**Aerial Runway.**

**Firstly, please remember –**

**Only members of the scout movement can use the aerial runway.**

**No exceptions**

Only those who have been trained at Glenny Wood, by Phil Woolcock can operate the Aerial Runway. Those trained are therefore the Glenny Trained Aerial Runway Operator (GTARO).

The GTARO must take responsibility for and manage the Aerial Runway.

Namely:-

* the set up
* the testing process
* the operation
* the checking of the runway
* must be always there to supervise the runway operation.
* safety of the riders and operators

*Please note these responsibilities cannot be delegated.*

**Fact Sheet Sections**

1 – Key Information

2 – Equipment

3 - Setting up the Aerial Runway

4 - Ongoing checks and safety of the Aerial Runway

5 - Using the Aerial Runway

6 - At the bottom of the Runway

7 - Runway operators

8 - Packing up

9 - Points of clarification

10 - Glenny Trained Aerial Runway Operator (GTARO) Declaration

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| **1** | **Key Information** |
| 1.1 | This factsheet must be read again prior to using the Aerial Runway to remind the Glenny Trained Aerial Runway Operator (GTARO) of the actions to be taken, safety, number of adults needed and the time required to set up, run and pack away . |
| 1.2 | The Aerial Runway is a safe activity if run correctly and managed properly and the safety checks are completed. This factsheet details the setup, operating and pack up instructions that are to be followed. |
| 1.3 | The GTARO should also complete a written risk assessment. A draft one to assist you is at <https://glennywood.org.uk/home/activities/aerial-runway/ar-form> 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. They have been written based on experience of building and running Aerial Runways in Scouting for 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 | TheGTARO is responsible for the Aerial runway whilst they are using it.  |
| 1.7 | TheGTARO must use these guidelines as a tick sheet when setting up, using and putting away the Aerial Runway. The last page of this factsheet then is to be completed and left signed in the Runway shed. |
| 1.8 | TheGTARO and one or two other adults should allow 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 that it is correctly set up and checked.  |
| 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. |

**Please remember –**

**YOU MUST HAVE A MINIMUM OF 5 ADULTS TO RUN THE AERIAL RUNWAY**

**ANY LESS IS NOT SAFE SO YOU MUST NOT USE THE RUNWAY**

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| **2** | **Equipment** |  |
| 2.1 | The Aerial Runway structure is* 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 Aerial Runway
* Main break line will be attached to the tree and Aerial Runway seat.
* Aerial Runway Seat with anti-fall line attached to the pulley
* Water barrels for tests are on the platform ready to use
 |  |
| 2.3 | Equipment to set up / use all stored in the shed* Chain Manual Hand Ratchet Winch and Yellow Strop
* Emergency Brake Rope
* Fold up table to place the harnesses on
* Harnesses – aged 4 to 10 years x 4
* Harnesses – aged 6 to 14 years x 6
* Harnesses – larger (Scouts – Adult) x 4
* Helmets x 9
* Platform Operational harness and line x 2. (Large Black Harnesses with a line each)
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| **3** | **Setting up the Aerial Runway** |  |
| **3.1** | **Initial Actions** |  |
| 3.11 | Undertake a visual inspection of 1. The platform
2. Large A Frame – please remember this does move a little
3. Aerial runway rope in front and behind platform
4. Main break line in front, over and behind platform
5. Harnesses

A general view around the 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! These are checked monthly in addition to your checks. |  |
| 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. The platform does wobble a bit.  |  |
| 3.24 | From the shed take the kit needed up onto the platform, including. * The operators Safety line and harness
* Spare blue rope
* Chain Manual Hand Ratchet Winch and Yellow Strop
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| **3.3** | **Set up emergency braking system** |  |
| 3.31 | Throw rope over main hawser at the bottom end by the posts near the bottom of the runway. Ensure half the rope is over the line and then twist it around itself twice |  |
| 3.32 | Securely fix to the bottom of the poles with a round turn and 2+ half hitches, near the ground.  |  |
| 3.33 | Ensure at least 45 cms or 18 inch tail out of the knot. |  |
| 3.34 | The emergency brake line should be positioned past the posts its tied to with the ropes slack. |  |
| 3.35 | If you tension the main hawser significantly you will need to readjust this safety line and retest as described in these instructions. |  |

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| **3.4** | **Safety harness** |  |
| 3.41 | Undertaken by the individuals trained to fit the harnesses on the young people. The GTARO can train other adults in their team to undertake this. |  |
| 3.42 | One adult or more recommended as it is time consuming. |  |
| 3.43 | Collect the harnesses, helmets and folding table from the shed.Set up table for harnesses and helmets. Lay out safety harnesses on table in sizes, for ease of use. |  |

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| **3.5** | **Test** |  |
| 3.51 | GTARO is responsible in ensuring the test requirements and standards are met. |  |
| 3.52 | Set uptheoperators Safety line and harness |  |
| 3.53 | At the front of the platform 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 |  |
| 3.55 | Unlock the pulley from the chain. Clip the lock back onto the two chain ends and leave around A frame. |  |
| 3.56 | 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. |  |
| 3.57 | Using the water barrels and attach to the pulley, via the rope tied to the barrels and karabiner provided. The larger white barrels weighs 11kg and the Smaller barrels weigh 5kg**Average Child Weight (in stone and kg):**

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| --- | --- | --- | --- |
|  **Age**  | **Boys/Girls**  |  **Age** | **Boys / Girls** |
|  6 |  3st 3.4lb  (20.6 kg) | 11 |  5st 11.4lb  (36.9 kg) |
|  7 |  3st 8.5lb   (22.9 kg) | 12 |  6st 7.5lb (41.5 kg) |
|  8 |  4st 0.9lb  (25.8 kg) | 13 |  7st 3lb   (45.8 kg) |
|  9 |  4st 7.1lb  (28.6 kg) | 14 |  7st 14lb  (50.8 kg) |
|  10 |  5st 0.5lb (32 kg) | 15 |  8st 11.5lb (56 kg) |
|  |  | 16 |  9st 8lb   (60.8 kg) |

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. |  |
| 3.58 | When ready send the water barrels on their way, first checking there is no-one in the path of the runway. |  |
| 3.59 | Ensure they do not hit the ground, safety line working all ok and Runway is working correctly  |  |
| 3.60 | If the water barrel touches the ground or is within a 18 inches (45 cms) approximately the rope will need tightening. See below. |  |
| 3.61 | 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. When the seat hits the emergency break the water barrels should be 4 plus metres from the tree |  |
| 3.62 | After the test is completed successfully - **Don’t forget to reattach the main safety line** |  |
| 3.63 | After all these tests, all knots, lashings, anchorages, poles, karabiners and so on should be thoroughly inspected |  |
| 3.64 | Once all the tests are passed you are ready to go.  |  |

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| **3.7** | **Tightening the Main rope, the hawser.** |  |
| 3.71 | **This is synthetic rope and unlikely to need a lot of tightening.** |  |
| 3.72 | A Chain Manual Hand Ratchet Winch is available along with large yellow strops to go around the trees |  |
| 3.73 | To tighten......1 - do not undo the main rope.2 - put yellow strop around the tree which the rope is tied to. Do not cover over the main hawser rope3 – clip the winch to loop in main rope and the yellow strop. Attach so you can pull looking at the runway tower and rope 4 - tighten using the winch5 - untie the moussing 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. *Ensure at least 45 cms or 18 inch tail out of the knot. Don’t forget to mouse the rope again*  |  |
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| 3.74 | 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. |  |

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| **4** | **Ongoing checks and safety of the Aerial Runway** |  |
| 4.1 | As theGTARO 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. |  |
| 4.4 | If you are sending down larger people, Scouts, Explorers, Adults… then the rope needs to be tensioned, checked and possibly tensioned again more often, to ensure the rider does not hit the ground. |  |
| 4.5 | Check the Karabiners are done up as described previously and checked every 10 runs |  |

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| **5** | **Using the Aerial Runway** |  |
| 5.11 | Minimum of **FIVE ADULTS** are required for this activity, one must be the GTARO who has overall responsibility and can also perform one of the tasks below. * **Two** adults required to operate the Aerial Runway platform,
* **Two** adults must help the youngsters get off at the bottom
* O**ne or more** to supervise the waiting area and getting the riders to put on the harnesses and helmets.
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| 5.12 | All riders must wear a harness, correctly fitted and a safety helmet. |  |
| 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. |  |
| 5.16 | Explain to the rider what is going to happen.  |  |
| 5.17 | Some riders 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, when instructed. |  |
| 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 the rider says NO to going on down 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. Karabiners checked to ensure they have not come loose every 10 rides |  |

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| **6** | **At the bottom of the Runway** |  |
| 6.1 | As the chair comes down the Aerial Runway stand back and let it come to a halt |  |
| 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. |  |
| 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.  |  |

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| **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 in this area** |  |
| 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 seatYou may wish to rotate the operators around the different roles. |  |
| 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 any time 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 by email - mail@glennywood.org.uk |  |
|  | **Enjoy and all riders and operators have FUN.** |  |

***Don’t forget to record the number of runs made on this tick sheet below.***

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| 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 provided slide the chain through the loop of the break line near the karabiner and through the pully and lock to the A frame making sure the numbers are well scrambled on the lock |  |
| 8.14 | Hank up Safety line and tie to the A frame |  |
| 8.15 | Slide the second chain through the water barrel handles and lock to the platform |  |
| 8.16 | 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, in size order, onto the top rail and leaning against the lower rail so they do not touch the side of the shed. |  |
| 8.21 | Put the helmets in the Tub. Please clean them with Anti Septic wipes provided. |  |
| 8.22 | Don’t forget to record the number of runs made on the record sheet held in the shed. This final page of the factsheet must also be left in the shed signed by the GTARO. These sheets are then checked off against booking. |  |
| 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 this by email - mail@glennywood.org.uk  |  |

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| **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 Movement **must not 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.For larger young people and adults you may wish to increase the number of people assisting with the dismount. |

**10 - Glenny Trained Aerial Runway Operator** **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 had 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.

***The number of runs used on the Aerial Runway under my control is***

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

*This last page…. section 10 – of the tick sheet WITH RECORD OF RUNS ADDED must also be left in the shed as indicated and signed by the* GTARO*.*

*These sheets are then checked off against booking, and numbers of runs record*

*Revised March 23. – Phil Woolcock*