are looking up the runway operating area through the small hole in the hedge.	
7	Runway operators	
7.1	Please be careful yourselves on the platform especially around the open end, use the safety harnesses and lines provided. Always minimum of two adults here	
7.2	Those helping the riders off be careful not to be hit by the chair on the way down or back up. Always minimum of two adults, in this area.	
7.3	Communication between the operators on the platform and the operators at the bottom of the runway is essential. This is to confirm when the ride commences and when to pull back the seat	
7.4	Please keep a count of the number of runs made and record on the sheet.	
7.5	Please remember for safety of all concerned - On the platform you should have 2 operators and only one individual waiting to ride. All other users must wait at the bottom of the ramp outside the gate, in waiting area..... No waiting on the ramp or platform	
7.6	If at anytime both operators leave the platform please chain off the seat and lock the gate, so no-one can use the equipment unauthorised.	
7.7	Any problems with the set up / test or operation you must report either by email - booking@glennywood.org.uk or by phone on 01275562102 to Phil / Angus	
	Enjoy and all riders and operators have FUN.	

Don't forget to record the number of runs made on the record sheet held in the shed.

Also..... This tick sheet must also be left in the shed as indicated, and signed by the trained operator, as below.

These sheets are then checked off against booking, to ensure compliance

Glenny Wood Aerial Runway Fact Sheet

No	Action / Activity needed	Tick Box
8	Packing up	
8.11	Once the chair is back tie off using the safety line	
8.12	Pull up and replace the safety rails at the front of the platform, top rail first. Tie off the ropes. You can then remove your safety harness and line.	
8.13	Using the chain lock the pulley to the A frame making sure the numbers are well scrambled on the lock	
8.14	Unclip the safety line and chair.	
8.15	Hang up the chair in the shed.	
8.16	Untie the safety line from around the tree	
8.17	The safety line then needs to be folded up at least a metre in length. To do this make a metre plus circle on the <u>floor of the platform</u> with the safety line and keep going around until it is used up. Tie up using a tie provided and then hang up in the shed in it's marked place.	
8.18	Bottom safety line, untie, sling over hawser to remove, fold into roughly a metre length and hang up in the shed	
8.19	If you have tightened the ropes, loosen the winch, un-clip this, un-fasten the strop from around the tree and then put both the winch and strop away in the shed	
8.2	Hang the harnesses up in the shed, onto the top rail and leaning against the lower rail so they do not touch the side of the shed. Hang the helmet up in two lines of 5 clipped to each other.	
8.21	Put away the water barrels and sack truck used to test the pulley.	
8.22	Don't forget to record the number of runs made on the record sheet held in the shed. This tick sheet must also be left in the shed signed by the trained operator. These sheets are then checked off against booking, to ensure compliance.	
8.23	Ensure the shed is locked and the numbers are well scrambled on the lock	
8.24	Ensure the platform is left clean and tidy. Lock the gate and the numbers are well scrambled on the lock	
8.25	Any problems with the set up you must report either by email - booking@glennywood.org.uk or by phone on 01275562102	



Glenny Wood Aerial Runway Fact Sheet		
No	Action / Activity needed	Tick Box

9	Points of clarification	
9.1	Members of the movement are those that have been invested.	
9.2	Young Leaders can use the Aerial Runway provided they are invested members of an Explorer Unit or invested members of the Young Leaders Unit.	
9.3	Those YL undertaking D of E service and not members of the Scout or Guide Movements cannot use the Aerial Runway	
9.4	Adult invested members may use the runway, so long as it is safe to do so. Their weight should be such that they do not cause the rope to stretch / dip down so they hit the ground on their run. This is also relevant for our larger Young People. Ensure the minimum adults operating the runway is maintained, especially 2 or more to assist adults alighting the runway at the bottom. The additional weight of the individual can increase the issues described.	

Trained Operators Declaration – to be signed on each occasion Runway used.

I confirm I have set up the Aerial Runway in line with this factsheet, undertaken the necessary safety checks prior to and during the operation.

I have operated the Aerial Runway in accordance with the fact sheet and have the required adult help in place to the minimum levels or more, whilst running the Aerial Runway.....

I have packed all the equipment away as per the guidelines.

Any equipment I have damaged I have contacted the Glenny team and advised them.

Signed.....Name.....Date.....

Don't forget to record the number of runs made on the record sheet held in the shed. This tick sheet must also be left in the shed as indicated and signed by the trained operator. These sheets are then checked off against booking, to ensure compliance

Reviewed 15th January 2020