



Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, September 2022



This manual is made up of SOP's for snorkelling from the Mountains to Sea Conservation Trust (MTSCT) Safety Management Plan (SMP) version 11 2022, for additional policies and agreements refer to the H & S and policy section and most recent version of the SMP on our website.

The most recent version of the MTSCT SMS is available at <http://www.emr.org.nz>

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Section One: Background and Role Descriptions

Experiencing Marine Reserves (EMR) is a national programme of experiential learning about marine conservation. Our EMR - Te Kura Moana programme empowers schools and communities by providing hands-on experience in the ocean. Delivered by an EMR coordinator the programme is designed to set the kids abuzz before progressing to developing their snorkelling skills in a pool then heading to the real marine environment. We increase awareness and encourage action and support for marine conservation.

The EMR brand is unique; we have an active focus on community engagement and marine conservation. We are committed to delivering safe snorkel excursions and we are adventure activity safety audit certified (AAO 534). The national expansion of EMR is based on a non-profit franchise concept.

Titiro ki te moana - EMR will take you down under!

Our full EMR programme involves a succession of experiences promoting kaitiakitanga from investigating marine biodiversity and the local marine environment before venturing to a marine protected area. After this experience, students are able to compare unprotected and protected areas and are encouraged to put their knowledge into action within the community!

We create awesome real life marine experiences, not just for kids but adults too. Engagement of adults as supervisors is a natural by-product and in-water experiences and activities often prove as powerful to the adults involved as the students, these shape caring attitudes and emotional connections. We have a range of funded programmes and 'casual' user pays opportunities, these are our Te Kura Moana snorkel experiences. EMR reinforces simple concepts such as the uniqueness of our marine biodiversity and provides an active focus on conservation of these environments through education and action.

"We work with hearts and minds. These are the building blocks for people to create emotional connections with their environment." - Samara Nicholas

Our EMR kaitiaki- guardian action projects create long term impacts for the protection of our marine environment for future generations. Over the years hundreds of action projects have resulted in positive changes for Aotearoa's marine environment, including marine monitoring, dune restoration, riparian restoration, public awareness raising for marine conservation and marine pest detection!

The name Experiencing Marine Reserves is associated with the kaupapa of 'no-take' and implies the association with not collecting/non disturbance, just a looking and learning focus. All school and group field trips are no-take (no matter where we are!), unless cultural or scientific aspects to the kaupapa on the day.

A 'no- take' kaupapa also creates a safer snorkel experience, adopting the concept of manaakitanga and promoting the water safety code. Over the years snorkeling in marine reserves has provided the most inspiration (I saw a massive snapper!). We see marine reserves as rich educational tools and often refer to them as 'wet libraries'. Marine Reserves provide sanctuary for fish and other marine life, to live and breed. They provide a natural benchmark against which to measure the state of other areas, where our kids can actually see and enjoy the natural variety, sizes and abundance of fish, seaweeds and invertebrates in a fully functioning ecosystem.

We also snorkel at a variety of other marine habitats and marine protected areas, such as rahui, mataitai and Taipure. EMR supports all forms of marine protection that enhance marine biodiversity for future generations.

Our reach is not limited to school programmes, throughout the summer we offer a range of community engagement events such as snorkel days, throughout the motu. Our programmes and events provide a constant groundswell of community participation. We developed rangatahi training events to fill a void in volunteer snorkel guides for the youth age group. Through this process we also realised the potential for a more in-depth training and a type of mentorship opportunity to support the development of Māori youth and possible new career pathways. We also offer taitamariki/rangatahi, who have an affinity for the moana to engage in our 'Marine Mahi for Rangatahi' kaupapa through mentorship and volunteer development, focusing on marine pest detection, marine biodiversity monitoring, snorkel guiding, marine reserve/ rāhui surveillance, marine education and supporting a career pathway. All have become water safety and conservation influencers.

EMR is now located in 8 different regions throughout New Zealand with a passionate team of 25 coordinators and EMR has been adopted in South Australia. Every year EMR runs a national competition for the chance to snorkel at the Poor Knights Island Marine Reserve. Representatives are selected based on the merits of an action project or ocean art where they demonstrate kaitiakitanga -guardianship and action projects that address marine issues in their community.

Since 2001, EMR has taken 73,180 people into NZ's marine reserves/rahui and over 27,291 people have been engaged in EMR organised marine conservation events. A total of 147,905 people have snorkeled with EMR. The total number of Kiwis engaged in EMR has now reached 207,494.

EMR is an Award-winning Brand

In 2015 Mountains to Sea Conservation Trust was recognised by the Tindall Foundation for making an outstanding contribution to New Zealand with a special award presented by the then Governor General Lt Gen The Rt Hon Sir Jerry Mateparae at Government House. In 2020, Samara Nicholas and the Experiencing Marine Reserves - EMR team won the Dive New Zealand magazine Recognition Wyland Award. In 2021, EMR won the Northland Regional Council Whakamānawa ā Taiao award for environmental action in the community and Mountains to Sea Conservation Trust - EMR was the overall winner of Te Tohu Matua Supreme Award <https://youtu.be/41OUSSzWSZY>

A National Programme of Experiential Learning about Marine Conservation

Aim

To engage as many people as possible in meaningful experiences in the marine environment.

Objectives

To provide safe and supervised snorkeling that enables participants to experience the marine environment first -hand.

- Build water safety and confidence in the real environment.
- Inspire positive attitudes and actions for protecting our marine environment.
- Empower and support local aspirations for marine conservation and kaitiakitanga-guardianship
- Support and facilitate projects that result in awareness and/or action to address marine issues.
- Rangatahi engagement at our marine conservation events.
- Grow marine mahi for rangatahi project.

Outcomes

- In-water experiences become lifelong memories.
- Inspiration for restoration of marine ecosystems.

- Community participants go on to become valued volunteer snorkel guides.
- Restoration of marine ecosystems by supporting iwi/hapu and communities to implement marine protection.
- Provide community engagement events that assist with management of marine protected areas.
- Bring together western science and mātauranga Māori concepts for delivery.
- Deliver snorkel experiences in 'Reo Rua'.
- Create community pride and ownership of existing marine reserves and new marine protected areas.
- Support and grow rangatahi/taitamariki/youth mentorship, building on training and cadetship opportunities.
- Communicate science and understanding about marine conservation into the wider communities where EMR operates.
- Increase support for new or proposed marine protected areas.
- Motivate action projects that enhance the marine environment.
- Inspire community led action.

Core Values in all Areas of our Operation

- Mana whenua/moana are communicated with from the outset in each rohe we work in.
- Our approach is one of open consultation, authenticity, co-creation and collaboration.
- Ensure our programme delivery follows tikanga and can be delivered authentically and incorporate Mātauranga Māori and Te Ao Māori.
- EMR Kaupapa - Look and learn at all times (except cultural or scientific events)
- Foster local community involvement whenever possible.
- Teaching and activities retain a NZ focus.
- All snorkelling in accordance with EMR SOP, MTSCT SMP and adventure activity safety audit standard (certification AAO 534).
-

EMR National Strategy

- Support initiatives from the community to restore and protect our marine environment.
- Initiate action projects (coordinator or school/group led) to restore and protect marine environment.
- Wherever possible work with our sister WBC for a Mountains to Sea focus.
- Communicate marine science.
- Promote the work of the late and great - Bill Ballantine and Roger Grace.

National Expansion Goals

- Enhance national EMR brand - cohost events, EMR mentioned in all regional communications.
- Increase community participation in events - regions grow events.
- Ensure provider organisations feel supported.

EMR KPI's

- Initially - maintain delivery to pre-COVID levels.
- Snorkeling participation increases each year.
- Demonstrated increase in knowledge of marine biodiversity and marine conservation.
- Community engagement events increase each year.
- Volunteer base grows each year.
- Social media following grows each year.
- Demonstrated increase in feeling of connection to the marine environment.
- Action projects are reported.

- Positive attitudes towards kaitiakitanga or caring for the marine environment increased through participation.
- Action undertaken that directly relates to improvement of the environment (such as a planting day or marine monitoring project).

We have an active focus on the restoration of marine ecosystems and together with the Whitebait Connection (WBC), the restoration of catchments, from the Mountains to the Sea.

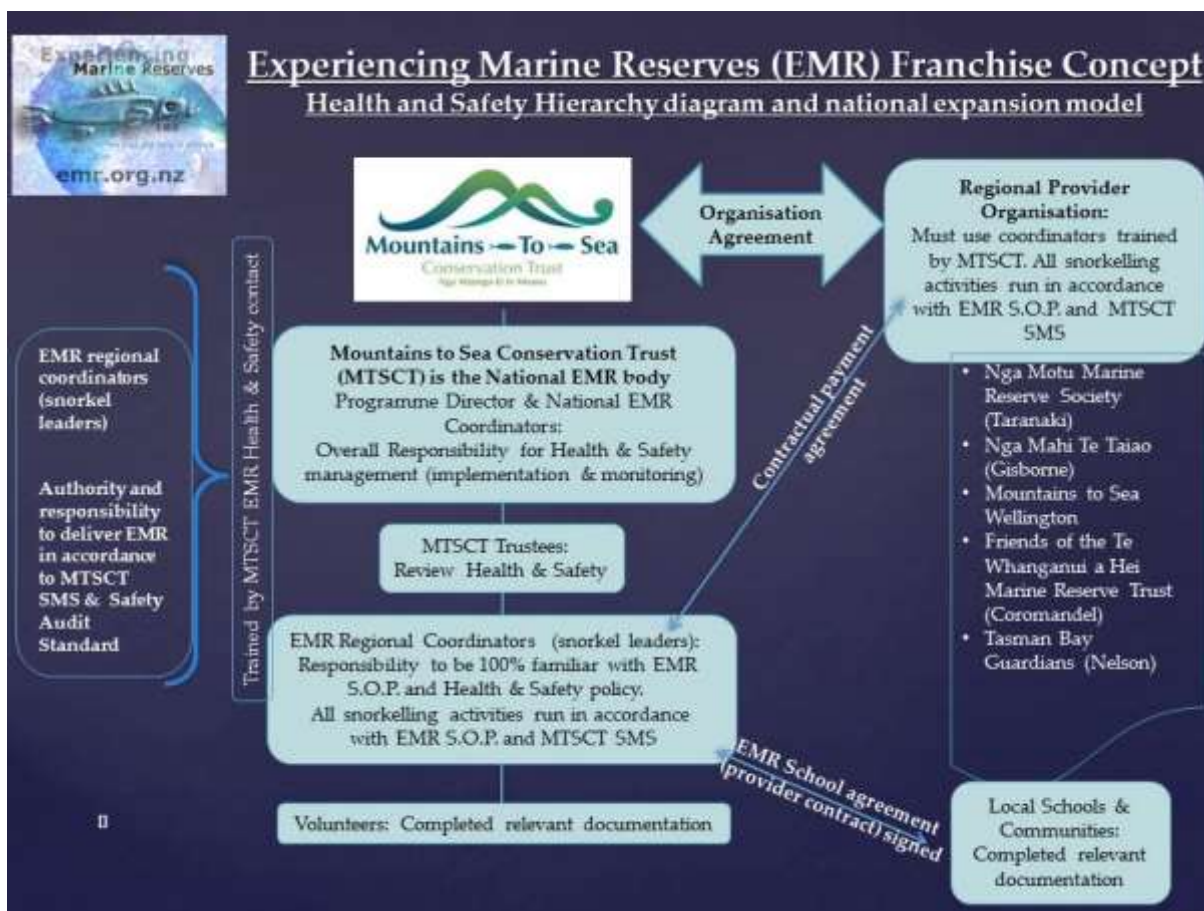
Water connects all life on Earth. It is the physical and spiritual bond between humans and nature. Likewise, the Mountains to Sea Conservation Trust connects our freshwater (WBC) and marine (EMR) programmes with iwi, communities and people, webbed into one network for the lasting wellbeing of people and the planet.



www.emr.org.nz

www.whitebaitconnection.co.nz

www.mountaintosea.org.nz



1.1 Poutokomanawa/Co-Director Role Description

Senior Leadership

Poutokomanawa/ Co-Directors (formerly programme director)

The Mountains to Sea Conservation Trust is the national body organisation for the Whitebait Connection (WBC) and Experiencing Marine Reserves (EMR) programmes. This Coordinator Services Role Description applies to National Coordinators, Regional Coordinators, Poutokomanwa and all Independent Contractors of the MTSC Trust programmes.

Current Roles within MTSC:

- Poutokomanawa/ Co-Directors
- National Programme Coordinators
- Deputy National Coordinator
- Programme Coordinators
- Regional Coordinators/Regional Managers
- Administrator
- Field Technicians
- Assistant Coordinators (including engagement roles for events)
- Cadets - Trainees/Interns:
- Specialist Contractors:
- Volunteers

Senior Leadership

Poutokomanawa/ Co-Directors

This is equivalent to a chief executive officer position shared between two people. Co-director/Poutokomanawa work together to advance the interests of 'Mountains to Sea' while allowing strategic influence over our two main brands - WBC and EMR.

Specifically, the Co-Directors have responsibility for overall management and direction of all programmes, each have a marine or freshwater focus but work together to align and streamline as much as possible. Our co-directors report directly to the MTSC trustee board and are responsible for regular reporting to TOP MANAGEMENT. The co-directors work closely with the National Coordinator (at times the role of the co-director and national coordinator may be amalgamated) and Deputy National Coordinators and are responsible for developing strategy and key relationships at a national and/or international level where appropriate.

The marine lead co-director has the responsibility for health and safety management systems within the Trust and is required to have qualifications and experience relevant to the oversight (and where it occurs, delivery) of aspects of The Trust's work for which he/she is responsible. The marine lead co-director is responsible for leading an annual review of the Safety Management System (SMS) with the safety management committee prior to the AGM and for leading annual committee reviews of the hazard identification plan.

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous programme evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize MTSC Nonprofit volunteers, board members, event committees, alumni, partnering organizations, and funders.

- Develop, maintain, and support a strong board of trustees; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Lead, coach, develop, and retain MTSCT Nonprofit’s high-performance senior management team.
- Ensure effective systems to track scaling progress, and regularly evaluate programme components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing programme operations and regional expansion
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating stronger brands.
- Use external presence and relationships to garner new opportunities

Planning & New Business:

- Design the national expansion and complete the strategic business planning process for the programme expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders and political and community leaders at each expansion site.
- Be an external local and national presence that publishes and communicates programme results with an emphasis on the successes of the local programme as a model for regional and national replication.

Marine Lead

- Looking after the culture of the organisation
- Health and Safety management for The Trust including:
 - Require Incident reporting and review
 - Annual review of SMS
 - Preparing information for audit every three years
- Marine lead making every effort to ensure that Experiencing Marine Reserves programme meets all its obligations under the HSWA Act, the HSWA (Adventure Activities) Regulations and other relevant legislation
- Ensuring compliance with the requirements of the Safety Audit Standard of Adventure Activities
- Maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- Reviewing, evaluating and reporting on the performance of the SMS
- The marine co-director has the responsibility to ensure that the MTSCT SMS complies with the safety audit standard
- The marine lead co-director is responsible for developing and implementing the SMS and ensuring that it plays an integral part of day-to-day operations
- Providing leadership and direction in matters of health and safety
- Establishing, monitoring and achieving overall health and safety goals and objectives
- Developing staff commitment to achieving excellent health and safety standards
- Ensuring that staff understand health and safety management relative to their position(s)
- Ensuring that staff receive appropriate training, and are involved in the continual development of the SMS
- National child protection officer for the programmes
- Conducting police vet

Freshwater Lead

- Financial control and reporting
- Annual liaison with accountant, legal advisor, auditor and charities commission to ensure obligations are met
- GST returns for Trust
- Strategy progress report
- Budget update report
- Initiating and leading process for AGM preparation of key documents:
 - Annual report
 - Management report
 - Budget report
 - Poutokomanawa contract renewal
 - Chair report
 - Treasurer report
 - New Trustee recruitment process
- Initiate bi-monthly Zoom meetings with representatives from all regions from both EMR and WBC
- Ensuring that systems are in place and in order and well documented
- Initiate bi-monthly document preparation for Trustee meetings
 - Programme updates
 - Strategy progress report
 - Budget update report
- The freshwater lead co-director is responsible for developing and implementing the evaluation strategy and ensuring that it plays an integral part of day-to-day operations.
- Providing leadership and direction in matters of financial and strategic stewardship
- Establishing, monitoring and achieving overall health and safety goals and objectives

Both Marine and Freshwater Lead

Overall management and development of quality assurance measures

- Relationship building with stakeholders and fundraising
- Overseeing policy and strategies of MTSCCT
 - Preparing MTSCCT theory of change and strategies
 - Policy development around arising issues such as police vetting
 - Making sure MTSCCT programmes are aligned with trust strategies
 - Assisting with programme developments and marketing
 - Preparing contract templates
- Delegation to ensure:
 - MTSCCT is sufficiently covered by insurance
 - Annual meeting with insurance provider and regular communication
- Ensuring that staff are promptly informed of any changes to operational policies and procedures
- Monitoring staff performance in relation to assigned safety responsibilities and delegations
- Ensuring that any complaints or concerns raised regarding safety are dealt with according to our process
- Ensuring that hazard management processes identify significant hazards and result in appropriate controls
- Ensuring that all incidents are accurately recorded, reported and properly investigated to identify and address multiple and underlying causes and managed in accordance with legislation
- Ensuring that systems are in place and in order, and all staff can respond to potential emergency situations

- Arranging regular review, and external audit of safety management and emergency response systems
- Preparation of agreements for new contractors
- Lead process with regional coordinators/managers to recruit new contractors
- Review and sign all funding contracts/agreements on behalf of the Trust

In addition, work with the Trust board to:

- Be a public spokesperson
- Compiling meeting agenda
- Recruiting committee members
- Ensuring service operates within all legal obligations
- Managing staff effectively
- Reviewing the service – are we providing a good service
- Preparing service audit report for national association
- Making day to day management decisions
- Making efficient use of time and resources
- Ensuring office systems work efficiently and effectively
- Assisting with fundraising tasks and funding submissions
- Being a good employer
- Training and supporting staff/volunteers working with learners
- Reviewing performance of staff other than co-directors
- Paying attention to detail
- Finding the best means to achieve ends/results
- Ensuring good communication between committee and staff
- Monitoring learner progress reports
- Undertaking forward planning to achieve the vision
- Reviewing coordinators performance
- Recruiting staff and volunteers
- Having a good decision making process
- Keeping staff and volunteer morale positive

1.2 National Programme Coordinators

The National Coordinators of the EMR and Whitebait Connection (WBC) programmes are contractors to The Trust and have the responsibility for overall management and direction of their specific programme. The practical side of this includes; project management, liaison and communications with a wide variety of schools, communities, government departments and NGO's, time management and planning, delivering lessons to students and community groups in the classroom and out in the environment, managing and leading EOTC experiences, follow up evaluation, reporting and media releases. The administrative and management side of this includes strategic planning, contract negotiations, training and managing trust contractors and coordinators, coordinating and planning national marine and freshwater wananga/conferences, developing and implementing health and safety protocols, developing and making funding applications, evaluation, reporting, public speaking, administration and accounting and communications with a wide variety of people.

They also have responsibility for appointing further members of their delivery teams.

The role includes:

Hands-on programme delivery wherever practical and/or beneficial

- Overseeing the performance of contractors

- Providing opportunities for professional development
- Dealing with and finding solutions to issues.
- Involving trustees in key decision making and reporting developments to Trustees
- Milestone reporting
- Financial budgeting and administration of funds
- Professional development programme for the delivery team including organisation of national wānanga
- Assistance of management and development of quality assurance measures
- Supervision and support for regional and programme coordinators and delivery
- Relationship building with stakeholders and fundraising
- National training and management
- Hands-on programme delivery and professional development in best-practice wherever practical and/or beneficial.
- Support programme areas with establishment, delivery and on-going development of EMR/WBC
- Sustainability of national programmes. Helping areas transition from seed funding to sustainable ways of maintaining programmes, help with identifying suitable umbrella organisations and sourcing funds.
- Email, phone & document communication, evaluation and on-going development of resources for out-reach EMR/WBC, marketing and programme promotion.
- Developing relevant SOP's and hazard ID for programmes and projects of the trust
- Staff appraisal, evaluation and monitoring
- Reviewing incidents and contributing to the marine lead co- director annual review of health and safety
- Regular reporting to top leadership on safety performance
- Preparing the national report

Deputy National Coordinator

Contracted by the Mountains to Sea Conservation Trust to support the National Coordination of the programmes. This may include all aspects of the national coordination but under direction and supervision of the national coordinator.

Current specific roles for marine or freshwater deputy

- Technical advisor for team (trustees and coordinators)
- Cyber security
- Technical development
- Data management
- Supporting the co-directors and national coordinators to ensure data is presented in a modern fashion
- Resource development
- Producing regular programme newsletters
- Assist with funding applications
- Assist with strategic partnership and collaboration networking/development
- Keeping programme websites up to date
- Assisting with social media

1.3 Programme Coordinators

Programme coordinators must have completed the 'Training/Induction Checklist' and documentation, including the Health & Safety Declaration and official police vetting form. The coordinator will have an 'independent contract' with the endorsed provider organisation.

Programme Coordinators from all regions have responsibility for planning and delivery to schools and communities. They have the responsibility of ensuring all pre-lesson and pre-trip planning measures are in place and equipment and resources are organized. They also ensure all school personnel, volunteers and students are fully briefed in the safety protocols associated with the relevant programme/s.

Further detail is described in the EMR and WBC programme manuals. (see SOP manuals).

Programme Coordinators support the preparation of milestone, end of year reports and start of year work plans. Coordinators carry the crucial responsibility of presenting the programme and vision to school staff, community members and students. High professional standards are established and to be maintained by all programme coordinators. Your job is to promote and deliver the EMR/WBC programme brands!

1.4 Regional Coordinators

Regional coordinators lead the EMR and WBC programmes in our established regions through Mountains to Sea Provider Organisations (MTSPO's) (including tasks of programme coordinators). These regional coordinators would be the main contact for the region, are the regional safety representatives and are administered under the regional provider organisation. Regional coordinators have responsibility of reporting and evaluating to national programme coordinators. This includes incident reporting and ensuring that regional internal H & S meetings take place. They must ensure the completion site safety checklists and safety/event plans and internal meetings as required for their area.

Regional coordinators are contracted by MTSCT Trust (National body) or their own regional provider organisation; we have an organisation agreement with any other regional body (provider) running our programmes. Regional provider organisations must be approved by the national body and completed the relevant documentation, including the 'Organisation Agreement'. Endorsed coordinators and organisations providing EMR/WBC, are listed on our programme websites.

It is advisable that programme and regional coordinators obtain individual public liability insurance for activities/programmes beyond the scope of EMR/WBC. All field trips are to be led by an endorsed programme coordinator, with consent from the Mountains to Sea Conservation Trust, a suitably trained person may stand in for unforeseen reasons. Pregnant coordinators should seek an assistant when leading field delivery.

**Programme ambassadors may also be appointed (excluding the H & S functions of regional coordinators). These would not be a main contact for the region or be responsible for growing the programme or other duties of the regional coordinators. When assisting in water/in field, they work in support of the lead coordinator under their instruction—and supervision. Programme ambassador positions are created to enable retired coordinators to continue to support and contribute to programmes and events when they are available to do so. There is an expectation that a programme ambassador actively promotes and endorses the programme to the community.*

A prerequisite for becoming an ambassador is being a former fully endorsed programme coordinator (initial training undertaken). Programme ambassadors should still receive coordinator newsletters, but would be exempt from completing H & S quizzes.

** Regional managers may also be appointed (including the H & S functions of regional coordinators). These regional managers may have increased administrative responsibilities described on a case by case basis (see example for Northland and Auckland)*

The programme and regional coordinators are responsible for ensuring the effective implementation of the SMS including:

- Take reasonable care of their own health and safety,
- Take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.
- Encouraging everyone to take a personal responsibility for safety.
- Ensuring that a strong focus is retained on hazard management out in the field.
- Ensuring that supervisors perform relevant safety tasks and complete safety processes (including hazard identification, intentions, equipment checks, incident reporting and so on).
- Ensuring that safety is discussed pre-, post- (and regularly during longer) programme(s).
- Monitoring and supporting staff to operate at/above 'current good practice' standard in the field, and giving feedback where appropriate.
- Ensuring that safety performance is a part of annual review and regular appraisal processes.
- Coordinating staff training & professional development for volunteers.
- Providing adequate support and resources so that safety systems and standards are maintained and improved.
- Adhere to all safety management policies and procedures.
- Take such care as is reasonable and in accordance with sound professional practice.
- Take full responsibility for safety management, and take any action required to ensure the level of risk is kept at an appropriate level.
- Take all practicable steps to identify, assess and manage hazards.
- Report any unsafe work conditions, practices or equipment as soon as it is practicable.
- Report all incidents to the national coordinator as soon as practical, and formally in writing (via the incident form) within five (5) days of incident occurrence. Report any notifiable events to Worksafe and the national coordinator
- Assist in the investigation and incidents with the objective of introducing measures to prevent recurrence.
- Ensuring overlapping duties of care have been discussed and recorded

The programme and regional coordinators are responsible for ensuring the effective implementation of the SMS within the Experiencing Marine Reserves (snorkelling) programme or other programmes of The Trust such as WBC, including:

- Take reasonable care of their own health and safety,
- Take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.
- Encouraging everyone to take a personal responsibility for safety.

- Ensuring that a strong focus is retained on hazard management out in the field.
- Ensuring that supervisors perform relevant safety tasks and complete safety processes (including hazard identification, intentions, equipment checks, incident reporting and so on).
- Ensuring that safety is discussed pre-, post- (and regularly during longer) programme(s).
- Monitoring and supporting staff to operate at/above 'current good practice' standard in the field, and giving feedback where appropriate.
- Ensuring that safety performance is a part of annual review and regular appraisal processes.
- Coordinating staff training & professional development for volunteers.
- Providing adequate support and resources so that safety systems and standards are maintained and improved.
- Adhere to all safety management policies and procedures.
- Take such care as is reasonable and in accordance with sound professional practice.
- Take full responsibility for safety management, and take any action required to ensure the level of risk is kept at an appropriate level.
- Take all practicable steps to identify, assess and manage hazards.
- Report any unsafe work conditions, practices or equipment as soon as it is practicable.
- Report all incidents to the national coordinator as soon as practical, and formally in writing (via the incident form) within five (5) days of incident occurrence. Report any notifiable events to Worksafe and the national coordinator
- Assist in the investigation and incidents with the objective of introducing measures to prevent recurrence.
- Ensuring overlapping duties of care have been discussed and recorded

Field Technicians

Field technicians are contracted by the trust from time to time to assist our coordinators in undertaking field work. This role is limited to undertaking field work only under the direct supervision of an endorsed programme coordinator and includes doing survey field work and data entry. The field technician must adhere to site specific health and safety plans and follow instruction of the endorsed programme coordinator.

Assistant Coordinators (including engagement roles for events)

Assistant coordinators are contracted by the trust from time to time to assist our coordinators in undertaking delivery of our school or event programmes. This role is limited to undertaking work only under the direct supervision of an endorsed programme coordinator and includes assisting with programme delivery in the field and data entry. The assistant must adhere to site specific health and safety plans and follow instruction of the endorsed programme coordinator.

Cadets - Trainees/Interns:

We offer ambassador/cadetship roles to youth and career starters through offering paid training and professional development opportunities to youth/rangatahi to get more involved in the delivery of our work. They help our coordinators deliver school programmes and events and we offer them leadership opportunities. This enables them to learn lots about their local environment meet and network with lots of local people and get training in delivering environmental education, marine and freshwater conservation, restoration and monitoring and leadership. It is our hope that this will act as a gateway to future employment opportunities, perhaps even within our organisation.

Specialist Contractors:

Specialist coordinators are contracted by the trust from time to time to assist in the delivery of specialist contracts and are not required to become endorsed. Responsibilities (including H & S) and rates will be negotiated depending on the programme of specialist work and the contractor skills, experience and qualifications.

Volunteer responsibilities

Take reasonable care of their own health and safety,

- Take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.
- Adhere to our Code of Conduct

Refer to our website www.emr.org.nz for governance (trustee) roles

1.5 EMR Coordinator Training Checklist

Safety Policy

Regional/Local Coordinators/contractors/leaders must:

- Report all accidents to Co-director (marine). Include all near misses, whether or not these accidents involve injury; discuss as part of national meetings and regional online reports
- Complete site safety checklists and safety plans as required. Practice safe work methods including adherence to safety plans and the proper use of safety equipment.

Field Trip Plans and emergency procedures

- Base plans on the SOP's and templates provided. Feel free to email National Coordinator for comment. You must develop a local emergency response procedure.

Safety Equipment

- see equipment lists

Swimming Ability

- Have the ability to swim confidently in open water the distance of 200 metres.

Local Conditions Knowledge

- Make sure you always know the area above and below tide mark, knowledge of area essential to develop appropriate safety plans.

First Aid Certificate

- Basic First aid certification and from end of 2022 must include unit standards 6401 (Provide first aid), 6402 (Provide basic life support) and 6400 (Manage first aid in a emergency situation)

Medical letter

- You should have this on record from Open Water Dive course. A statement from your doctor saying you are fit to lead snorkel excursions is adequate.

Driver's license

Teaching Experience/Ability

Snorkel Instructor

- SSI Snorkel Instructor or NZQA 28391 & 28436 (formally 8296 and 4383) or existing divemaster/scuba instructor or PADI Free Diver (with EMR in water management training)

Marine Biodiversity Knowledge

- Upskill yourself with facts from books, be fully aware of marine reserve benefits and other types of marine protection. Read appendix information in the back of this manual; also make sure you are familiar with section 3, snorkel guidelines.

Google drive training

Complete reporting

1.6 EMR Coordinator Endorsement Criteria:

- Completed police vet form and achieved satisfactory safety check (including vetting) Attend Mountains to Sea Conservation Trust (MTSCT) National Mountains to Sea Wānanga once every three years.
- Signed most recent MTSCT Health & Safety Contract.
- Completed the training checklist
- Completed annual H & S requirements (e.g. H & S quiz)
- National reporting
- Google drive induction

1.7 Our teaching and learning approach

Our programmes offer students, parents and community members a positive insight to environmental realms. Student participation and interaction maximize depth of understanding and challenge minds in a way not possible by reading from a book or the internet. We focus on getting out there into the environment and learning through experience.

Programme delivery methods cover four learning styles - auditory, visual, tactile and kinaesthetic - providing an appropriate mix designed to fully engage anyone in effective learning. The experiential learning aspects of the programme are especially suited to strongly kinaesthetic students who are often less catered for in “normal” classroom situations. These students, who can be ‘difficult’ in the classroom environment, come to life during our field trips.

1.8 Relationship to NZ curriculum

Students are given the opportunity to explore environmental issues that are important to their community, New Zealand, the world and for future generations. Our programmes can be easily translated across all components of the curriculum and teachers are encouraged to develop this wherever possible.

Specific school based learning outcomes students develop are knowledge and understanding of:

- The interdependence of living things in aquatic environments.
- The impact people have had, and can have on aquatic environments.
- The significance of marine reserves to protect and enhance marine biodiversity.
- The significance of freshwater in the living world.
- The importance of working together as local communities, including the ethic of kaitiakitanga-guardianship

1.9 Learning Experiences provided by EMR full programme

(see EMR Educators Manual and ‘Information For Educators’ section on www.emr.org.nz)

1. Initial visit to school

- Planning & preparation with teachers involved.

2. Introduction lesson in the classroom (1 or 2 sessions)

- Explanation of EMR programme

- Multi-media presentation about marine biodiversity
- Discussion around the 'EMR marine taonga/treasure chest'
- Explanations of marine inter-relationships (the 'kina barren' story – how a living thing has responded to environmental changes, both natural and human induced)
- Deep sea marine biodiversity adaptations
- Threats to our marine environment
- Make comparisons between land and sea conservation
- Introduce the concept of marine reserves

3. Snorkel Skills (subject to pool availability)

- Snorkel safety briefings
- Snorkel skills in pool environment

4. Local Area Investigation

- Snorkel safety briefings
- Snorkel skills in shallow water (if area suitable)
- Investigate human impacts & uses
- Possible rotational activities: Clean up our coast - beach clean-up, human impacts (learning journal) and treasure hunt (learning journal)
- Debrief includes overview of findings

5. Marine Reserve or protected area investigation

- Introductory briefing includes snorkel safety management systems for the day & expected marine life to be encountered.
- Possible rotational activities: Rock pool treasure hunt (learning journal), marine reserve interpretation quiz (learning journal – Goat Island only) & glass bottom boat ride (Goat Island).
- Debrief includes overview of findings

6. Follow up visit (at school)

- Review student reporting (Kaitiaki – Guardian ACTIONS)
- Present certificates (if available from your provider organisation)

1.10 Annual Programme Milestones

Milestone 1 July – October

- Resource, curriculum, activity and programme development.
- Equipment maintenance.
- Fundraising, strategic planning, marketing, an advocacy and promotion of programmes, if applicable.
- Community events planned and organized for conservation week and seaweek
- Organisation of community guided snorkel days
- Performance measures for milestone 1
- Programme participants organized
- Planned activities and delivery carried out
- Evaluations received from regional coordinators received
- Funding achieved

Milestone 2 November – January

- Term 4 delivery of Experiencing Marine Reserves
- Delivery of summer community guided snorkel days
- Media exposure
- Performance measures for milestone 2
- All planned activities carried out
- Analysis of evaluations and recommendations for improvements made
- Reports written
- Websites updated
- Participants identified and planning complete for term delivery of programmes.

Milestone 3 February- April

- Term 1 delivery of EMR
- Action orientated approach
- Performance measures Milestone 3:
- All planned activities and delivery carried out
- Evaluation analysis and recommendations for improvements made.

Milestone 4 May – June

- Action orientated approach
- Media releases
- Annual EMR competition trip to the Poor Knights Annual programme reporting.
- Performance measures Milestone 4
- All planned activities carried out
- Final evaluations of activities completed, analysis and recommendations for improvements made.

1.11 Partnership with Māori

To Māori, the sea is of high cultural and spiritual value and is a precious source of kai (food). Most Māori typically consider their relationship with the sea as a food source, cultural entity and historic pathway as fundamental to their existence physically and spiritually. New Zealand has many coastal schools and communities and a high percentage of Māori. Young Māori are the future kaitiaki of our marine and freshwater environments. The learning opportunities offered by the MTSCCT programmes stimulate interest, direction and involvement in freshwater and receiving marine environments. Today there is an urgent need to foster traditional learning and the ethic of kaitiakitanga- guardianship. In the development of Trust programmes we are sensitive to this need and are developing Te Reo Māori resources for Kura Kaupapa Māori. Kura Kaupapa Māori show growing interest in these types of experiential programmes. Also see our 'Guidelines for working with Tangata Whenua' on our drive

1.12 Evaluation

Evaluations take place at each of the milestones. Student evaluations are designed to pick up attitude and values changes throughout the stages of the programme. The evaluation documents utilise a scoring scale to measure the quality of delivery, outputs and outcomes. During delivery, student satisfaction is measured directly by interest taken in the subjects and the quality of questions and input from the students themselves.

Teacher evaluations are designed to ensure that we meet teacher expectations and curriculum needs and to ensure quality delivery and professional standards. Our evaluation procedures are the main tool supporting our efforts at continuous improvement. Specifically they allow us to fine tune procedures and delivery to better meet the needs of teachers and student learning. We have developed our own unique

national evaluation framework, designed to align learning and advocacy outcomes with biodiversity/conservation outcomes.

1.13 Client needs and professional conduct

During delivery of the EMR programme you will encounter different cultures, ages and abilities. You must be culturally sensitive at all times. You shall treat the children, their parents and guardians and all other participants with respect regardless of age, race, gender and religious affiliation. If you are unsure of a cultural protocol, please ask the client leader/teacher in charge. Your job is to encourage participation, not force it, and if you need help to increase participation in activities please ask the lead teacher/client leader. Keep your use of language appropriate to the group. Do not engage in inappropriate contact with the children. Avoid a situation where you are alone with any students. Respects children's right to privacy and intrude only when health and safety demand. In EMR school agreements teachers must provide appropriate support for special or behavioural needs, but please ensure this has been provided (Refer to child protection policy)

1.14 Health & Safety

The Mountains to Sea Conservation Trust takes all reasonably practicable steps to ensure the safety of all we associate with.

Our Safety Management System was last reviewed in September 2022. The latest policy and individual relevant parts of the policy are on our website.

1.15 Expectations of EMR Coordinators

A checklist for delivery

1. Do I understand the EMR concept?

Experiencing Marine Reserves (EMR) is a national programme of experiential learning about marine conservation. The programme is under the auspices of the Mountains to Sea Conservation Trust. EMR's independence, professional delivery, marine reserves focus and provision of a range of learning styles make it unique within New Zealand. Since its introduction in Northland in 2002, programme uptake has continued to increase throughout the country. The Department of Conservation (DOC) is a foundation partner of the Mountains to Sea Conservation Trust, and has supported the development of the EMR programme since 2002. The Tindall Foundation supports the programme's national expansion.

The EMR concept is the essence of the programme:

- Introduction to marine biodiversity
- Investigation of local marine area
- Marine reserve experience (by snorkel or via research in the classroom)
- Comparisons between local area and fully protected area
- Action for the marine environment

In the final stage of the programme, it is time for the students to do something for the environment such as investigating where a marine reserve would go, sharing findings with the local community, running a public survey or making an official submission about marine conservation. This exercise empowers students to express their feelings and findings. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and presentations in front of assembly to presentations at public events.

2. Have I completed the documentation?

I have signed the relevant EMR documentation, including the Health and Safety Contract, prior to delivery of any programme or services. Has your umbrella organisation signed the 'Organisation Agreement'? Do I have a contract so I am able to understand how I get paid?

3. Am I fully trained? I am fully trained in EMR Health and Safety Procedures including but not limited to:
 - Thoroughly reading and understanding the Mountains to Sea Conservation Trust Safety Management System (SMS) and EMR Snorkel SOP's
 - Discussed and understood any parts of the Health and Safety Document with the EMR Programme Director or Trustee that are not clearly understood
 - My training checklist has been signed off and I am able to develop appropriate risk management for my local areas and emergency procedures.
 - Sent copies of relevant supporting documentation such as CV's, First Aid certificate and medical statement to the EMR national coordinator.

4. Have I got all the gear required? Is the equipment 'fit for purpose' including but not limited to:
 - Wetsuits
 - Mask and snorkels
 - Fins
 - Buoyancy devices (body boards) with 'supervisor' snorkel guidelines and EMR marine ID
 - Whistles, knife
 - First aid kit
 - Storage boxes
 - Buoys with dive flag
 - De fog
 - Cleaning and sterilization
 - Supervisor RASH shirts
 - Snorkel buoyancy vests
 - High vis vests for land roles

All gear should be labelled EMR & banner displayed whenever possible. Gear should be kept well recorded using the EMR gear stocktake form and used as per any MOU agreements. Heavy gear should also be labelled – heavy.

EMR Beach Box Contents

- First aid kit – refer to contents guide in google drive
- Laminated Standard Emergency Procedure
- Whistle/s
- Laminated briefing checklists
- Laminated images and ID material
- On site cell phone (fully charged)
- Personal emergency information
- Volunteer and incident report forms
- Pre-snorkel site assessment forms
- Check In and Out Forms
- Adult supervisor forms
- Medical Shears
- Pocket masks

Non first aid (personal) items for EMR beach box/pack

- Panadol
- Tampons/pads
- Antihistamine
- Eye wash
- Inhaler (if applicable)
- Refer to equipment SOP

5. Where will I do my delivery? (Keeping concept in mind)

Make sure you do a site check, above and below to identify all hazards. For remote sites, offshore sites, snorkel plans should be prepared in addition to site specific RAMS.

6. Prepare your risk management plan and complete the EMR project planning template for events such as the Community Guided Snorkel Days, event plans must be completed
7. What schools will you target? What age? And how many classes per school?
8. How will you approach your schools? Usually you send an invitation with info about EMR and then you follow up with phone call then initial meeting. Make sure you are dressed professionally and ready to promote the EMR brand!
9. Has the school signed the EMR Responsibility Agreement (the latest version). This usually happens during your initial meeting, the school should also retain a copy – be sure to understand your responsibilities!
10. Have you prepared an itinerary and site specific RAMS for your school? This is a good chance to remind them of their responsibilities and your responsibilities also. After the initial meeting the itinerary should be prepared and sent to the school within 3 weeks of meeting with them (unless another arrangement made with the school). Make sure you collect all the relevant phone numbers for postponements etc. Ensure you provide the school/group with the most recent version of the EMR snorkelling guidelines. Dynamic hazards must be captured on the day via the pre-snorkel site assessment.

Itineraries should include: (refer to EMR brand style for the look of the documents)

- Information about the EMR programme
- Information and contact details of the coordinator/s and teachers
- Phone numbers for the school and teachers
- After hours contact of lead teacher must be listed on itinerary
- Dates and timetables for the planned activities
- A summary of your responsibilities and their responsibilities (covered by the signed school agreement for full programmes, as an attachment on a casual snorkel experience itinerary and as a reminder on the information pack on the site)
- Links to further programme information such as EMR Manual, including Snorkel Guidelines (SOP), curriculum & testimonials
- Risk disclosure and emergency procedure diagram
- Site specific RAMS (can be provided as a separate document, closer to the time, but at least a week before field trip commences)
- Programme ACTION information
- Swimming and Medical consent forms

- Postponement/cancellation procedure
- Bank details for where the school/group is to make payment (if applicable).

All contractors/coordinators should have access to a printer so that both site specific RAMS (these may be laminated) and itineraries be printed and with you on-site.

11. Have you made yourself a safety briefing checklist for in the field (See EMR SOP's)? Have your volunteers signed the volunteer form
12. Is all snorkel and safety equipment fit for purpose? Enough body boards and wetsuits for the group?
13. Have you made all the bookings and communications necessary? Have you been in communication with your schools and discussed postponement procedures. Other considerations could be contacting landowners or tangata whenua. Overlapping duties, whenever you share responsibilities with another operator, you need to be clear on who is responsible for what.
 - When making weather calls, give your school a heads up 5 days out with regards to the long range forecast. Remember that your recommendation should be focused on whether the sea conditions will be safe or not. If it is a hard call, ask the date and time when you would have to make the final recommendation by. Make back up plans for alternative snorkel locations if appropriate (especially for last minute changes), do RAMs for alternative sites. If you have to postpone or cancel, don't forget to notify the relevant people that you may have bookings with.
 - Check the number of parents prior to trip.
14. Complete pre-site weather and risk assessment. Ensure Check In and Out forms and adult participants and supervisor forms complete. Ensure supervisors are wearing EMR supervisor RASH shirts.
15. Conduct snorkelling as per EMR SOP's Identify and manage dynamic hazards.
16. Have you reported any incidents/accidents or 'free lessons' to the Potokomanawa/Co-director (marine lead)? These should be completed for anything 'outside the norm'. These must be emailed to info@emr.org.nz Notifiable events must be reported to Worksafe
17. Have you completed a media release throughout stages of the programme with appropriate acknowledgement to your local umbrella organisation? Have you promoted the EMR brand?
18. Have you followed up to make sure the school has completed an ACTION following the field trips?
19. Have you informed your school about the national Poor Knights competition trip and EMR Bobby Stafford-Bush Ocean Art competition?
20. Have you received your evaluations back from the school? Use information from your teacher and student evaluations to compile your end of year report, keep the full evaluations in your possession.
21. Have you stored away any gear subject to existing MOU's for use of equipment?
22. Have you sent a report to the National Coordinator (info@emr.org.nz)? You are to email the National Coordinator a report on your EMR pilot or EMR programme at the end of each season (the

National Coordinator will provide you with the evaluation & reporting framework). Regular updates with regards to your schools progress would also be appreciated for the website. From 2019 reports are to be completed on-line

It is not the responsibility of the National Coordinator to find funding or equipment for your area (outside of Northland and Auckland), however the National Coordinator is available for advice and support and in many cases we have provided funding and equipment.

Local coordinators are responsible for treasure kits and other programme related expenses/requirements, such as a vehicle to transport your equipment for delivery. The details of how you get paid etc. should be covered in your independent contract with MTSCT or your umbrella regional EMR provider. Refer to your Health and Safety contract with MTSCT for details of your H & S responsibilities.

Paperwork – Refer also to our Privacy Statement, Record keeping Policy and Privacy Guidelines

- It's Important to have H & S paperwork samples from every region
- Include paperwork from the day of incident with incident report as supporting documentation
- Regional coordinators should go through pre-site assessment forms and record any 'free lessons' and pass on to team via meetings and online regional reporting
- Regional coordinators are responsible for collating H & S forms and including examples to the regional reports (digital or paper copies) from all programme coordinators and hold for 5 years

1.16 Policy and procedure

MTSCT – EMR Policy

Policy documents on use of the trailers (if applicable), police vetting, sanitisation and anything else that requires a policy, are found on our website under about us. The most recent policy relates to the below (see website for all policies and protocol's).

Gazebos supplied by EMR MUST be pegged down no matter what the wind conditions. During windy conditions we MUST peg and tie down the gazebo (to cars, trailers or water filled containers). Erected EMR gazebo's MUST not be left unmanned at any time.

Policy on full face masks: We do not to allow the use of full face masks as of 2017/18 season, due to possible H & S risk (mask can be hard to remove when full with water)

Formal procedure for antihistamine administration

Our team may carry over the counter antihistamine for personal first aid items. Coordinators do not administer any medication without specific written permission. We must ensure that we have captured information and increase identification of participants with known allergies and anaphylaxis via our pre – site assessment forms and/or other forms. Find out if there is an 'action plan for anaphylaxis' in place as part of our notes for medical/swimming management

Complaints policy

Refer to our complaints policy on our website. Health and safety feedback and/or comments can also be submitted via our website www.emr.org.nz

EMR SOP Manual Amendment Policy

All coordinators to implement. Write note on the page that has been updated. Attach amendments to the back. National coordinators checks that all coordinators have received and understood amendments.

Communication

Safety information is provided to participants via our programme website www.emr.org.nz, programme itineraries; site specific RAMS, emergency procedures, permission forms and school agreements. On the day of the snorkel safety information is communicated in the form of briefings with regards to the different roles on the day, all participants, supervisors and shore watch positions for example. Businesses that work together will likely share health and safety duties in relation to the same matter. These are known as overlapping duties. Overlapping duties of care will be communicated via our school provider contracts, event plans and MOU's. More information about overlapping duties can be found at <http://www.worksafe.govt.nz/worksafe/hswa/understanding-hswa/overlapping-duties>

1.17 EMR Document checklist

Make sure you request digital versions of these from the EMR National Coordinator – latest versions available on EMR website <http://www.emr.org.nz> and full list via Google Drive 'set up files'

- EMR background
- Snorkel Guidelines
- EMR Standard Operating Procedure's (SOP's), RAMS and Emergency plan templates
- Mountains to Sea Conservation Trust Safety Management System (SMS)
- Briefing checklist
- Permission Forms
- RAMS
- Incident Report Sheet
- Supervisor forms
- School Responsibility Agreement
- EMR Snorkel guidelines (SOP)
- Info for schools
- EMR breakdown (background for teachers)
- Itinerary example
- Programme opportunity template
- Classroom intro files
- Movies and resources
- PowerPoint presentation for adaptation
- EMR curriculum
- EMR Learning Journal
- Latest EMR Manual
- EMR planning, evaluation & reporting
- EMR project planning template
- End of year project reporting and evaluation
- Teacher and student evaluation

Section 2 EMR Snorkelling SOP

EMR Snorkelling Standard Operating Procedure (SOP)

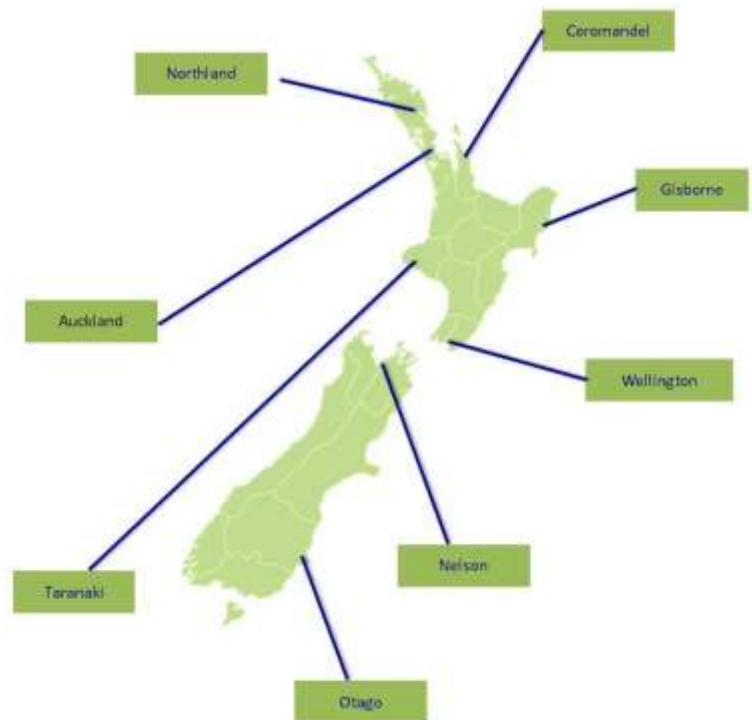
This information is applicable for all contractors/coordinators and volunteer staff involved in the delivery of the EMR programme as well as background material for all participants or clients.

The Mountains to Sea Conservation Trust has a team of Experiencing Marine Reserves (EMR) regional coordinators based in the following regions. Regional coordinators have authority and responsibility to deliver EMR according to the Mountains to Sea Conservation Trust's Safety Management System (SMS), EMR snorkelling Standard Operating Procedures (SOPs) and Safety Audit Standard (SAS).

The EMR Team

EMR is delivered by a team of passionate coordinators nationwide. EMR coordinators/snorkel leaders offer guidance, direction and coordination of classroom exercises and field trips to the ocean. We also provide snorkel equipment, instruction, resources and snorkel risk management.

To find out more about our team of regional coordinators visit our website



Satellite regions (Otago and Stewart Island/Rakiura)

EMR defines satellite regions as areas where we deliver events under the direct supervision of an endorsed coordinator in collaboration with a regional organisation, in absence of a provider organisation being established.

2.1 Staff competence:

Minimum skills required by EMR snorkel leader/coordinator

Extremely confident in the water and snorkelling (technical skills)
Good knowledge of the area and sea conditions (understanding of weather)
Empathy
Basic First aid certification and from 2022 must include unit standards 6401 (Provide first aid), 6402 (Provide basic life support) and 6400 (Manage first aid in a emergency situation)
Fit and healthy – medical clearance
Teaching experience (communication, management skills and following instructions)
Good marine biodiversity/conservation/marine reserve knowledge
SSI Snorkel Instructor or NZQA 28391 & 28436 (formally 8296 and 4383) or existing divemaster/scuba instructor or PADI Free Diver (with EMR in water management training)
Free from the influence of drugs or alcohol

It is highly recommended that in addition to the above the EMR leader/coordinator has the following qualifications:

Snorkel or SCUBA certificate from a recognized dive trainer agency
Relevant instructor qualifications - this could include NAUI Skin Diving Instructor or equivalent
Swimming and rescue skills – this could include Surf Life Saving Certificate (Bronze medallion), NAUI Skin Diving Instructor (swimming and rescue component), SCUBA training to Rescue Diver level or equivalent
NZU Mini-dippers training

Minimum skills required by parents/volunteers in supervision role:

Good swimmers (can swim 200m)
Ability to listen to instructions
Conservative behaviour
Fit and healthy
Free from the influence of drugs or alcohol
Snorkelling experience if possible

2.2 Procedure

1. Prior to the snorkelling activity *Refer to coordinator role description*

Coordinators will provide the school/group with the most recent version of the EMR snorkelling guidelines and SOP. The EMR SOP will be applied to the site, participants and/or event. Site specific RAMS will be developed for the site and back up sites. Itineraries will be developed for schools/groups and include:

- Information about the EMR programme
- Information and contact details of the coordinator/s and teachers
- Phone numbers for the school and teachers
- After hours contact of lead teacher must be listed on itinerary
- Dates and timetables for the planned activities
- A summary of your responsibilities and their responsibilities (covered by the signed school agreement for full programmes, as an attachment on a casual snorkel experience itinerary and as a reminder on the information pack on the site)
- Links to further programme information such as EMR Manual, including Snorkel Guidelines (SOP), curriculum & testimonials
- Risk disclosure and emergency procedure diagram
- Site specific RAMS (can be provided as a separate document, closer to the time, but at least a week before field trip commences)
- programme ACTION information
- Swimming and Medical consent forms (attachment)
- Postponement/cancellation procedure

Bank details for where the school/group is to make payment (if applicable).

2. Safety Considerations and weather calls (dynamic hazards)

Sensible assessment of environmental conditions, clear instruction and adequate supervision are the keys to EMR's snorkel risk management. We base our decisions on the safety of the sea conditions. On some occasions sea conditions may be safe, but rain showers may occur, in these cases the school will be advised and they will decide the appropriate action and or preparation. *Dynamic hazards (such as swell and boat traffic) will be captured on the day via the pre-snorkel site assessment*

Note: The **30-30** rule of thumb for thunderstorms. This is used world wide by many organisations in their Health and Safety procedures. It basically says if the time of flash bang is less than 30 seconds then the thunderstorm is under 10km away and immediate action should be taken to get people safe. The all clear is given when no thunder has been heard for 30 minutes http://lightningsafety.com/nlsi_pls/hazardwarning.html

3. The snorkel site

EMR uses a range of snorkel sites including local unprotected marine areas and marine reserves around New Zealand. Snorkelling in the open water environment involves the dangers of changing weather, surface conditions, currents and tides. The EMR Coordinator will establish safe operational parameters and boundaries for environmental conditions for each snorkel site.

EMR **will** ensure that:

- The best weather forecasting service available will be used to assess the snorkel site;
- Information on current and tide patterns and local indicators will be assessed, and taken into consideration for snorkel sites where these may present a risk;
- Coordinators will alert groups about how and when to relocate, postpone or cancel a trip due to environmental/safety concerns.
- Site specific RAMS are written for the site

The snorkel site and route is defined by land marks and distances from shore and the use of a dive flag to alert other water users. In some cases marker buoys may also be used.

The area for snorkelling will be well defined for students, adults and helpers, with a dive flag to follow and warn any passing boats. Areas where there may be large tidal flows, strong currents, large waves, poor visibility or numerous power boats should be avoided. Snorkelling will not take place where there is a current Tsunami warning or notice of faecal contamination, making it unsafe to swim. *Refer to Site Specific RAMS for site*

2.3 Standard operating procedures

- All EMR snorkel excursions are to be led by a suitably trained and endorsed EMR coordinator, a suitably experienced and trained person may stand in for unforeseen reasons, with appropriate permission from the Mountains to Sea Conservation Trust (top management).
- Pregnant coordinators should seek a snorkel instructor assistant when leading field delivery.
- The EMR coordinator/snorkel leader undertakes pre-site assessment (this includes the identification and management of medical conditions and weak/non-swimmers) and obtains up-to-date weather reports before field trips commence.
- Snorkel leaders/coordinators will make recommendations to the teacher/group leader in charge, and decisions will be made cautiously, on some occasions an alternative snorkel location may be sought (or pre-planned) instead of a postponement or cancellation. Additional procedures may be activated (refer to pre-site assessment SOP) *Reminder:* after hours contact number for lead teacher to be collected and noted on itinerary
- The EMR coordinator/snorkel leader/event controller makes the final 'safety' call on whether events/school delivery go ahead or not.
- *Some school deliver or events involve multiple coordinators, but there will always be a snorkel lead or event controller with the overall responsibility.*
- All students must have permission from their parent/guardian to participate in the EMR snorkelling activity (the school collects these, as agreed in the school agreement).
- Medical conditions must be disclosed to snorkel leader/EMR coordinator, especially epilepsy, diabetes, heart conditions or asthma, these medical situations will require discussion with regards

to the management of the possible increased risk. Assessment and discussion is recorded on the EMR pre-site assessment form and may result in increased supervision, limiting extent of participation (depth and distance), and extra precautions and in some cases withdrawal (halt) from activity if safety is compromised.

- The EMR leader/coordinator will conduct a snorkel briefing (refer to snorkel briefing SOP)
- Check that participants can speak English
- Wetsuits are required for all student participants.
- All novice students or year 8 and below should wear wetsuits with no weight belts, unless accompanied by their parent or guardian or specialised training has been given prior.
- The EMR leader/coordinator will explain the safest entry and exit points and proposed route for snorkelling.
- The EMR leader/coordinator to ensure snorkel gear is 'fit for purpose' (including those with their own gear)
- The EMR leader/coordinator will continually identify and manage hazards during the snorkelling activity.
- During the snorkel excursion, there must be a minimum of one EMR coordinator or snorkel instructor to lead in-water, with the ability to safely supervise the participants. Control of the group is kept by positioning at the front of the group to overview the entire group, using a dive flag for participants to follow and whistle to keep the groups attention.
- Supervisors are to remain within 50m and within audio and visual distance of the EMR snorkel leader to allow communication of any hazards, minor incidents requiring first aid or a medical or more serious incident.
- The snorkel guide shall ensure that he/she can be easily identified (by the dive flag and/or yellow vest (from December 2016)) and shall remain within 50m of the group to enable timely response in the case of an emergency. The 50m distance rule may be modified (greater or less) at the discretion of the EMR coordinator based on the type of environment or conditions. Any modification of this distance rule is recorded in the pre-site assessment. The rule does not apply to supervisors returning to shore with buddy groups who have notified the EMR coordinator/ snorkel leader.
- The EMR snorkel leader may identify a suitable adult supervisor or snorkel assistant to follow at the back of the group or lead the group back to shore if the EMR snorkel leader/coordinator has to respond to a first aid or emergency situation. The identified assistant must be available and within audio and visual distance of the snorkelling group.
- Students to stay in immediate proximity of each other and their designated adult buddy 'supervisor' (one arm's length away). Adequate supervision ensured by adult 'supervisors' provided by the school or EMR by prior arrangement. One up One down rule applies for duck diving. Supervisors must ensure they can safely manage the situation and be able to notify the EMR coordinator if immediate rescue is required. Snorkel skills such as snorkel clearing, buddy system and signals should be demonstrated prior to duck diving.
- EMR provides the specialised first aid kit, and the school also carries a kit. *Refer to equipment SOP*
- Body boards are used by EMR as buoyancy aids and for additional visibility. There should be 1 body board per buddy group for year 8 and below. At least 1 body board must be carried by the snorkelling group for year 9 and above.
- Staff running any activity have the authority to cease an activity for any safety reason.
- The role of 'supervisors' is to assist and supervise the student's in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol. Supervisor forms are to be completed. However in the case of wet weather or rushed circumstances, a video declaration can be used.

- All snorkelers are automatically treated as grade Whai by default unless grading has been undertaken (this may happen for adventure snorkel days, advanced snorkel tours and annual Poor Knights trip)

2.4 Definitions

Participant

A person who takes part in EMR activities and is not staff.

Supervisor (casual volunteer or volunteer staff)

Person or persons responsible for supervising a student buddy group, assisting group to exercise snorkel skills and following instructions of the EMR snorkel leader/instructor. Supporting the snorkel activity, by taking responsibility for others within the activity. The role of ‘supervisors’ is to assist and supervise the student’s in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.

Staff identification and control – in field (including volunteers)

The safety audit standard for Adventure Activities defines staff as *Person or persons responsible for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity.*

Identify as a hazard any person who is unable to perform safety tasks as required to fulfil the responsibilities of their role.

Do not permit a staff member to undertake any safety related tasks if they are impaired and therefore may be a hazard to themselves or to any person on the activity. Impairment could be due to factors such as alcohol, drugs, injury or fatigue.

Staff Definitions

Staff/Volunteer type	Role	Implementation Method and duties	Control and induction process
EMR coordinator/snorkel leader/event controller	Overall snorkel activity management and in-water leadership. Snorkel instructor is fit and healthy and free from influence of drugs or alcohol.	All EMR coordinators are appropriately trained by MTSCT with relevant qualifications. Competent in implementation of all programme SOP’s and emergency procedures.	All snorkel activities are assigned an EMR coordinator to lead the activity. Staff appraisal, evaluation and monitoring carried out by National coordinator or Programme Director (MTSCT).
EMR long term volunteer or intern (provided by EMR) ‘Volunteer staff’	Assist EMR coordinator with delivery of activity, including supervision of the student’s in-water and other ‘supervisors’. Expected to be confident snorkelers/swimmers, fit and healthy and free	Volunteer form signed. Detailed safety briefings. In some cases speciality training is carried out (especially when EMR providing the majority of in-water supervision) including	Observe skill set under close supervision of EMR coordinator/snorkel guide. Can lead snorkel under supervision of the EMR coordinator

	from the influence of drugs or alcohol.	the emergency procedure. Has read all programme SOP's and emergency procedures.	
EMR volunteer snorkel guide (provided by EMR) 'Volunteer staff'	Assist EMR coordinator with delivery of activity, including supervision of the student's in-water. Expected to be confident snorkelers/swimmers, fit and healthy and free from the influence of drugs or alcohol.	Volunteer form signed. Detailed safety briefings. In some cases speciality training is carried out (especially when EMR providing the majority of in-water supervision) including the emergency procedure and Quick reference SOP	Observe skill set under close supervision of EMR coordinator/snorkel leader. Experience in snorkel guiding is gained by assisting an experienced guide or coordinator before guiding on own
Supervisors (provided by school or group) 'Casual Volunteer' This volunteer does not work with EMR on an ongoing or regular basis	The role of 'supervisors' is to assist and supervise the student's in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.	Role described in school agreements, schools information such as itinerary. Role described during briefing on the day and via the supervisor checklist. Separate safety briefing for 'supervisors' after group briefing. Refer Quick reference SOP. Must take reasonable care of their own health and safety and safety of others. Comply with instructions given by EMR snorkel leader	Acceptance of role. Tick on pre site assessment form that briefing given as per checklist. Supervisor form complete. Competency checked in shallow water. Wears 'supervisor' rash shirt
Land observer 'spotter'	Provide effective lookout for surface activities and hazards. Access to medical information and communication device. Check number of groups in water. Signal to EMR Coordinator/Snorkel leader if group member drifted away from the main group.	Perform visual scanning of the surface of the dive site Separate safety briefing for 'spotter' after group briefing as per checklist including the emergency procedure.	Acceptance of role. Tick on pre site assessment form that briefing given as per checklist. Complete EMR In and Out of water form.
Vessel operator (safety watch)	Provide effective	Can identify dive and	In some instances

	lookout for in-water activities and hazards.	relevant maritime signals. Has good visual scanning skills. Can identify entry and exit hazards including those related to propellers.	propellers will need to be on then disengaged at the last second, such as when manoeuvring the boat to collect divers in difficult conditions or emergency scenarios. Brief participants on these scenarios and emphasise the importance of the use of signals for when to approach or leave the boat.
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Please note: Adult participants that do not have a specific supervisory role are not staff; they are participants or adult observers.

Participant Identification and ratios

Participant type	Description	Implementation Method	Control
Schools	School children aged 5 -18.	Risk disclosure. Permission and medical forms collected by school and declaration of RAMS understanding and medical management completed on the day.	1:2 (with a maximum ratio of 1:4 for year 8 and below, adapt ratio to conditions, age, skills of students and/or supervisors). For year 9 students and above, the EMR ratio recommendation is 1:4 (with a maximum of 1:6). Assessment of supervisors via separate supervisor briefing and observational assessment in shallow water.
Children	Organised tour for children.	Risk disclosure. Permission and medical forms collected.	1:2 ratio recommendation, assessment of supervisors via separate supervisor briefing and observational assessment in shallow water.
Adults	Different ages and abilities.	Risk disclosure. Permission and medical forms collected.	For non-school related adult snorkelling activities EMR has a maximum ratio of 1:12 (i.e. 1 instructor and 12 participants, dependant on age, conditions, experience of the participants).
Private tours		Risk disclosure. Permission and medical forms collected.	For non-school related adult snorkelling activities EMR has a maximum ratio of 1:12 (i.e. 1 instructor and 12 participants, dependant on age, conditions, experience of the

			participants).
Members of the public – snorkel days		Risk disclosure. Permission and medical forms collected.	Ratio is a maximum of 1:6 (1:4 snorkel guide to child ratio and 1:6 snorkel guide to adult or mixed group with a maximum of 4 children (under the age of 13). Maximum amount in the water is 60 at any one time.
Professionals	Guided corporate tours	Risk disclosure. Permission and medical forms collected.	For non-school related adult snorkelling activities EMR has a maximum ratio of 1:12 (i.e. 1 instructor and 12 participants, dependant on age, conditions, experience of the participants).

Site ID (example)

Site Type	Activity	Ancillary (vessel or safety kayak) support	Control
Sheltered waters or lagoon	Snorkelling with a school group or specific group	No	Participant snorkel leader is able to control entire group
Areas with current or known specific hazards.	Snorkelling with members of the public at Community Guided Snorkel Day event	Yes	Detailed event plan or RAMS to control hazards
Remote site	Snorkelling with a school group or specific group	Yes	Detailed snorkel plan (including emergency plan) for the site
sites with significant boat traffic	Snorkelling with a school group or specific group	No	Briefed on hazard, rigid dive flag and body boards for extra visibility. Whistle to manage group and allow for quick re-grouping. Consider anchoring dive flag in addition to flag with the group

2.5 Clarity of roles or overlapping duties

On occasions EMR uses chartered boat for snorkel excursions. The EMR snorkel leader needs to be confident that any safety tasks delegated to the chartered boat operator will be performed to good practice, and that the EMR snorkel leader and boat operator are clear on who is responsible for performing which safety roles. The chartered boat operator needs to be confident that dive good practice is followed by the EMR snorkel leader — where the EMR snorkel leader is within scope of the adventure activity audits this confidence may be supported by them having been audited and being on the WorkSafe register for adventure activity providers. Overlapping duties are also covered by the EMR /School Responsibility Agreement. Whenever you share responsibilities with another operator, you need to be clear on who is responsible for what.

Events involving multiple organisations in safety sensitive roles (snorkelling, Kayaking, SUP) requires all parties to sign the event plan to acknowledge their responsibilities.

2.6 Supervision structures

Assess the level of risk that participants or staff will make errors leading to serious harm and the risk presented by other hazards of the dive site. Factors to take into account when assessing the level of risk include:

- Size, type and location of the snorkelling site;
- Number of participants;
- The competence of supervisors/participants, the likelihood that they will follow instructions and their acceptance of responsibility for managing hazards;
- The number and competence of staff;
- The general hazards of the snorkel activity and the site;
- Communication and language considerations.

Supervision levels may also need to be increased during a trip, for instance if participants show a lower level of competence or confidence than was originally planned for and are no longer safe under the previously agreed level of supervision. Ensure that guides and instructors conduct on-going risk assessment and know what to consider and when to move to higher levels of supervision.

Techniques for increasing supervision levels include:

- Staying closer to the participant;
- Modifying ratio (see below);
- Instructing the participant to stay in a particular position relative to the guide or instructor, or another more able participant;
- Stopping and re-grouping more frequently;
- Reducing the boundaries of a snorkel site;
- Separating participants into different groups if they are likely to encourage each other to behave unsafely;
- Ability grouping participants.

2.7 Ratio and group size

School groups

Based on experience and optimum safety EMR has an adult supervisor: student/participant ratio recommendation of **1:2** (with a maximum ratio of 1:4 for year 8 and below, adapt ratio to conditions, age, skills of students and/or supervisors). For year 9 students and above, the EMR ratio recommendation is 1:4 (with a maximum of 1:6). For groups larger than 60 in one day, two coordinators or 1 coordinator with a suitably trained and experienced assistant must deliver.

EMR recommends groups of 16 students in the water per rotation. This amount may be increased to 20 students depending on extra adult supervisors and assistants, snorkel instructors, sea conditions and with agreement from the school/group. The absolute maximum number of participants is 24, **while maintaining an adequate participant to supervisor ratio.**

Note: If an adult is not suitable for a ‘supervisor’ role, then that adult will become a ‘participant’ and buddied up with an appropriate group not exceeding the maximum ratio for that year group. For example an adult that is not competent supervising a group, may be buddied up with another group, so the group may end up with 1 competent supervision adult, 1 adult participant and 3 student participants as a maximum.

Community Guided Snorkel Days

For EMR Community Guided Snorkel Days, the ratio is a maximum of 1:6 (1:4 snorkel guide ‘supervisor’ to child ratio and 1:6 snorkel guide to adult or mixed group with a maximum of 4 children (under the age of 13). The absolute maximum number of participants in the water at any time during these events is 60.

Groups

For non-school related adult snorkelling activities EMR has a maximum ratio of 1:12 (i.e. 1 instructor and 12 participants, dependant on age, conditions, experience of the participants).

Pool sessions

For pool sessions there must always be 1 EMR snorkel leader or adult supervisor in water and 1 adult ‘spotter’ on poolside (with the view of all students) at all times for year 8 and below, the number of adults in the pool should be increased for year 0 – 1. All public pools should have a shore based lifeguard. Participant equipment should be checked after each use to ensure the equipment is fit for purpose. When hiring equipment, check that it is fit for purpose before use.

2.8 Shore observer ‘spotter’

There must always be someone on the lookout from shore for any client group, if possible wearing a high visibility vest. This person must be ready and equipped to handle any emergency and completed the EMR Check In and Out form. It is preferable that this person has a first aid qualification.

2.9 Field communication

Safety information is provided to participants via our programme website <http://www.emr.org.nz>, programme itineraries; site specific RAMS, emergency procedures, permission forms and school agreements. On the day of the snorkel safety information is communicated in the form of briefings with regards to the different roles on the day, all participants, supervisors and shore watch positions for example. Safety information is communicated to potential participants and other parties via our programme website.

Cell phone reception checked via pre site assessment form. We are investigate google maps for process of tracking team

2.10 Equipment

Snorkel leader clothing & equipment

- Watch
- Whistle
- Yellow ‘snorkel leader vest’
- Dive flag

- Suitable wetsuit, mask, snorkel and fins
- Weight belt (with appropriate buoyancy for activity)

Standard group equipment

- Wetsuits, Masks, snorkels and fins
- Buoyancy aids (body boards)
- On site cell phone (fully charged)
- Tarpaulin (emergency shelter)
- Supervisor rash shirts

Shore equipment

- Beach box/back pack (Refer to Equipment SOP for contents)
- Cell phone or other emergency communication device
- First aid kit refer to recommended contents list in google drive
- De-fog

Additional equipment for remote or colder waters - *Refer to equipment SOP*

4.0 Risk and hazard ID and assessment

Hazard Management Process

Identify hazards both systematically and dynamically. The systematic part of identifying hazards should use a variety of methods such as:

- Inspecting sites physically and/or consulting with other users;
- Reviewing standard operating procedures;
- Reviewing the Adventure safety Guideline (ASG) for dive;
- Reviewing past incident reports and 'lessons learned', both internally within the operation and externally within the sector (such as PADI reports and Dive New Zealand magazine);
- Internet search.

Assess all hazards to identify which ones are significant. Align assessment and rating systems with current good practice and take into account the nature and context of the activity. Significant hazards must be managed according to the "Eliminate and Minimise" hierarchy of action:

ELIMINATE by ensuring that the hazard no longer exists, and/or is no longer part of, or involved with the activity e.g. do not take people under a certain age or without a certain skill set.

If elimination not possible, **MINIMISE** by doing whatever can reasonably be done to lessen the hazard. This should be to a point where you no longer consider the hazard to be significant. Staff running any activity have the authority to cease an activity for any safety reason.

1.	Identify the risks (losses or damage) that could result from the activity. <ul style="list-style-type: none"> • Physical injury; • Social/psychological damage; • Material (gear or equipment); • Programme interruption.
2.	List the factors that could lead to each risk/loss. <ul style="list-style-type: none"> • People; • Equipment; • Environment.
3.	Think of strategies that could reduce the chances of each factor leading to the risk/loss. <ul style="list-style-type: none"> • Eliminate if possible; • Minimise if cant eliminate

4.	Make an emergency plan to manage each identified risk/loss. <ul style="list-style-type: none"> • Step by step management; • Equipment/resources required.
5.	Continual monitoring of safety during the activity. <ul style="list-style-type: none"> • Assess new risks; • Manage risks; • Adapt plans.



5.0 Snorkel Grading System

Experiencing Marine Reserves has branched into running “Adventure Snorkel Days”. These events are where we explore offshore islands with the help of an external operator where we snorkel directly off the vessel. As participants are often very confident in the water we needed a new way of categorising participants to suit ability levels. There are also occasions where we may work with advanced snorkelers or the Poor Knights annual competition trip where we have experienced snorkelers.

Categorisation Levels - *Whai | Haku | Mako*

Whai – Stingray – Standard experience level to novice.

This is our default category. ALL EMR participants come under this category unless grading undertaken and standard EMR SOP and snorkel day procedure apply.

Haku – Kingfish – Experienced snorkellers

Criteria

- Experience can be verified by EMR coordinator
- To have shown strong confidence in the water
- Attended an EMR snorkel day experience or snorkel day before
- Both participants and supervisor experienced snorkelers

Policy

- Participants must have their grade noted against their name on the Check In/Out Form in the medical and grade info section
- Participants do not need to take a board

Mako – Shark – Experienced to advanced snorkelers/freedivers

Criteria

- Be over the age of 15
- Attended an EMR snorkel day experience or snorkel day before
- Can provide evidence of experience to EMR coordinator
- To have shown strong confidence in the water

Policy

- Participants must have their grade noted against their name on the Check In/Out Form in the medical and grade info
- Participants must check in and out with the designated check in/out person, stay within boundaries and return upon sounding of the boat horn.
- Participants must have a snorkel buddy and if freediving deeper than 3m observing the one up/ one down rule
- Participants do not need to take a board or be directly supervised by a snorkel guide/supervisor

In all cases above a minimum of 1 EMR coordinator/instructor is roving in water with an accessible board and within audible distance from the boat/group.

6.0 Special events and ancillary service (e.g. transport)

For events such as the Community Guided Snorkel Days (see appendix) or snorkelling at remote locations, detailed snorkel or event plans are to be completed. These plans should take into careful consideration the use of vessels for transport and or supervision. The snorkel or event plan must be developed specific to that site and the use of the ancillary service, if deemed appropriate for that site. Particular attention must be paid to hazard of boat propeller and around the communication between the skipper and participants in the water, communications around staying clear of engine propellers and the vessel. During a supervising role, lanyards must be worn at all times. All skippers must adhere to the responsibilities identified on the Maritime NZ Website and include: (but not limited to):

- Every boat has to have the right sized lifejacket for each person on board, and for boats under 6 metres they have to be worn unless the skipper decides that the risk is very low at the time;
- Get a marine weather forecast before you head out and listen for regular updates while you are out;
- Carry at least two means of communicating distress on you, and for boats under 6 metres, these need to withstand immersion;
- Leave details of your trip and boat with a responsible person ashore, detailing where you are going, how many people you have on board, and when you expect to return;

- e) If you have a VHF radio, make a trip report and stay in contact with Maritime Radio, or the local Coastguard or marine radio service;
- f) Avoid alcohol – alcohol impairs judgement and the ability to survive in an emergency.

Any use of an ancillary service must be included in participant safety briefings and site specific RAMS. The role and responsibility of the vessel must be made clear during briefings and checklists.

The dangers of diving around powered craft are primarily related to injuries caused by being hit by a boat or a boats propeller. Ensure dive boats use signals, lookouts and other systems to indicate that divers are in the water as per MNZ rule 91, including using light signals at night.

Do not assume others will see or understand signals. Ensure the dive look-out understands that they play a crucial role in managing the dangers of other users at the dive site and actively attracts their attention when required. Be particularly aware of users who may not understand dive signals such as jet skiers and other recreational craft.

Consider the visibility of signals when choosing the dive site, the position of the boat, vessel or platform and of participants in the water— consider using support stays in signal flags.

Ensure there are procedures in place to manage this risk and that they include the preference for propellers to be disengaged when divers are entering or exiting the water or otherwise near the propeller area. Ensure that procedures include:

- a) Master of a vessels having a clear visual of the propeller area and snorkel entry and exit route, or using one designated person to watch this area and communicate to the snorkelers, including using signals for when divers are clear to approach or leave the boat on-board crew having designated responsibilities on who is able to signal divers to approach or leave the boat, the dive team knowing who this is, and this person having direct communication with the skipper — for smaller craft this may be the skipper themselves emphasise the importance of these systems during staff training and participant briefings.

In some instances propellers will need to be on then disengaged at the last second, such as when manoeuvring the boat to collect divers in difficult conditions or emergency scenarios. Brief participants on these scenarios and emphasise the importance of the use of signals for when to approach or leave the boat.

Clearing anchors can require a diver in the water managing the anchor while the propeller is on. This can involve a high risk of injury. Do not use participants to carry out this task. Ideally do not do this with staff either. The preferred method is to drop the anchor (commercial boats are required to carry a spare) and move away while staff manage the situation under water.

Section 3 Emergency preparedness and response plans

3.1 Introduction

This section sets out how we prepare for and respond to an emergency. The purpose of our structured emergency preparedness and response plan is to:

- Preserve life and property, and prevent further loss in an emergency situation;
- Provide guidance, so we know what to do in an emergency situation.

3.2 Emergency policies

- Potential emergency situations will be identified;
- Responsibilities and procedures to be followed in an emergency will be identified;
- Contractors/coordinators are involved in the development of emergency procedures;
- Adequate first aid supplies are available to all employees and participants;
- All staff receive training and information in relevant emergency procedures;
- In the event of an emergency, management is to be informed as soon as practicable;
- Management has sole authority for communication with the media.

3.3 Responding to emergencies

Emergency Response Guides have been developed for the following emergency situations:

In the field:

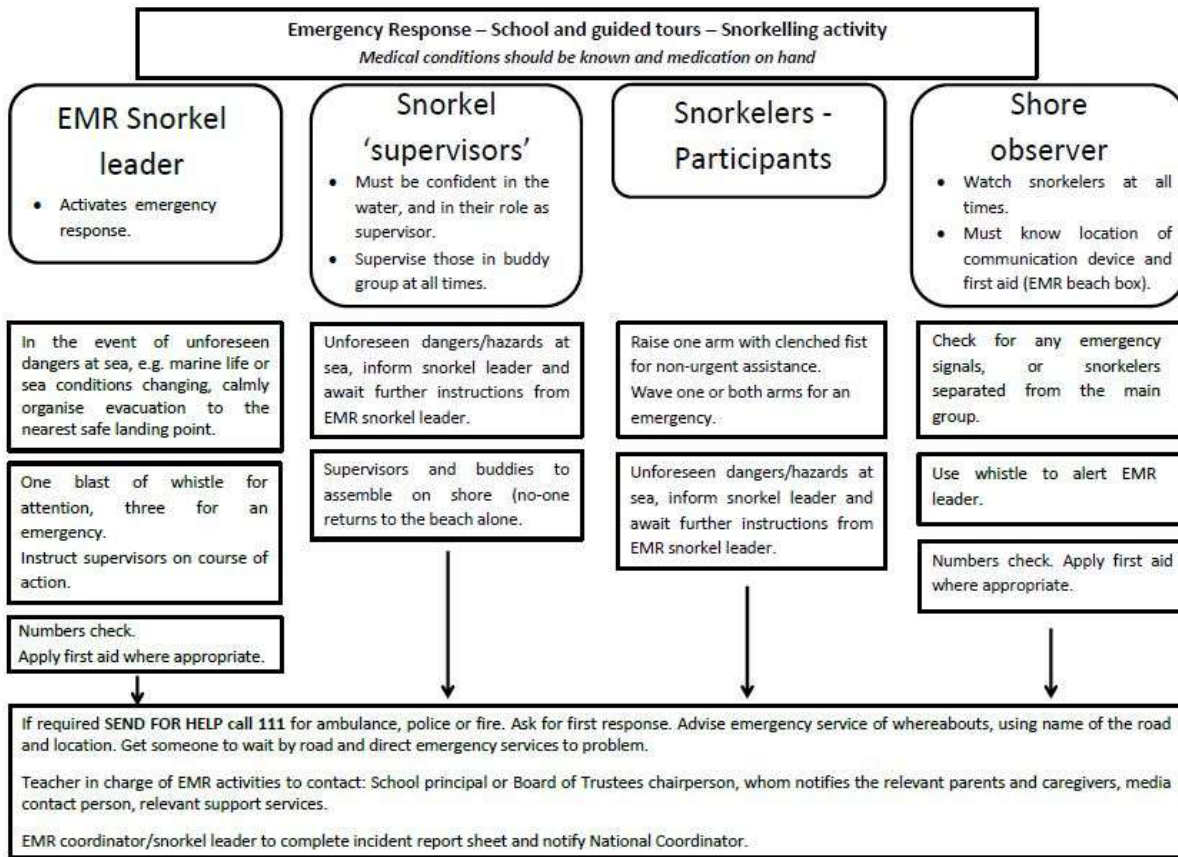
In the event of an emergency the following generally will happen:

- Prevention of harm to all persons on site;
- Raise the alarm (notify all other persons on site);
- Contact emergency services on 111;
- Do not put yourself or anyone else at any unnecessary risk;
- Evacuate from building or area;
- Assemble all personnel immediately at a designated meeting point;
- Check all persons are accounted for;
- Contact the Department of Conservation, other relevant land manager or owner.

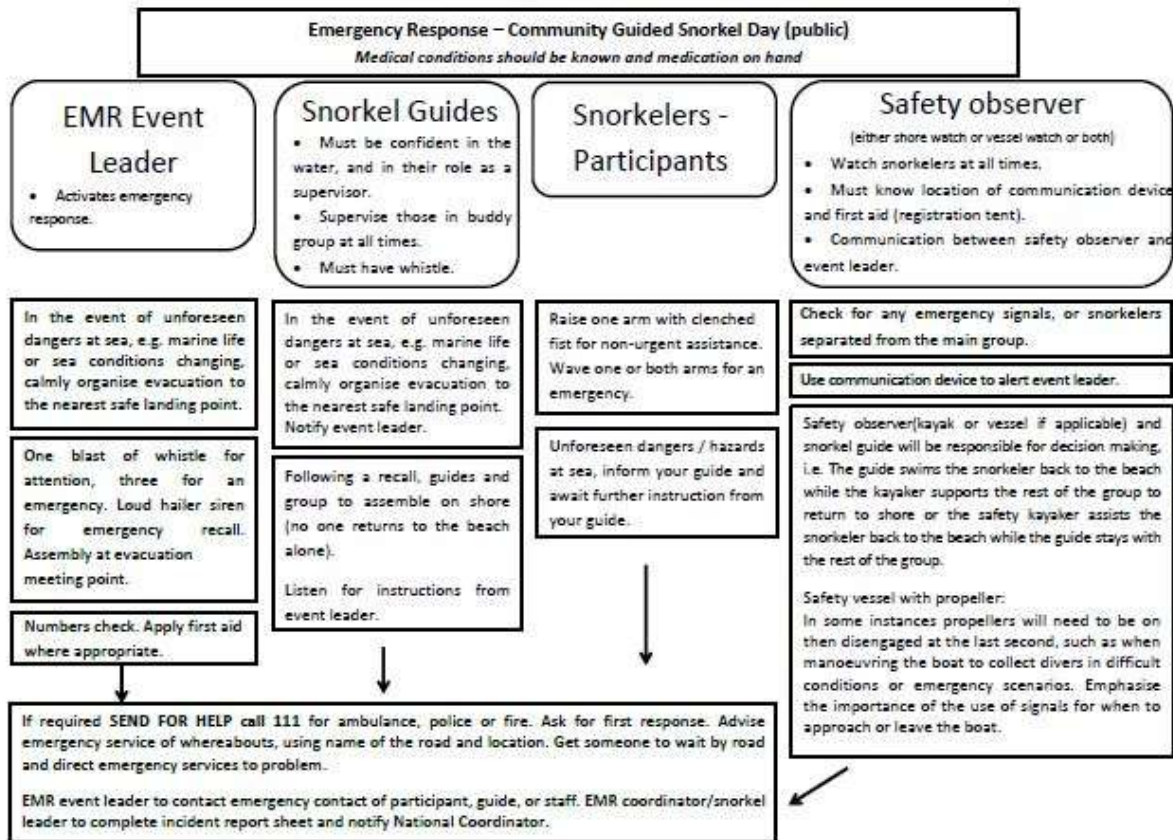
Emergency procedure

As outlined in the following diagrams

Emergency response procedure – schools and guided tours



Emergency response procedure - community guided snorkel day



Site specific emergency procedures

Site specific emergency procedures for each programme are included with the RAMs/field trip briefing forms. Details of off-site emergency services available (for example, how to contact the local Police) and communication plans are also included on the RAMS or event plan/snorkel plans.

3.4 Emergency Response Flow Chart

Injury

For treatment of common marine/snorkelling injuries see EMR Snorkel Guidelines)

Level 1 - 2 Minor injury (e.g. minor cuts, sprains, splinter and stings)

- Apply appropriate first aid treatment. Activity continues. Record incident

Level 3 - 5 In the case of injury/incident requiring medical attention

- Transport to local medical centre or contact emergency service, appropriate first aid administered until help arrives.
- Activity suspended until injury taken care of. Incident report completed. May also be considered a notifiable event (refer to definitions). If a new hazard management issue has arisen or changes are required to hazard management procedures, the national coordinator and/or co-director will make the necessary change/s.

Level 6-10 – Fatal or near fatal injury

- Emergency services contacted, appropriate first aid administered until help arrives.
- Activity cancelled. Incident report completed if a new hazard management issue has arisen or changes are required to hazard management procedures, the Programme Director will make the necessary change/s. This is a notifiable event and must be reported to Worksafe, will prompt a review of the SMS

Lost group/group members and group separated from activity leader

When working with schools, the school office will always be aware of the whereabouts of the group and expected return time. When working with other groups, there will always be a designated person who will know the whereabouts and return time of the group. In the event that parties become separated from the activity leader/EMR snorkel leader/coordinator and do not return by the agreed time, the three whistle blast procedure is repeated and if there is no response, emergency procedures are activated.

Head counts of the group are conducted on a regular basis, if someone is missing; ensure rest of the group are secure with appropriate adult supervision. Establish where missing child/ren or adult/s last seen. Check if missing people/s have a medical condition. Use in and out of water checklist and site specific RAMS and local knowledge to establish possible routes taken or possible hazards. Simultaneously alert authorities to assist or have on standby.

If not found in reasonable time, call police. If the group is a school, notify school. School to notify parents and liaise with media as per school's emergency response plan. When a group is overdue and no communication/contact has been established, emergency services and if applicable, Coastguard will be notified.

Unresponsive snorkeller

Notify your snorkel leader. Respond by bringing diver back to the surface (if required), achieving positive buoyancy for the snorkeler (by dropping weights if wearing a belt and using buoyancy device such as a boogie board). In-water resuscitation may improve survival of victims who are in the initial stages of the drowning sequence but delays time to full assessment and CPR.

Remove the victim from the water as soon as possible, and only begin in water rescue breathing if immediate removal from the water is delayed or impossible. Rescue breathing in deep water requires an appropriately trained rescuer and floatation aid such as a boogie board, tube or buoyancy vest. In water, chest compressions are ineffective and should not be attempted.

If consciousness not returned, once on shore, remove the snorkeler from the water, follow **DRSABCD** Dangers? Responsive? Send for help Open Airway Normal Breathing? Start CPR Attach Debibrillator (AED) as soon as available, follow prompts Continue CPR until responsiveness or normal breathing return

Any immersion event that is not symptomatic needs monitoring while in EMR duty of care and subsequent responsible persons advised to seek medical assessment.

Rescue tow techniques are covered in initial training of all coordinators as part of the snorkel instructor training and at annual Mountains to Sea Wānanga conference and/or as part of EMR training courses.

Fire Emergency

In the event of fire in the outdoors call 111 or the Department of Conservation, depending on location. In the event of very small fires, using buckets of water may be appropriate, but personal safety and that of any participants is paramount. Do not take risks. Raise the alarm and move out of the area.

Boating/maritime emergency

If a boating/maritime emergency arises and no other obvious or immediate help is available, call Coastguard on *500 or use VHF radio channel 16 or channel 80 (dependent on area).

Weather emergency – Storm

In the event coordinators/consultants, volunteers and/or participants are caught in an unexpected and severe storm:

- The activity supervisor takes charge;
- If outdoors, proceed immediately to the closest safe shelter (e.g. house, hut, other stable building, land in lee of wind and rain);
- Secure any potentially hazardous gear or equipment;
- Advise emergency services (111) of your situation and location if you are unable to get safely to shelter or an emergency such as a first aid situation has arisen.

Tsunami

Advance warning of a tsunami in New Zealand is highly likely, and timely evacuation from coastal sites is therefore very possible. Coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil defence website <https://www.civildefence.govt.nz/>. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

If it's long and strong get gone!

However, if coordinators/consultants, volunteers and/or participants find themselves in the path of a tsunami:

Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning

- Go immediately to higher ground and stay there until the water recedes;
- Advise emergency services of your situation and location whenever this is practicable.

Earthquake

Coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil defence website. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

If coordinators/consultants, volunteers and/or participants are in the field during an earthquake:

- Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning and find out how long you will have in each area.
- If outdoors, find a safe, stable place away from trees etc. which may fall readily;
- If very close, get indoors immediately to a stable/strong place;
- Wait until the shaking stops;
- Advise emergency services of your situation and location if you need assistance.

If it's long and strong get gone!

3.5 Emergency preparedness

Emergency response plans will be known by staff and are made available to participants and other relevant parties.

It is the responsibility of Event and Snorkel Coordinators to carry appropriate safety equipment (outlined in appendix gear list), mobile phone/or know the location of nearest landline, and up to date weather information as in the snorkel checklist (appendix).

Staff requirements will be reviewed with SMS annual reviews, led by the Programme Director.

Objective – To look after the wellbeing of, and provide support to, the people involved (participants, staff and others), to respond professionally and to protect our reputation and brand.

1. Secure the safety of all participants by securing the site
2. Stabilising the situation and accounting for all staff and participants
3. Assigning responsibility and authority for implementing the plans (see emergency procedures diagram), including who must notify emergency services and when;
4. Rescue or evacuation of people involved in the activity

3.6 Emergency training

All new staff will receive emergency procedures information as part of their induction.

Regular emergency training will take place, and wherever possible involve all staff, and include practice scenarios. This training is recorded and evaluated.

Emergency procedures will be reviewed after training, practice and actual emergency events. Activity specific emergency procedures are practiced at least annually under the supervision of the relevant programme national coordinator and recorded in team meeting minutes.

3.7 Follow Up

The Programme National Coordinator will debrief and review the emergency situation, preferably on site and within 24 hours. This debrief is separate from any investigation into the cause of the emergency situation .

An external support group provides support and counselling (including critical incident stress debriefing if required) to staff, participants and families. Top management will deal with difficult and upsetting situations. They should be provided with / have access to counselling during and after the incident.

Following the incident, it is important to openly acknowledge the contributions of people involved, and both management and staff should be supported to develop realistic return to work strategies.

3.8 Media response

Where any incident occurs, how we deal with the media can have significant repercussions on subsequent investigations into the cause of the incident, determination of liability etc.

When working with school groups, the principal should respond on the schools behalf and the chair person is to respond to media on behalf of MTSCT.

Appendix 1 Snorkelling SOP's

1. Snorkelling SOP – Equipment

Every time a piece of gear or equipment is used, it is inspected. Repair occurs either immediately on site or through a suitable repair facility. Faults and repairs are documented in the equipment register. If any piece of gear or equipment is no longer able to be used, it is disposed of. Any hire equipment is also checked that it is fit for purpose.

Staff may only use clothing and equipment that are fit for purpose. Whenever possible programme t-shirts are worn and coordinators are responsible for having all the equipment they need to perform the operations of their contracts, such as wetsuits, mask, snorkel, fins and a dive knife.

Participants

Participants are aware of the clothing and equipment required and are suitably clothed and/or equipped for the activity. This is apparent on permissions letters as parts of the EMR manual and SOP. See example below:

Your child will need the following items:

- A big packed lunch
- Plenty to drink
- Sun hat & Sunscreen
- Togs and towel (wetsuits and snorkelling gear are supplied, but need to wear their own togs underneath)
- Aqua boots (*optional*)
- A good pair of shoes for walking on rocks
- Warm jersey for on beach and after their swim
- Pen, pencil, ruler and rubber (for on shore activities)

Coordinators check for appropriate equipment before programme commencement, such as wetsuits, as it is requirement that all students wear wetsuits for snorkel activities in open water. Staff have the authority to refuse to accept the participant on the activity if he/she is inadequately clothed and/or equipped.

Activity equipment lists

Activity equipment lists for each programme are included in each programme role description. An example of the EMR programme equipment list is as follows:

EMR STANDARD EQUIPMENT CHECKLIST

- Wetsuits, Masks, snorkels and fins
- Spare mask and snorkel
- Watch
- Whistles
- Dive flag
- De-fog
- Buoyancy aids (body boards)
- Personal floatation devices
- First aid kit – refer to recommended contents in google drive
- Emergency Procedure
- On site cell phone (fully charged)
- Rash shirts
- Tarpaulin (emergency shelter)

Additional equipment for remote or colder waters (but not limited to)

- Spare thermal gear/blankets
- Throw line
- VHF radio/s
- Flares
- Load hailer
- Binoculars
- A surface support vessel
- Navigational aids
- Floats and marker buoys

Note: in some cases the above equipment may be considered essential, depending on the participants, the environmental conditions and availability of local emergency services. VHF radio operators must have completed a VHF radio course

- EMR equipment is to be used strictly for non-extractive snorkelling only, regardless of marine protection or not, they have been funded for conservation and education reasons
- Containers should be labelled (sizes & gear sets). EMR equipment should be accounted for regularly. Any loss or damage of equipment should be reported to EMR regional coordinator. Keep track of gear using the checklists provided.
- EMR equipment remains the property of Mountains to Sea Conservation Trust (*unless coordinator purchased themselves*)

- Instructions for care of equipment and what to do with the snorkel equipment after use will be given verbally to the participants by the coordinator, including the use of de-fog or equivalent product (no spitting in masks). This instruction will also include information on where to put used mask, snorkels and wetsuits when finished (so that used mask and snorkels do not get mixed up with sanitised ones).

EMR BEACH BOX CONTENTS

- Laminated briefing checklists
- Snorkel RAMS & Emergency procedure'
- Personal emergency profile
- First Aid Kit – refer to google drive for recommended contents
- Cell phone
- ID charts and books
- Volunteer & incident report forms
- Pre-snorkel risk assessment forms
- Printed itineraries
- Personal dive knife
- Supervisor forms
- Medical Shears
- Pocket mask – *in certain remote situations or busy public snorkel days – these might be carried by coordinator or safety vessel*
- Binoculars – recommended

Additional equipment for public Community Guided Snorkel Day Events

- Load Hailer
- VHF radio (VHF radio operators must have completed a VHF radio course)

First Aid kits

Requirements for use and supply of first aid kits are detailed in the relevant school agreements and programme manuals. Activity leaders and programme coordinators carry first aid kits for each field activity as a standard requirement.

Non first aid (personal) items for EMR beach box/pack

- Panadol
- Tampons/pads
- Antihistamine
- Eye wash
- Inhaler (if applicable)
- Aspirin

2. Snorkelling SOP – Briefing

EMR Full Briefing Checklist – *all participants*

Previous day

- Look at weather/beach conditions and/or appropriate forecasts.
- Ratio check – ensure you will have enough adult supervisors on the day for a 1:2 ratio (depending on age, experience etc. refer to SOP's) Differentiate between adult participants and supervisors.
- Advise school/group if conditions are unsuitable for snorkelling.
- Check that equipment is fit for purpose.

Morning of Snorkel

- Check beach conditions again, complete pre-site snorkel assessment form including weather assessment and look at best entry and exit points.
- Check medical conditions of student and/or group participants, seek completion of adult participants and supervisors medical forms. Get signature of teacher/group leader for **medical and supervision declaration**, initiate any precautions required (medical conditions such as epilepsy, diabetes and asthma should be buddied up accordingly and may require additional precaution such as extra supervision, limiting location and additional buoyancy aids such as personal floatation devices).

Remember your authority to halt activity if a hazard threatens the safety of any person associated with the activity.

Welcome and Introduction (**bold type** relates to essential safety information)

- Welcome group to area.
- Introduce EMR programme, yourself and others.
- Ascertain students' and adults' experience in snorkelling. Explain the role of adult supervisors and refer them to 'EMR adult supervising/guide checklist' and supervisor disclosure form**
- Marine Reserves (the rules: strictly no take, all marine life completely protected).
- No fish feeding (kina are protected too).
- Use ID charts to explain what they will see.
- What the area used to look like (for example at Goat Island, kina used to dominate the rock flats, now the presence of predators (snapper and crayfish) has allowed the rock flats to return to kelp forest).
- Marine life: snapper, parore, kina, kelp forest, leatherjacket, goat fish, triplefins, stingrays etc. Focus on a few key species for the site
- Check that medical conditions have been disclosed, check participants for any history of reactions to seawater**
- COVID 19 Safety Plan – good hygiene, sanitisation, sanitisation monitor**

Equipment Fitting

- Advise the group to clean their masks (clean off de-fog) before putting them on. How to clear snorkel.
- Fins**, when to put on and remove, how to put on (**no walking on land**).
- Wetsuit - flotation, warmth, protection from sun, stings etc. Care not to get zipper caught in skin
 - *If participants have their own gear – check it is fit for purpose.*

Explain procedure for cleaning gear and care to be taken around trailer if applicable

Safety Aspects

- Entry and exit points.**
- Use of dive flag –control of the group in water.**
- Use of whistle –control of the group in water.**
- Snorkel route.**
- Advise on safety issues (hazards):**
 - Currents
 - Waves
 - Sharp rocks
 - Marine life – oysters, jellyfish, kina, eagle rays, stingrays, tubeworms etc.
 - Temperature
 - Tide
 - Visibility
 - Boat traffic and other users
- Stay away from rocks and sharp shells, urchins etc.**
- If whistle blows, check the leader for further instructions and make sure you are within leader vision and within 50 metres. One whistle blast for attention, three blasts for emergency.**
- Buddy system – one arm’s length. One up, one down duck diving – remind about equalisation!**
- Flotation devices (body boards or equivalent) – one per group.**
- No student to be in the water alone or be using our equipment without our supervision.**
- Must not return to beach alone, but advise snorkel leader and be escorted by supervisor back to shore.**
- Use of hand signals:**
 - Ok, ok on surface, up, down, non-urgent, urgent attention (emergency).
- Explain emergency procedure:**
 - First aid kit
 - On site cell phone – 111 for emergency, ask for first response
 - Name of road and closest location for ambulance
 - Identify the EMR responsibility to activate emergency procedure in water (3 whistle blasts)
 - Location of emergency assembly area

Separate Adult Supervisor Briefing (to be completed at beginning or after participant brief)

- Role of the day is to be focused on supporting the students; you will be responsible for the supervision of students/participants.**
- Listen and comply to EMR snorkel leader instructions, including and ID any dynamic hazards** (fishing line, glass, wind increase, tide change causing change in sea conditions).
- Fins must be worn** (no bare feet due to possible current or emergency).
- Masks** (no swim goggles) **to see where you going** and ID any dynamic hazards (fishing line or glass).
- 1 board per group – refer to supervisor checklist**
- Main things to check with you group:**
 - **Student names**
 - **Experience**
 - **Hand signals**
 - **Buddy distance rule**
 - **That they not getting cold**
- Common issues:** Mask strap too low on neck making snorkel floppy (allowing water in) or hood or hair under mask making it leak. Remind participants to keep head in the water and wrap lips around snorkel to keep water out.
- Rapid clenching of the fist is the hand signal for cramp.** The affected muscle can be stretched and massaged to relieve the pain; your buddy may be able to help with this. You may require assistance getting back to shore (notify your snorkel instructor).

Process Explanation

- Participants must be buddied up with appropriate supervisor and approved by EMR coordinator/snorkel leader before entering water. Use toothpaste or other de-fog
- Check in with shore safety observer and make sure names on the Check In and Out form.
- Once in water test equipment in shallow, make sure they comfortable breathing through snorkel, leaning over the front of the body board is recommended for those with little experience or year 3 and below.
- Make sure you remind your group to kick when required.
- During the snorkel EMR leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention. *Refer to emergency chart*

EMR Snorkel Leader to Ask these Questions?

- Do you have any medical conditions or anything else that may limit your ability to supervise? Come and see EMR snorkel leader/coordinator if so
- Are you comfortable in supervisor position and accept the role? If you do not want to supervise, then you can join group as an adult participant, maintaining supervisor to participant ratio of 1:2 or increasing student to supervisor ratio to 1:4 for year 8 and below – refer to 'Ratio's in EMR Snorkelling SOP
- Parent/supervisor disclosure form complete

Shore Observer 'Spotter'

- Need to complete EMR In and out form in consultation with teacher re any medical conditions
- Know location of communication device and first aid.
- Keep an eye out for emergency signals or a member of the group separated from main group. Use whistle to alert EMR leader.
- In case of emergency spotter may be first on the scene at the exit point and **this may include assisting someone from the water**
- Important that the spotter knows who is in the water using the EMR check in and out form (including medical conditions)

Note: Only EMR coordinators can grade snorkelers- default grade is Whai

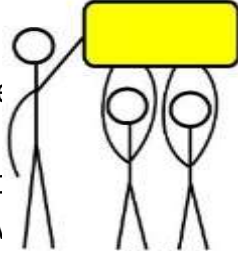
Once at your entry point

Check skill levels of adult 'supervisors' or adult participants (buddy up appropriately).
Check number of your group entering water and recheck on their return to the beach.

Debrief Example Topics

- What they saw, conservation values of the area.
- Water safety aspects e.g. congratulations for staying so close to your buddy and listening to instructions.
- Any feedback on safety or feedback, please go to our website
- EMR branding – promoting upcoming events and ways people could support.

EMR Adult Supervisor/Guide checklist:

<p>Each snorkeler should have:</p> <ul style="list-style-type: none"> ✓ Mask ✓ Snorkel ✓ Fins ✓ Wetsuit ✓ Hood (colder waters) <p>Make sure all gear fit for purpose before entering the water</p>	<p>Using the body board:</p> <ul style="list-style-type: none"> ✓ Always stay length from (and board ✓ Use the one up rule for duck div ✓ No one to return to beach alone  <p>The diagram shows a stick figure on the left holding a yellow rectangular body board over two other stick figures on the right. This illustrates the 'one up' rule for duck diving, where the board is held above the heads of the people in the water.</p>
<p>Emergency Signals</p> <ul style="list-style-type: none"> ➤ One arm straight up = I need assistance ➤ One/both arms waving = Emergency, I need immediate help ➤ WHISTLES <ul style="list-style-type: none"> • 1 Blast = stop for instructions • 3 Blasts = Emergency, listen for instructions, evacuate out of the water quick and safe 	<p>Always remember:</p> <ul style="list-style-type: none"> ➤ Introduce yourself ➤ Go through hand signals ➤ Check experience/medical ➤ Follow EMR snorkel leader instructions ➤ To be kaitiaki/guardians and look after all marine life ➤ To check in and out of the water with the safety observer ➤ Supervise buddy group at all times ➤ Check group not getting cold ➤ Be alert for dynamic hazards ➤ Check group understands instructions

4. Snorkelling SOP – Check In & Out Form

School/Group Name:

Date:

Shore Person Role:

- Write participants name, with name of supervising adult along-side before they enter the water
- Check all students/adults IN and OUT of water with tick. Maintain a head-count from the shore.
- Watch and respond to hand signals (non-urgent and emergency)
- Alert the Snorkel Coordinator immediately if conditions change or any other emergency – 1 whistle for attention. 3 whistles for Emergency then follow **Emergency Procedures** (on back of this clipboard).
- In emergency you may be first on the scene at exit point and this may include assisting someone from the water

I have received a shore person brief and feel confident that I am able to undertake the responsibilities of this role.

Shore Person Name:

Signature:

IN (tick)	OUT (tick)	Adult Supervisor (write in name then draw arrows to number of participants)	Participants Name (students and non-supervising adults)	Medical Notes and Info. Snorkel Grade (if applicable, EMR to complete)	IN (tick) Time : -----	OUT (tick) Time: -----
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			
			9			
			10			
			11			
			12			
			13			
			14			
			15			
			16			
			17			
			18			
			19			
			20			
			21			
			22			
			23			
			24			

Total **number of supervisors** (including EMR personnel)=

Total number of **participants** =

Total number in water =

Total number of people in the water (less any people ticked back out)

EMR advises to have participant groups of 16, with a max of 24, while maintaining an adequate participant to supervisor ratio.

5. Snorkelling SOP – Parent and supervisor form

Experiencing Marine Reserves www.emr.org.nz Participant and supervisor form (school obtains students permissions)	Date:		Location:
	EMR Leader Name:		Group/School Name:
<p>I hereby acknowledge the risks associated with snorkelling. I fully understand and have read the potential risks and risk reduction strategies. I agree to disclose any medical conditions on this form (note that some medical conditions may affect your ability to participate or supervise the snorkel activity) and to the EMR snorkel leader. I acknowledge that it is my responsibility to have medication on hand. I agree to follow the instructions of the EMR snorkel leader and also give permission for EMR and sponsors to use images/or video footage to be used for promotion of EMR (including internet, social media, programme websites, resources, newspapers and publications). I have read the paragraph above and have verbally received the activity briefing and I agree to be bound by it.</p>			
Participant definition and role	A person who takes part in the snorkel activity (if numbers allow), no responsibility for others		
Supervisor definition and role	Person or persons responsible for supervising a student buddy group, assisting group to exercise snorkel skills and following instructions of the EMR snorkel leader/instructor. Supporting the snorkel activity, by taking responsibility for others within the activity <i>The role of 'supervisors' is to assist and supervise the student's in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.</i>		
Name			
Can you swim 200m (Y/N)			
Previous snorkel experience? (Y/N)			
Medical conditions Please let us know about any medical conditions that may affect your abilities in the water. <i>Any conditions or recent surgery that may affect ability to snorkel safely ? e.g. ear damage, slipped disk or knee surgery</i>	Diabetes		
	Asthma		
	Epilepsy		
	Heart condition		
	Allergies		
	Other/Surgery		
Emergency contact	Name:	Phone:	
Preferred role for the day	Participant or supervisor? Please circle		
Are you using your own equipment today and is it fit for purpose? <i>Please circle answer on right</i>	Yes and I can confirm that I am familiar with this gear and I have/will conduct a buoyancy check (if using a weight belt) No I will use EMR's Some I will use a mixture of both with no weight belt		
Signature			
Contact email (if you wish to receive the EMR newsletter)			
Privacy Act 2020	<i>For more information , including why we are collecting this information and who will receive the information, please see our privacy statement on www.emr.org.nz In the event requested information is not provided, it will be at the [coordinator/snorkel leader] discretion whether participation is permitted.</i>		

Snorkel leader approval (tick one role)

Supervisor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Participant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

6. Snorkelling SOP – Student Permission

EMR Permission Form - Example

Dear parents, caregivers and whanau,

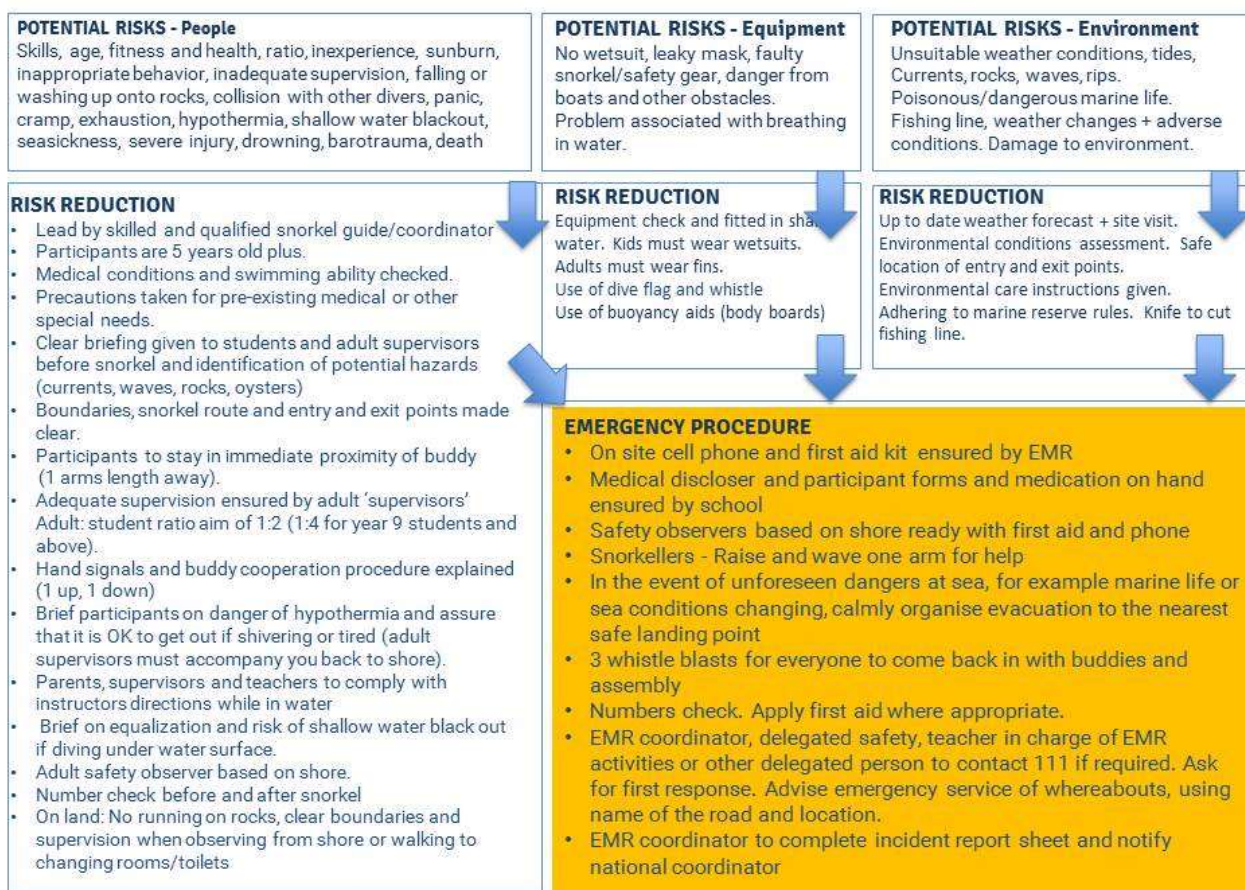
The Mountains to Sea Conservation Trust – Experiencing Marine Reserves (EMR) programme specialises in marine education. EMR empowers schools and communities by providing hands-on experiences in the ocean. Our school/kura will be taking part in an EMR snorkel experience.

Your snorkel experience will be lead in-water by the EMR coordinator/snorkel instructor. To satisfy EMR’s ratio requirements we must provide adequate adult ‘supervisors’ with appropriate skills to buddy up and supervise the students in water. The role of ‘supervisors’ is to assist and supervise the student’s in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol. *Refer to our health and safety information on our website www.emr.org.nz.*

Details of event:



EMR – RISK ASSESSMENT MANAGEMENT – Snorkelling – Quick reference









School or

Location:

Start date Time Finish date Time

Your child will need the following items:

-  A big packed lunch and plenty to drink
-  Sun hat & Sunscreen
-  Togs and towel (wetsuits and snorkelling gear are supplied, but need to wear their own togs underneath)
-  A good pair of shoes for walking on rocks
-  Warm jersey for on beach and after their swim
-  Pen, pencil, ruler and rubber (for on shore activities if applicable)

Acknowledgment of risk

I hereby acknowledge the risks associated with snorkeling. I understand that the school and EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate, isolate, or minimise those hazards. Site specific RAMS for the snorkel site will be provided.

I understand that my child has also been involved in the development of safety procedures. I will do my best to ensure that my child and I follow these procedures.

We have a sanitization policy for cleaning out wetsuits; some participants may experience skin irritations

I give permission for (students name)to attend this trip and participate in the snorkelling activity.

Signed (parent/guardian)..... Date

Swimming ability

Is your child able to swim 50 meters?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child water confident in a pool?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child confident in deep water?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child able to tread water?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child able to survival float?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child confident in the sea or in open inland water?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Is your child safety-conscious in and around water?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>

Emergency Contact 1:

Name:..... Ph:.....

Emergency Contact 2:

Name:.....

Ph:.....

Medical Information:

I confirm that my child is in good health and I consider him/her fit to participate Yes / No
I consent to any emergency treatment required by my child during the programme Yes / No
Please note any medication your child is on:

.....
Please tick if your child has any of the following:

Epilepsy	<input type="checkbox"/>	Asthma	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Seizures of any type	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	Heart condition	<input type="checkbox"/>
Reaction to seawater	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

Supervision on the day:

Are you able to snorkel with the students in a supervision role on the day? (please circle)
Yes No NA (not coming on the trip)

Information for supervisors can be found on our website www.emr.org.nz


Do you yourself have any illnesses or take any medication that could impact your ability or safety to snorkel? (please circle)
Yes No NA (not coming on the trip)


We need as much parent help on this trip as possible so please tick one of the boxes below if you can come along on the day:


1) Yes I can come and will be providing transport.
Number of available seats:.....

2) Yes I can come but cannot provide transport.

For the parents that are coming out, a map is attached to show how to get there. But please be at school at so we can have a quick briefing time.

 There are wetsuits and snorkelling gear supplied for parents but we encourage you to bring your own.

 If you are not snorkelling then you will be looking after a group of children doing the onshore activities so you will also need a good pair of shoes for walking on the beach and rocks.

 If you have a digital camera bring it along. We would love to get as many photos for our projects after we come back (you do this at your risk).

Permission to use images / work / footage

The EMR programme & sponsors request your permission to use work, images and/or video footage of your children produced as a result of participation in the EMR programme for educational purposes and the promotion of the EMR programme, including internet, social media, programme websites, resources, newspapers and publications.

By signing below I give permission for **work, footage and/or images** of my child to be used for educational and promotional purposes.

Print name of student	
Print name of parent/caregiver	
Signed	
Adult participant or parent / caregiver of child participant	
Date	

EMR will assume individual permission has been granted in relation to the above. The school must notify EMR of any individual

For more information, including why we are collecting this information and who will receive the information, please see our privacy statement on www.emr.org.nz In the event requested information is not provided, it will be at the [coordinator/snorkel leader] discretion whether participation is permitted.

7. Snorkelling SOP – Quick Field Checklist

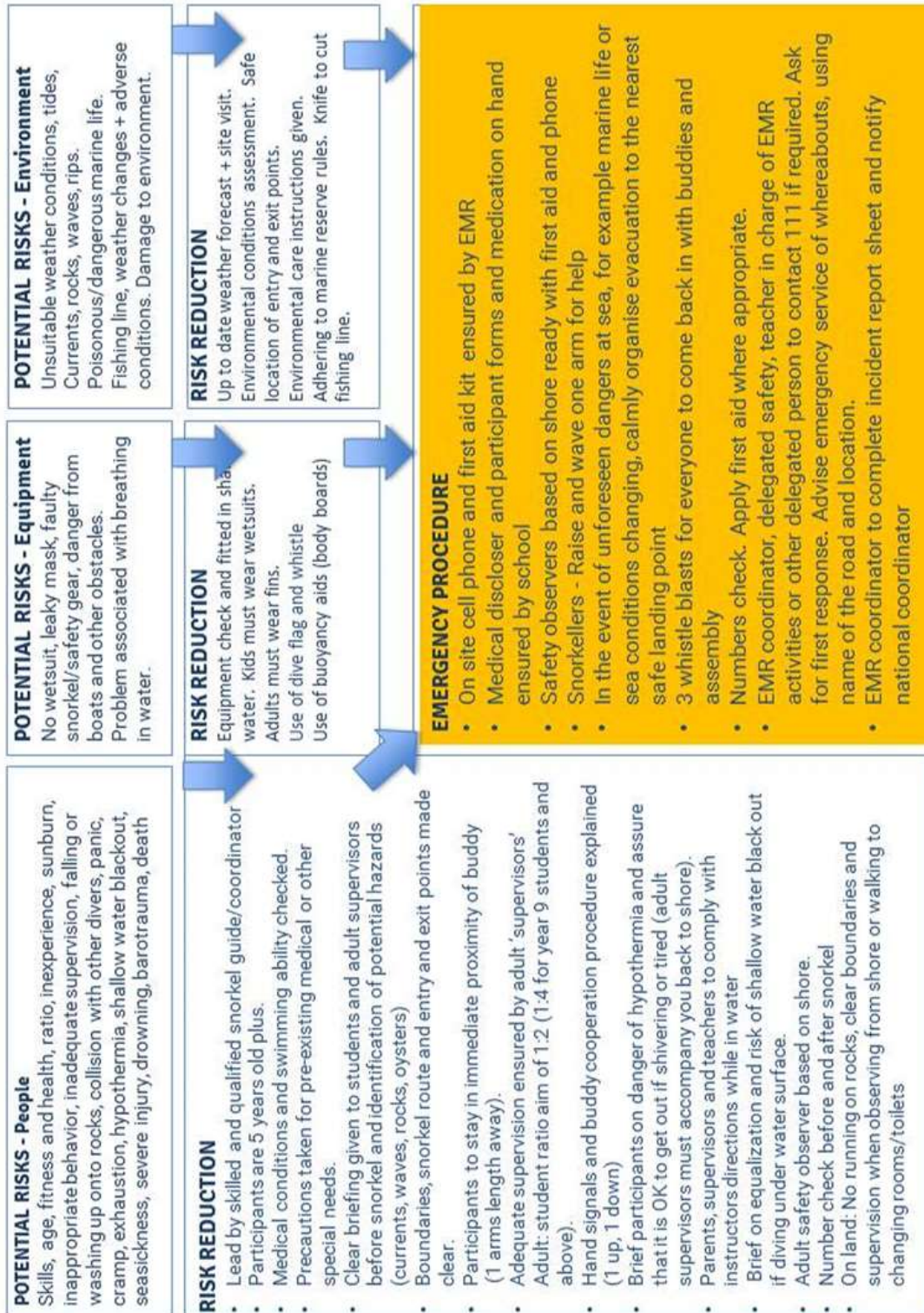
EMR Coordinator In-Field Quick Checklist

- Site specific RAMS and Itinerary printed out
- Check you have all the gear required and fit for purpose
- Complete pre snorkel operation risk assessment form (includes water quality and weather assessment)
- Complete participant, supervisor and shore observer briefings
- Seek completion of participant and supervisor form and any volunteer forms complete
- Ensure adequate ratio
 - 1:2 supervisor to participant (with a maximum ratio of 1:4 for year 8 and below, adapt ratio to conditions, age, skills of students and/or supervisors).
 - For year 9 students and above, the EMR ratio recommendation is 1:4 (with a maximum of 1:6).
- EMR check in and out form complete
- Screen your supervisors and volunteers competence in shallow water
- Ensure all student participants have appropriate equipment (e.g. wearing wetsuits)
- Ensure all adult supervisors have appropriate equipment and check equipment of those providing their own
- Maintain control of the group throughout snorkel
- Check off on EMR Check in and out form
- Complete post activity review on end of pre snorkel risk assessment form

8. Snorkelling SOP – Quick reference RAMS Diagram



EMR – RISK ASSESSMENT MANAGEMENT – Snorkelling – Quick reference



9. Snorkelling SOP – Pre snorkel operation risk assessment form



EMR Snorkelling SOP – Pre-snorkel operation risk assessment form

EMR weather assessment: Completed at least 3 hours prior to the planned activity start time.

Forecast notes: Use internet search such as met service and swell maps appropriate for your site to determine information on wind direction, wind speed, rain, tide, temperature, visibility and swell. Monitor Civil defence website.

.....

Weather assessment decision (circle one) Proceed or Delay or Relocate

Water quality assessment: For brackish waters, waters proximate to sewage and run-off inlets, at places of animal access and at populated beaches or city ports. Monitor www.lawa.org.nz

Water quality assessment decision (circle one) NA or Proceed or Delay or Relocate

Once on site. This form must be completed at the start of any guided snorkel operation. Notes within the grid are there for guidance only. Use your judgement very carefully, be conservative and allow for specific local conditions. Threat each column separately and feel free to add your own notes. Tick your score in each column and then add your score up.

Site name:

Date:

Name of school/group:

Score	Age	Experience of supervisors and/or volunteers	Environment (marine life, tidal movement)	Weather (variable on the day)
1	Adult group	Majority of parents experienced water people (free divers etc.)	Safe entry No current	
2	13 - 18			Wind coming from suitable direction for the snorkel site
3	11 - 12			Visibility
4	9 - 10		Wrong tide for the site	
5	7 – 8	Never met the adult supervisors	Oysters	
6	5 – 6	Non-experienced snorkelers	Strong current	Swell and wind direction unfavourable
Score				

Total score (all 4 columns from the previous page):

Notes:

Low Risk: 4 – 9 Conditions suitable	Medium Risk: 10 – 17	High Risk: 18 – 22 Hazards beyond the experience of the group. Consider and document additional procedures	Unacceptable Risk: 23 + Hazards beyond the experience of the group. Alternative location should be assessed.
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Check cell phone reception (circle one) YES NO PATCHY (if no discuss closest reception point or alternative communication options)

Any additional hazards not on Site Specific RAMs form? Refer to hazard ID (EMR SOP Manual)

.....




Management of Area-Specific Hazards (M.A.S.H):

Area-specific significant hazard	Management/control	Eliminate or Minimise







Once participants arrive: For headcount in the event of an emergency

Total number of students.....Teachers.....Parents/school helpers.....

EMR volunteers.....EMR coordinators.....

-  Medical conditions and swimming ability must be discussed and documented below;
-  Teacher declaration needs to be signed on the back of this form;
-  Adult participants and supervisors forms complete.

Procedures to be activated (if applicable but not limited to)

-  Increased supervision
-  Boundary restrictions
-  limiting extent of participation (50 m distance rule reduced)
-  Extended briefing for supervising adults , site-specific and/or dynamic hazard management
-  Provide specialised equipment such as personal floatation device (snorkel vest)
-  In some cases withdrawal from activity if safety is compromised

Medical condition and swimming ability management notes: For example epilepsy, diabetes, asthma, heart condition, allergy, seizures of any type for example. Is there an 'action plan for anaphylaxis' if anaphylaxis condition is identified? Have any of the participants/students had a reaction to seawater?

.....
.....
.....

Any behavioural information EMR should be made aware of for snorkelling? For example, inclination to panic or nervousness?

.....
.....
.....

Teacher/group leader medical, supervision declaration and risk acknowledgement:

As the school teacher in charge/representative on the day responsible for the school's Health & Safety, I confirm that I have collected the relevant consent forms for the students to participate in the snorkelling activity today. I can confirm that I have disclosed any medical conditions/swimming ability issues to the EMR leader and discussed the management of any of these conditions and that all students/groups are in my opinion fit to participate. I can also confirm that the adults and volunteers that the school has provided are suitable to the best of my knowledge for the in-water supervision role (*The role of 'supervisors' is to assist and supervise the students in-water and are expected to be confident swimmers, fit, healthy and free from the influence of drugs or alcohol*)

Risk disclosure statement:

I hereby acknowledge the risks associated with snorkelling. I fully understand and have read the potential risks and risk reduction strategies identified in the Site Specific RAMS provided by EMR for the snorkelling activity.

Name of school/group: Date:

Name of school H & S representative:

Signature:

Safety briefing record: (please tick)

- Participant briefing complete
- Separate briefing for 'supervising' adults and 'shore observer' role's complete
- Incorporated Management of Area Specific Hazards

Name of EMR snorkel leader:

Signature:

Volunteer hours

Hours contributed by EMR volunteer staff:.....

Hours contributed by school helpers/casual volunteers:

EMR snorkel leader post activity review notes:

What went well?

What went wrong?

Ideas for improvements?

Any incidents or free lessons to report?

Any new hazards to report?

Ecological Observations:

To complete the ecological observations using the google form version of the following pages please scan the QR code below



EMR – Te Kura Moana - Ecological Observations:

Please note that this section is not compulsory but recommended for increasing our 'Group' action statistic and assisting the local community and/or hapu with monitoring. The intention is that our '**observational**' information is recorded in a tab in the national reporting and regional coordinator can also share the results with local community and/or hapu.

Overall information:

Date and time:	
Location: Please be as specific as possible for us to generate a geolocation.	
Protection status: Marine reserve, rāhui, mataitai, non-protected	
Moon phase: I.e., % visible, new moon, first quarter, full moon, and last quarter.	
Tide: Rough estimate of tide level (high, outgoing, low, incoming) during ecological observations. If across whole day, 'across tidal range'.	
Visibility: Rough estimate in meters (i.e., 0-2, 2-5, 5-10-15, 15+)	
Observation methodology: Was this completed via a group consensus or by the EMR coordinator?	

Use your observations to record presence or absence:

Observations:	Present?		Notes: Anything important to note for this?
	Yes	No	
Snapper (specify size ranges, i.e., only juvenile, ~30cm, 60cm+)			
Crayfish (specify what type)			
Moki (specify what type)			
Paua			
Mussels (specify what type)			
Seahorses			
Crested weedfish			
Marine mammals (specify what type)			
Ecklonia forest (Dense stands of kelp, high coverage)			
Other notable species (specify what type)			

Observations continued:

Observations:	Present? Yes or No	Notes: Anything important to note for this?
Dying or 'melting' sponges: Contact Arie Spyksma arie.spyksma@auckland.ac.nz		
Kina barrens: Rate density from 0% barren to 100% barren.		
Long-spined Sea Urchin (<i>Centrostephanus rodgersii</i>)		
Marine pests (specify what type)		
Settled silt: Silt will often settle on the bottom, on algae etc.		
Algal blooms		
Rubbish/marine debris (specify what type)		
Wildlife entanglement (specify what type)		

Use your intuition to rate the Mauri or energy of the area below on a scale of 1-10
(1 being low/bad, 10 being high/good)

Observations:	Mauri rating (1-10)	Notes: Anything important to note for this?
Diversity		
Abundance		
Overall health		

Anything else you would like to note on this site's ecology:

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10. EMR Snorkelling SOP – Water Quality

Background

The hazard of human infection for those exposed to the sea has been known for a long time, but the public is becoming more aware of it as new evidence of the oceans rapidly deteriorating health emerges. Even the most pristine seawaters are inhabited by large numbers of microbes. The sheer volume of seawater and its constant movement usually dilute foreign microbes below concentrations necessary for human infection.

Risk of direct infection by microbes from seawater is very small. However, the risk increases significantly in warm, brackish waters, in waters proximate to sewage and run-off inlets, at places of animal access and at populated beaches. Microbes generally infect humans through ingestion, inhalation or mucous-membrane exposure (naturally occurring or in wounds) Also refer to EMR sanitisation policy

Snorkelling will not take place where there is an issued health warning or notice of faecal contamination advising against recreational bathing in accordance with the Microbiological Water Quality Guidelines for Marine and Freshwater Recreational Areas

When snorkelling is intended in brackish waters, waters proximate to sewage and run-off inlets, at places of animal access and at populated beaches or city ports:

Water quality checklist:

- Check with regional council, NIWA, LAWA or other water quality monitoring organisations to determine if water quality test occur at the site and the regularity of testing
- If water testing does not occur at the site, choose the closest monitoring site to monitor and check site history with regards to contamination with regional council or NIWA
- Avoid snorkelling in the areas outlined above after heavy rain
- Avoid snorkelling in the areas above if the water smells or appears unsuitable (strange colour or floating objects)
- If possible it is recommended that we have access to freshwater to rinse participants post snorkel in the areas above.

11. Sanitisation Policy

Background

The hazard of human infection for those exposed to the sea has been known for a long time, but the public is becoming more aware of it as new evidence of the oceans rapidly deteriorating health emerges. Even the most pristine seawaters are inhabited by large numbers of microbes. The sheer volume of seawater and its constant movement usually dilute foreign microbes below concentrations necessary for human infection. Risk of direct infection by microbes from seawater is very small. However, the risk increases significantly in warm, brackish waters, in waters proximate to sewage and run-off inlets, at places of animal access and at populated beaches. Microbes generally infect humans through ingestion, inhalation or mucous-membrane exposure (naturally occurring or in wounds). Microbes can infect through injured skin, the ears and the mucosa of the mouth, eyes and nose. If equipment is not properly cleaned, dried and stored after use, colonies can grow and microbes can reach sufficient numbers to infect users. Divers are encouraged to disinfect equipment properly. Make sure to use a cleaning agent that does not contain hydrocarbons and refer to the manufactures recommendations for use. (Source <http://www.alertdiver.com/Microbial>)

COVID-19, like the flu, covid can be spread from person to person. COVID-19 is a new illness that can affect your lungs and airways. It's caused by a type of coronavirus.

Traceability of all participants is recorded via supervisor forms, pre site assessment and school attendee list. We will sanitize public surfaces (ie: bathrooms) during delivery.

- Instructions for care of equipment and what to do with the snorkel equipment after use will be given verbally to the participants by the coordinator, including the use of de-fog or equivalent product (no spitting in masks). This instruction will also include information on where to put used mask, snorkels and wetsuits when finished (so that used mask and snorkels do not get mixed up with sanitised ones).
- **Assign a dedicated sanitisation monitor and brief this person on their role to ensure adequate sanitization of equipment. Increased attention to sanitisation required while Covid 19 remains in our community**
- Snorkel briefing will include a reminder for participants not to use our wetsuits as a toilet.
- The mask and snorkels must be sanitised after every single use, by soaking in a sanitisation product of hospital grade disinfectant (biodegradable), we recommend Saniwise (for Saniwise the specified usage is 15mls per litre). Chlorine based products could also be used. Make sure the snorkel and mouth piece is fully submerged. Make sure you are diluting Saniwise/Sanimaxx as directed from the information on the Saniwise/Sanimaxx bottle - not pouring in without measuring - for the Saniwise/Sanimaxx solution to work it needs 60 seconds soak and the correct dilution. Rinse the disinfectant off in freshwater and return to the 'clean' bin. Whenever possible allow the mask and snorkel to dry completely in the sun (one hour max, do not leave in sun for prolonged period). *Especially important for mask and snorkels to be completely dry for winter storage*
- If undiluted disinfectant accidentally gets in the eye, flush with fresh water
- It is recommended that participants suitably cover any exposed wounds with suitable dressing or refrain from snorkel diving.
- If you suspect that someone urinated or had an accident in the wetsuit, leave the suit to soak for 10 or more minutes (in a separate bin) and then rinse several times in freshwater and leave to dry.
- Wetsuits should dry on a line in a secure site, once dry; they must be stored in a lockable area, they should be placed on hangers during long breaks in use.

- Fins should be rinsed in freshwater before storing for long periods and should not be left in the sun when not in use.
- Disposal of saniwise - discard it to the sewer where possible, and if not to dispose of it in a non-ecologically sensitive area at least 50m away from water sources (e.g. in scrub or kikuyu 50m inshore from the snorkelling site and away from rivers, so it can seep through slowly and get broken down before it has a chance of coming close to entering any water)

General public health advice:

- Regularly disinfect surfaces;
- wash and dry hands,
- cough into elbow,
- don't touch your face;
- stay home if you're sick,
- report flu-like symptoms.

MTSCT has prepared guidelines for our coordinators, volunteers and contractors based on the government's and Ministry of Health's guidelines for what is permitted and recommended under the different Levels. Keep up to date <https://covid19.govt.nz/>

Operational Policy

Approved by Mountains to Sea Conservation Trust – Co-Directors/Poutokomanawa

Appendix 2 Snorkel day roles

Refer to Community Guided Snorkel/Kayak/SUP Day event plan template

Event plan should include:

- Project goals and event details
- How you will promote the event
- Sponsors and partners
- Event leadership
- Insurance and H & S info
- Roles for the day (see below)
- Overlapping duties of care – agreed to and signed by multiple agencies in safety sensitive roles
- Caring for your volunteer team (what you will provide and reminder about taking breaks, staying hydrated and adequate sun protection)
- Organisational notes/tasks
- Snorkel site info and Community Guided Snorkel Day RAMS diagram
- Briefing checklist
- Emergency response diagram for snorkel days
- Registration form
- Pre- site assessment
- Volunteer information and rating (completed on the day of the event)

Community Guided Snorkel Day

Role of the Experiencing Marine Reserves programme provider:

Provide overall management, snorkel leadership and equipment for the event. On the morning of the event, all guides (volunteers) must be fully briefed separately from event participants. Rating procedure for volunteers. Event controller to screen competency with support from experienced guides. Volunteer staff must have signed the volunteer form.

Participants must first register (once registered, we are looking after them, so tell them not to go far, a waiting list might be required). Participants read the laminated blown up RAMs sheet and disclose any medical conditions on the registration form. The family name of the group will go onto a whiteboard next to the designated guide name (with a in water and out water column) along with guide name on the registration form, so that the registration people and event controller knows when a guide is available and number of participants in the water at all times).

Assigned guide to help get group ready and fitted into equipment (if things are really busy, don't worry about completing gear hire information, just make sure guide knows to tell group to return gear as soon as back) Any medical info or swimming ability (or any information of relevance) info is passed on the designated guide. Guide also asks discretely.

Management notes for medical conditions recorded on back of registration form or via online registration planning notes

Instructions for care of the gear is given by the guide, i.e. no sitting on rocks, no squeezing on gear, no throwing gear and gear must be returned to gear tent as soon as guided snorkel finished for others to use. When things get very busy the name of the guide may also be written on the participant's hand.

Snorkel guide notifies registration team once ready to enter the water and a time is written on the board. Guides check back in with the tent and confirm total number of people that are back when they come back in. Gear is given back to tent and ticked off as returned on registration tent and gear ticked off as returned

Make sure you plan to give your guides and safety watch people etc. a break.

Organisation notes:

- You will need at least 8 experienced volunteer snorkel guides (depending on popularity of the event) and 2 people for in the tent (event controller and gear helper). You could also write notes for the role of each person on the day
- Obtain appropriate consents/permits to operate from land
- You will need to identify a safety vessel or safety kayak (these vessels will usually watch the snorkelling groups from the ocean and should have radio contact with the shore)
- DOC would be one of the first organisation to notify of the event and it would be nice to invite local iwi to participate
- Also identify the roles of any other organisations involved
- In Northland we do not require people to pre- register however in other areas this is necessary due to the nature of entry to the site e.g. the walk to the Cathedral Cove Marine Reserve. If you take registrations prior to the event, you can then organise them into guided tour groups that leave at certain times
- At some sites it is advised that the Harbour Master be notified of the event and possible assist in heavy boat traffic areas
- Sometimes family or groups may need to be split up to accommodate different abilities or medical conditions, e.g. a grandmother that has never snorkelled before with a medical condition might need a 1:1 ratio rather than putting her with her grandchildren that have snorkelled before. Sometime you can join guides up to accommodate larger groups or join participants to make total max ratio when busy.
- You may wish to print a laminate disclaimer and also karakia.
- Discussed and recorded any overlapping duties of care

Volunteer and leadership positions

Event leader (controller) – Activates emergency response, is in control with overall numbers in water on day and briefing volunteers and staff. Assigns snorkel guide to appropriate group. Prints event plan and writes appropriate notes and names next to roles. Sets rules for the day, for example requesting all adults to also wear wetsuits, when assessed necessary by event controller (e.g. in colder waters)

Water based snorkel guides - Volunteer guides will each take a small group of the public (maximum 6), assisting them to snorkel and identify the fish they see. The groups will keep close to the shore on the whole and sessions will last about 20 minutes. Volunteer guides will do 2 - 3 sessions then take a break. A kayak or other safety watch might support the groups and a full briefing will be held before the event. You will need to be an experienced snorkeler i.e. comfortable in the marine environment and have the ability to look after the group, plus a basic knowledge of what you're likely to see in the way of fish and other marine life. Able to follow instructions, fit and healthy and free from the influence of drugs or alcohol.

Water based safety kayak support (if appropriate)- Volunteers to provide support to the snorkelling groups and guides from kayaks i.e. making sure snorkelers don't stray off from their groups or too far from the shore. Again, volunteer kayakers will do 2-3 sessions then take a break. If you don't have your own kayak, we can provide one. You will need to be an experienced kayaker. Able to follow instructions, fit and healthy and free from the influence of drugs or alcohol. ***Kayak ability may be tested on day of event***

Land based volunteers - Land based volunteers will help to register and kit out the people attending, plus retrieve gear, talk to people about the reserve etc. Less special skills or experience is needed for this job, accept able to follow instructions and free from the influence of drugs or alcohol.

Shore Watch: Watches snorkellers at all times. Checks for any emergency signals or a member of the group separated from main group. Able to follow instructions and free from the influence of drugs or alcohol. See emergency plan

Volunteer Rating

Senior guide– proven capability (previous events or training attended) or adequate qualifications (dive master etc), experience and knowledge of area.

Assistant guide – Working with a senior guide, could have additional ratio or bring people back to shore

Trainee guide – (working under direct supervision of a senior guide – no additional ratio)

Land based - assists in registration tent and helps gear, evaluation or shore based spotter

Vessel operator (safety watch): Provide effective lookout for in-water activities and hazards (via boat or kayak). Can identify dive and relevant maritime signals. Has good visual scanning skills. Able to follow instructions and free from the influence of drugs or alcohol. Can identify entry and exit hazards including those related to propellers. In some instances propellers will need to be on then disengaged at the last second, such as when manoeuvring the boat to collect divers in difficult conditions or emergency scenarios. Brief participants on these scenarios and emphasise the importance of the use of signals for when to approach or leave the boat. See emergency plan.

Note: There should always be someone of safety watch, whether it is the shore watch or the vessel operator. If the vessel operation is called away for any reason, a shore watch with takeover. If the entry into the water is some distance from the registration tent, a check in and out person should be assigned for close to the shore

To be completed on the day and signed by volunteers (whom have already completed volunteer form on-line)

VOLUNTEER TERMS

Medical conditions: On the day of event participation - Please advise the supervisor if there has been any change to your medical situation

Police Vetting: Do you have any criminal convictions? Yes/No (please circle) *By signing this form at the bottom of this page you agree to police vetting if requested.*

Drug and Alcohol Policy: By signing this form you agree to abide by MTSCCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when onsite or involved in MTSCCT activities and safety sensitive sites.

Induction: MTSCCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOP's found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAMS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

Volunteer responsibilities

- Take reasonable care of your own health and safety,
- Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Risk disclosure - snorkelling (if applicable):

- I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

The **complaints policy** is found on our website. Health and Safety feedback and/or comments can also be submitted via our programme websites www.whitebaitconnection.co.nz website www.emr.org.nz

Name	Date	Role	Email	Mobile	Dietary Requirements	Medical Conditions? (event organisers - please black out anything personal)	Emergency Contact Name	Relationship	Emergency contact number	Terms acknowledged Sign	Rating
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Appendix 3 Snorkel Guidelines

EMR Snorkel information

The Experiencing Marine Reserves (EMR) programme is exactly what the name implies. It is about experiencing, first hand, the difference between local beaches and fully protected marine reserve areas. Snorkelling enables an insight into the marine world. Even standing in waist deep water looking about with a mask on is an experience!

EMR Snorkelling Objectives:

- Experience marine life first hand
- Build water safety & confidence in the real environment
- Encourage snorkelling as a recreational and fun activity
- Instil caring attitudes and passion for the conservation of the ocean
- Encourage emotional connection to marine environment

Outline

The first part of the EMR programme is learning about the marine environment in the classroom (dependant on extent of EMR programme participation). If possible, it is encouraged to practice snorkelling in the school pool with an EMR snorkel leader/coordinator, confident teacher or New Zealand Underwater Minidippers trainer.

The third stage is an introductory snorkel in shallow water at the local beach (dependant on extent of EMR programme participation). Your EMR coordinator will have already snorkelled at your local beach (or have previous experiences or confidence in the area) and will have identified any hazards or risks.

After your local investigation or snorkel, you will then experience a marine reserve (dependant on extent of EMR programme participation).

The EMR Team

EMR is delivered by a team of passionate coordinators nationwide. EMR coordinators/snorkel leaders offer guidance, direction and coordination of classroom exercises and field trips to the ocean. We also provide snorkel equipment, instruction, resources and snorkel risk management.

To find out more about our team of regional coordinators visit our website <http://www.emr.org.nz>

Health and Safety

Experiencing Marine Reserves (EMR) is a programme of the Mountains to Sea Conservation Trust. We are a registered adventure activity. Regulation 6(1) of the Health and Safety at Work Act (Adventure Activities) Regulations 2016 (the Regulations). For confirmation of our registration go to www.worksafe.govt.nz

TRAINING THE SNORKS

Some background information for snorkellers

Equipment

Wetsuits are essential for your safety and warmth. Please take care when fitting wetsuits, and ease the suit on – do not pull. Your mask should feel comfortable and water-tight. A good test is to place the mask on your face (without straps) and inhale gently through your nose. If the mask fits well it will cling to your face.

Your snorkel allows you to breathe while you are swimming on top of the water. A mask places a layer of air between your eyes and the water and allows you to see clearly. When using a mask objects appear to be larger and closer.

Snorkels have a soft mouthpiece with tags called spigots for you to grip with your teeth while breathing. The fins help us to propel ourselves through the water. Never walk with your fins on land, as this is a recipe for disaster. Remember to use de-fog rather than spit (unless it is your own mask) to stop your mask fogging up before entering the water.

Toothpaste should be used to clean off chemical residue on new masks before use. Your own gear should be maintained by rinsing in freshwater after use. For EMR gear refer to the EMR gear care and sanitisation policy on our website <http://www.emr.org.nz>

Body boards are used by EMR as buoyancy aids and for additional visibility. There should be 1 body board per buddy group. Staff running any activity have the authority to cease an activity for any safety reason.

Sound

Sound travels much faster underwater than on land (4 times faster), and this increased speed makes the direction of the sound difficult to determine. This means that the snorkeler must be very aware of boats. Use of a dive flag helps your buddy group to be visible to boats.

Movement

The best way to move through the water while snorkelling is to float face-down while breathing through your snorkel. Fin kicks should be slow, steady and even. Try not to thrash around, as you may scare the fish! Your hands are best by your side to conserve energy.

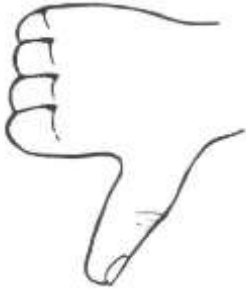
Temperature

An hour in the water is like a day in air of the same temperature! As we lose heat much faster in the water, it is very important to get out of the water if you begin to shiver.

Communication – hand signals!



OK on Surface or from distance OK (checking your buddy) Distress Signal



Going Down



Going Up

Buoyancy

When objects are placed in the water, they will usually sink or float. When a snorkeler is placed in water, the snorkeler will displace a volume of water equal to the volume of the person immersed. The upthrust is the force pushing us up. When the upthrust is greater than the mass of the object it will float and be positively buoyant (e.g., a wetsuit makes more volume and displaces more water).

When equal to the mass of the object, it will just float on the surface and will have neutral buoyancy (e.g., when a snorkel diver has no wetsuit). When less than the weight of the object, the snorkeler is said to have negative buoyancy and sinks (e.g. a snorkeler with no wetsuit and a weight belt).

When we wear a wetsuit, it makes us positively buoyant. Weight belts can be used to counter this effect (e.g., you put on a wetsuit in air on the surface and weigh 61 kg and when immersed in water you displace 64 litres of water, the volume and the mass of water displaced (upthrust) would be 64kg, so the snorkeler would float.

To counter this we add 3 kg of weight to make up the difference in air (61kg) and water (64kg), this would theoretically make the snorkeler neutrally buoyant. By using a wetsuit with a weight belt snorkelers are able to stay warm whilst enabling diving underwater to look around.

Wetsuits also protect us from abrasions and the sun. We aim to have neutral or slightly positive buoyancy so we can stay on the surface with minimal energy while also allowing you to snorkel dive easily. When buoyancy is neutral, the diver should float on the surface when the lungs are full of air, then slowly sink as they exhale. We must always check ourselves for neutral buoyancy upon entering the water and adjust our weight belt accordingly.

If you notice a diver struggling to reach the surface, the first thing to do is remove their weight belt.

When teaching students or novices, we must ensure they are positively buoyant so they will tend to float rather than sink, making them much safer. We do this by getting them to wear a wetsuit but NO weight belt, unless specific training is delivered in the pool prior to open water for year 8's and below or if the weight belt belongs to the student and they are supervised by their parent

Buddy System

When snorkelling, we must always go with a buddy. The EMR programme recommends a ratio of 1:2 (one adult supervisor to two students) for year 8's and below. You must stay one arm's length from your student and adult buddies. In your buddy group, your adult supervisor will have a buoyancy device (body board), this allows you to hang over the front and get used to seeing and breathing through your mask and snorkel. The body board can be used for resting on or holding on to keep your group together. The use of body boards also makes EMR buddy groups identifiable. Refer to EMR SOP for snorkelling

Snorkel Diving

Indicate to your buddy that you are going down using the signals, take a deep breath, duck dive underwater (head first), kick your legs into the air and use your legs and body weight to force you down. Equalise on your way down and point your hand up on return on the way up to avoid collisions.

The best way to clear your snorkel is to use the blast method when you reach the surface. To do this you must hold your tongue over the mouthpiece while duck diving and then take your tongue out of the mouthpiece and blow! Always take a cautious breath after clearing your snorkel, in case you did not clear all the water.

If you have water in your mask this can be cleared without taking it off. By using the top of the mask as a hinge and the bottom as a door, tilt your head back and open the door to let water out while exhaling at the same time.

Buddy Cooperation

When snorkelling with your buddy, it is important for you to watch out for each other. While one duck dives down the other keeps watch from the surface and vice versa. This is called the 'one up one down' rule.

Practise your going down hand signal with each other. Make sure you stay together - within one arm's length. Inform your adult buddy if one of you is getting cold. If one person needs to go back to the beach, then the whole buddy group must go back. Never snorkel alone!

TREATMENT OF INCIDENTS IN RELATION TO SNORKEL DIVING

All EMR coordinators are qualified First Aiders. The most recent information from First Aid trainers should apply to the information below.

Priority action plans include SRABCS – Safety, Response, Airway, Breathing, Circulation, and Severe Bleeding.

Pressure related injuries or Barotraumas

When diving down under the water the pressure increases, which in turn increase pressure on the ear drum. Air in the middle ear is trapped and can expand and contract inside the ear, causing pain in your ear drum. Therefore, we must 'equalise' the pressure. You can equalise by pinching your nose and gently blowing. Pressure can also cause a face mask 'squeeze'.

Blowing gently into your mask will also equalise the air space between your eyes and the water. Never snorkel with swim goggles, as these cannot be equalised and can cause serious damage to your eyes.

Equalisation can also be achieved by swallowing or wriggling your jaw or moving your neck.

Tilting the head back, yawning and moving the jaw around may also help as it will open the Eustachian tube more making equalizing easier. Chewing menthol gum before a dive can help as it also opens the Eustachian tube.

If pain persists when you dive down, then you should stay on the surface of the water. It is also important not to dive under if you have a cold, as this blocks the ear and makes equalisation difficult. Always equalise on your way down gently – never blow hard and do not equalise on your way back up.

First aid treatment for barotraumas involves keeping passages unblocked. If ear bleeding occurs, lay patient down, cover the ears (but do not plug), help the patient to relax and call for medical assistance.

Allergies

Mild to moderate: Swelling of lips, face, eyes. Hives or welts, tingling mouth abdominal pain or vomiting
Last two are signs of anaphylaxis for insect allergy)

Action for mild to moderate allergic reaction: For insect allergy, flick out sting if visible

Stay with person and call for help. Give other medications (if prescribed), Phone family or emergency contact


Anaphylaxis

Watch for any one of the following signs of anaphylaxis (Severe allergic reaction)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and /or in hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 Lay person flat - do NOT allow them to stand or walk
- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



2 Give adrenaline (epinephrine) autoinjector if available
3 Phone ambulance - 000 (AU) or 111 (NZ)
4 Phone family/emergency contact
5 Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector
Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST if available, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

1

¹ Allergic Reactions Action Plan, Australian Society of clinical immunology and allergy, www.allergy.org.au

Hypothermia

Hypothermia results when the core body temperature drops to a level it cannot recover from (below 35°C). If exposed for an extended period, cold water temperatures can cause hypothermia while snorkelling.

Symptoms include: intense shivering, numbness, slurring of words, loss of coordination, stumbling, clumsiness and changes in behaviour – anxious, irritable, and irrational. While snorkelling, the chances of hypothermia are much reduced by wearing a suitable wetsuit for the water temperature. Typically 7% of our body heat is released from the head, a hood can increase time spent in the water. On land sufficient warm clothes should be worn.

If a person starts to feel cold or begins to shiver, they should exit the water immediately. Later more serious signs are when shivering stops and unconsciousness occurs. When the body drops below 26°C death occurs.

To treat hypothermia move patient to a dry, sheltered area and change them out of wet clothing into warm, dry clothes. Give victim warm sweet liquids to drink if they can (not tea, coffee or alcohol). Avoid warming too quickly, swaddle the patients head. Keep the person lying down and warm with blankets. If symptoms persist and patient shivering decreases or stops, contact emergency services. Severe hypothermia is a medical emergency. Monitor vital signs, CPR may be required. SRABCS – Safety, Response, Airway, Breathing, Circulation, Severe Bleeding.

Note: The **1-10-1** rule for hypothermia. I have found many people believe exercise warms the body up. This is the last thing they should be doing. Knowing this will help snorkel guides make correct assessments when they are actually in the water. This rule is for sudden immersion in cold water but I think it is relevant to us, as hypothermia can set in without anyone realising until the situation becomes a problem.

<https://nationalwatersafetycongress.wildapricot.org/1-10-1>

Hyperthermia

Hyperthermia is the opposite of hypothermia and results when the body produces or absorbs more heat than it dissipates. It is caused by excessive exposure to heat. Body temperatures above 40°C can be life threatening and while serious hyperthermia can come on quickly, it usually follows a period of heat exhaustion.

Symptoms of hyperthermia initially include sweating profusely but serious hyperthermia occurs when the body is no longer able to sweat due to dehydration. Patients with hyperthermia often become confused or hostile and experience headaches. Blood pressure often drops which can lead to dizziness and fainting.

In serious cases, patients may encounter chills and trembling and children may suffer convulsions. Hyperthermia can be prevented by drinking plenty of liquids and keeping out of direct sunlight during the hottest parts of the day. Wetsuits should only be worn just before you enter the water, not for extended periods of time on land.

SRABCS – Safety, Response, Airway, Breathing, Circulation, Severe Bleeding.

Treatment for hyperthermia revolves around lowering the body temperature and rehydrating the patient. Moving the victim to a cool place and removing clothing can help, but in serious cases immersing the patient in cold water is necessary. Once in a cool area, place the victim in the recovery position and contact emergency services.

Hyperventilation and shallow water blackout

Hyperventilation is sometimes used during breath-hold diving to expel carbon dioxide from the body, reducing the urge to breathe and allowing a diver to stay underwater for longer periods of time. This method is dangerous and can cause shallow water black out where a diver loses consciousness when the body does not get enough oxygen. Shallow water blackouts are avoided by not hyperventilating and allowing the body to accurately signal the need to breath. Relaxing at the surface and breathing constantly also reduces the chances of shallow water blackouts. You should always take turns at diving under so if your buddy blacks out you will see this happen.

Unconscious snorkeler

Notify your snorkel leader. Respond by bringing diver back to the surface (if required), achieving positive buoyancy the diver (by dropping weights if wearing a belt and using buoyancy device). In-water resuscitation may improve survival of victims who are in the initial stages of the drowning sequence but delays time to full assessment and CPR.

Remove the victim from the water as soon as possible, and only begin in water rescue breathing if immediate removal from the water is delayed or impossible. Rescue breathing in deep water requires an appropriately trained rescuer and floatation aid such as a rescue board, tube or buoyancy vest. In water, chest compressions are ineffective and should not be attempted.

If consciousness not returned, once on shore, remove the diver from the water, follow **DRSABCD** **D**angers? **R**esponsive? **S**end for help **O**pen **A**irway **N**ormal **B**reathing? **S**tart **C**PR **A**ttach **D**ebibrillator (AED) as soon as available, follow prompts Continue CPR until responsiveness or normal breathing return

Any immersion event that is not symptomatic needs monitoring while in EMR duty of care and subsequent responsible persons advised to seek medical assessment.

Rescue tow techniques are covered in initial training of all coordinators as part of snorkel instructor training and at annual Mountains to Sea Wānanga conference and/or as part of EMR training courses.

Drowning

Drowning occurs when water enters the lungs. If someone has nearly drowned, it is likely they will be struggling to breathe if breathing hasn't already stopped. They may be frothing at the mouth and show little or no response. Make sure buoyancy is achieved and remove the patient from the water as soon as possible, and only begin in water rescue breathing if immediate removal from the water is delayed or impossible (as explained above).

Check for dangers to yourself and bystanders. Check **RESPONSE** using voice and touch. If there is no response, call 111 and ask for **AMBULANCE**. Check airway: tilt head back and lift the chin. Check breathing: look for normal breathing. If not breathing normally, commence CPR. Place one hand in the centre of the chest. Give 30 chest compressions: **HARD** and **FAST** then give two breaths. Continue until ambulance arrives. Attach AED (defibrillator) if available. Always remember 30 to 2 no matter who!

If patient conscious, keep them sitting up (on their side may also be appropriate) warm and reassured. A drowning casualty must be seen by a doctor as they may have water in their lungs. Call 111, for anyone with pale/bluish skin, especially around mouth, a persistent cough, shortness of breath, increased work of breathing, agitation or altered level of consciousness. Refer to [ANZCOR Drowning Guideline](#)

Note: Any immersion event that is not symptomatic needs monitoring while in EMR duty of care and subsequent responsible persons advised to seek medical assessment.

Minor aquatic injuries

Cuts and abrasions are common in a marine environment where there are many sharp rocks and marine life. Most minor aquatic injuries can be treated with your first aid kit for bumps, scrapes and stings. To treat a minor injury, get patient safely out of the water. Keep the person warm and comfortable and monitor their condition.

Flush wound with fresh water or saline and cover with a sterile dressing. Kina spikes are often difficult to remove use a splinter probe and tweezers. If there is any doubt about the persons condition, seek medical assistance.

Marine Life

Sharks-Some sharks may exhibit lack of fear and may approach snorkellers out of curiosity. Snorkel groups should stay close together at all times and within 1 arms length of buddy group. If snorkelling in known shark territory (e.g.: Galapagos sharks in the Kermadec Islands) a minimum of 1 push stick per group is to be carried. If aggressive shark behaviour displayed (watch for back arching and dropping of the pectoral fin, rapid movements towards snorkellers or build up of shark numbers throughout snorkel)- 3 whistle blasts to evacuate snorkel to nearest safe landing point. Try not to get in between the shark and the reef, avoid getting in tight gullies. Someone who experiences panic should be evacuated with buddy group. Avoid splashing. If anyone is cut they should abort with buddy group. If an Oceanic white tip, tiger shark, Mako or great white shark were sighted the snorkel should be aborted

Jellyfish-The most common jelly stings you may come across are those of the blue bottle and lion's mane. Although not fatal in most cases, the sting causes severe pain and welts on the skin. Treatment should include warm water and application of a neutralising cream (stingose) for the blue bottle and cold packs are advised for the sting of a lions mane jelly.

Rays-The sting of the sting ray are found on the tail. They may be multiple and up to 30cm in length. In response to being disturbed, the sting is driven with the point usually travelling forward and upward. The sting is made of cartilage, as is the skeleton of the stingray. It has a barbed/serrated surface which is covered in a tissue-necrotic toxin in a mucous sheath. The sting can cause massive local trauma, while the toxin results in local necrosis and a great deal of pain. Initial treatment of a wound should include stabilisation of any respiratory or cardiovascular compromise and local measures to reduce major blood loss (pressure, tourniquet) visible loose spine fragments should be removed from wounds immediately and the wound irrigated with saline. Placing the affected part in hot water as hot as can be tolerated (40-45 degrees C) for up to 45 minutes should be attempted. Pain relief may be rapid but is likely to be temporary if not heat treated for more than 30 minutes. Any large objects embedded in the skin such as a stingray barb or stake should be treated for bleeding, but left in place for medical professional to remove.

Scorpion fish-Dorsal spines can administer a very painful sting. Should be treated the same as rays, with heat.²

Shock

Symptoms include-pale appearance, cold clammy skin, altered breathing (rapid and shallow), rapid weak pulse, faintness, nausea/vomiting, shaking and trembling.

Treatment- Call 111. Monitor the casualties breathing and pulse regularly. If the casualty becomes unconscious place them in a lateral position. Reassure the casualty, and raise leg about the level of the heart and keep warm. *Give nothing by mouth, you can moisten the lips but do not give any food or drink.*

Bleeding

Try at all times to wear gloves or avoid contact with blood.

² Bites and Stings, Stephen Adams, Journal of Accident and medical Practitioners Association (JAMPA) 2007;Vol. 4 (No.1)

Severe bleeding-apply pressure, using a towel or anything to stop bleeding. Elevate the bleeding area. Rest the patient and treat for shock

Bleeding from nose-Ask patient to sit up, lean slightly forwards and pinch nostrils for 10 minutes breathing through mouth. Advise patient not to sniff or blow nose. If persisting seek medical advice

Bleeding from lacerations-Control bleeding by pressure, elevation and rest. Clear the area of skin around the laceration and apply sterile dressing. Those with broken skin should check their tetanus injection records. Superficial foreign matter should be removed but anything deep should be left for a doctor. Large cuts may require stitching (medical assistance)

Cramps

A cramp is a painful muscle contraction often caused by cold temperatures or physical exertion. The affected muscle can be stretched and massaged to relieve the pain; your buddy may be able to help with this. You may require assistance getting back to shore (notify your snorkel instructor).

A good calf muscle stretch is to pull the end of your fin towards you gently while massaging the muscle with your other hand. Once on shore, drink plenty of water as dehydration is one of the main causes of cramps. Drinking water before swimming and stretching muscles first can prevent cramps.

Exhaustion

Exhaustion often occurs due to excessive loss of body fluids and body salts. The person may suffer from headaches, dizziness, rapid breathing, feeling sick, muscle cramps, tiredness and restlessness. Assist the patient out of the water using a flotation device. Get patient warm and dry but keep them out of direct sunlight. Give patient energy food and liquid and allow them to rest until they recover. If condition doesn't improve, seek medical assistance

Information for treatment of snorkel incidents compiled by Samara Nicholas and EMR regional coordinators.

Last Advice

Before entering the water – remember:

LOOK – be aware of the environment around you

LISTEN – for instructions and any emergencies

FEEL – if you are getting cold

Remember 'Tiakina Tangaroa'

(Care for the Ocean and Seas)

Karakia

Whakamana te maunga

Whakamana te wai

He mauri o nga tangata

Nga mea katoa he pai

Hui ee

Tāiki ee

If we look after the water from the mountains to sea, it will look after us. It is our life force.

Appendix 4 Incident Form

Part A : (programme coordinator to complete)

Information about the person who had the incident:

Name: _____ Coordinator/Participant/Contractor/Volunteer *(please circle one)*

Contact Telephone: Work: _____ Mobile: _____ Home: _____

What type of incident was it? *(please circle one)*

Near Miss

Accident

Equipment Damage

Other:

What is the incident's severity rating? *(refer to the severity scale in the SMP)*

When did the incident happen?

Date:

Time:

Where did the incident happen?

Location:

What kind of activity was happening at the time? *(eg snorkelling, walking, stream investigation)*

What happened? *(attach an additional page if need be)*

Description:

Was a known high or extreme rated hazard involved? *(please circle one)* YES NO

If YES – what was the hazard? If NO – is this a new hazard to report?

Names of any witnesses: *(include witness contact information for serious harm incidents)*

What injury or injuries were sustained? *(write N/A if not applicable)*

Body Part Injured: *(please indicate which side of the body e.g. right or left)*

Type of Injury: *(e.g. break or sprain)*

What treatment was given?

	Tick	Describe treatment: <i>(continue over if required)</i>
First Aid	<input type="checkbox"/>	
Physiotherapy	<input type="checkbox"/>	
Massage therapy	<input type="checkbox"/>	
Doctor (GP)	<input type="checkbox"/>	
Hospital	<input type="checkbox"/>	
Emergency services	<input type="checkbox"/>	

Is this a serious harm injury? E.g. Grade 6 or above on severity scale (please circle one) YES NO		Other			
If YES, WorkSafe NZ and Skills Active – Outdoors Mark must be notified immediately					
Declaration: The above report provides a true, accurate and complete account of the accident / incident / near miss					
_____		_____		_____	
Coordinator Name (please print)		Signature		Date	
Part B: (Programme director or national coordinator to complete with team member involved)					
What (in your opinion) was the underlying cause? Why did this occur?		Hazard Identification: New Hazard Identified: YES NO Significant: YES NO If YES identify the hazard management process to be done eg: update hazard register and put in recommended actions below			
Recommended Actions		Person responsible for this	By when	Date completed	
Has the Hazard Management Process been undertaken? YES NO (please circle)	What has been done?				
Is a review of Safety Management System required? YES NO (please circle)	Which part?				
Other Recommended Actions - <i>Specific actions to prevent recurrence</i>		Person responsible for this	By when	Date completed	
Communications		Person responsible for this	By when	Date completed	
All relevant staff members have received information regarding the incident, changes of operation / procedures.					

<p>If serious harm has occurred, have WSNZ / MNZ/CAA (as relevant) reporting procedures been followed?</p> <p><i>(please circle)</i> YES NO</p> <p>Have internal reporting systems been followed? <i>eg: Coordinators, Health and Safety Committee, Trustee board</i></p> <p><i>(please circle)</i> YES NO</p> <p>Has the incident been reviewed by top management?</p> <p><i>(please circle)</i> YES NO</p>	<p>Overall comments (once investigation complete): <i>eg: Health and Safety committee review actions</i></p>
--	--

<p>_____</p> <p>Co-director name <i>(please print)</i></p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
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Appendix 5 Volunteer Form

Mountains to Sea Conservation Trust – Volunteer Form - 2022

This form is to be completed on-line but you may be required to re-sign our terms on commencement of events.

Note: Your Regional coordinator must make sure your regional online volunteer forms ask the date of birth and fitness capability - the essential information for volunteers forms is:

- Full name
- Gender
- Mobile contact
- Email
- Date of birth (so we know what age the person is)
- Emergency contact:
- Fitness: Low Medium High

All fitness levels are considered for volunteer roles but please rate your fitness in relation to a in water role

Relevant qualifications

Medical Condition: Please circle if you have any of the following:

Asthma	Allergies	Disabilities	Seizures of any type
Epilepsy	Heart condition	Diabetes	

Other (please specify): _____

Have you had any major injuries (breaks or strains or surgery) or illness in the last six months that may limit your participation in any activities (please circle)? Yes No
If yes please state injury/illness:

Are you currently taking medication? Yes No
If yes please state ailment and medication/s:

Are you allergic to any of the following?
Insect bites/stings/jellyfish/seawater: Yes No
Other allergies: Yes No
If yes to insect bites/stings what happens during an allergic reaction?

What treatment is required?

Please ensure you have your own medication for any medical conditions.

Please note
If you are under the age of 18 you will need a parental/guardian consent to progress to senior snorkel guide level

VOLUNTEER TERMS

Medical conditions: On the day of event participation - Please advise the supervisor if there has been any change to your medical situation

Criminal Convictions/Police Vet Policy:

MTSCT is committed to provide a safe environment for everyone we work and associate with. Furthermore, under the Children's Act 2014, we have a special duty to protect and care for children under the age of 18. MTSCT will conduct police vets from time to time to ensure we comply with our obligations under the Children's Act 2014 and to check that information given to us by volunteers is correct. By clicking the box below you declare that you have never made a child feel unsafe in your presence. By clicking the box below you confirm that you do not have any criminal convictions relating to sexual offence, offence relating to children or act of violence. By clicking the box below you further consent to a police vet if requested by MTSCT. This information remains strictly confidential. Please note that you are obliged to disclose any new or pending criminal charges that relate to the above to MTSCT."

_ Yes, I agree to this policy _____

Drug and Alcohol Policy: By signing this form you agree to abide by MTSCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSCT safety sensitive activities and public events.

Privacy: We collect personal information from you in order to ensure your own Health and Safety and the safety of others when participating in an EMR activity. If you choose to withhold information from EMR you may not be able to participate in any EMR activity (e.g medical information). We will share this information with MTSCT staff where deemed necessary for H&S purposes. By signing this form you agree to the MTSCT privacy statement which is found on our website.

Code of Conduct: By signing this form you agree to abide by the

Privacy: For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.emr.org.nz

Induction: MTSCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOP's found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAMS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

Volunteer responsibilities

- Take reasonable care of your own health and safety,
- Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Risk disclosure - snorkelling (if applicable):

I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

Complaints Refer to our complaints policy on our website. Health and safety feedback and/or comments can also be submitted via our programme websites www.emr.org.nz & www.whitebaitconnection.co.nz

For professional volunteers and long term or internships, please refer to the following pages.

Professional peoples roles

Organisation representing (e.g. DOC): _____

Outline the purpose and goals of the professional volunteer’s involvement in the programme:

Outline the role the volunteer will fulfil in their involvement:

Outline the responsibilities of the professional volunteer below (e.g. bringing along resources or material, turning up on the day, giving 24 hours notice if they can’t make it along, reading health and safety documents).

Long term volunteers or internships (if applicable):

The volunteer will be responsible for his/her own transport to and from the place of work. The volunteer will be given access to the relevant RAMS form/s for the site and given a full Health and Safety briefing from the supervisor. The volunteer reserves the right to refuse work if he/she feels harassed or unfairly treated or unsafe.

The Trust reserves the right to cancel this agreement if the volunteer does not fulfil his/her obligations eg doesn’t turn up to work, harasses the supervisor, refuses to work, and demonstrates unsafe practices.

During work the volunteer must ensure all Trust protocols are adhered to or he/she is liable to be refused further positions for the Trust.

The volunteer will be provided with a reference from the trust outlining duties undertaken during term of work.

The volunteer is to complete the following tasks. These tasks are within the scope of this agreement:

This includes:

<i>Task</i>	<i>Anticipated hours</i>	<i>Location</i>	<i>Travel arrangements</i>	<i>Supervisor</i>	<i>Date</i>

Appendix 6 Coordinator Report

A performance monitoring and evaluation framework

(Replaces all previous EMR End of project reporting and evaluation)

To follow on from EMR project planning template 2008

This information contributes to our national statistics. Reports to funders, annual reports and media stories

NOW TO BE COMPLETED ONLINE

*Essential information required**

Timeframe covered by this report*	<i>If over more than 1 term or year, list the term and year next to each school at question 4</i>
Project location (s)*	
Coordinator/s*	
Number of schools involved in full EMR programme* List and name all schools and approx number of students involved per school	<i># of schools & students (also list the # of adults and staff per school next to each)</i> <i>Name the marine reserve visited next to each school if different reserves or other sites</i>
In addition to the above Number of schools involved in a 'once off marine reserve snorkel experience'* List schools and numbers of students	<i># of students in addition to full programme (once off snorkel experiences)</i> <i>Name the marine reserve visited next to each school if different reserves or other sites</i>
Learning outcomes to date (Step 4) Conservation Initiatives* Report number of action projects undertaken, such as public presentations/events, public displays, letters to politicians or newspapers List an example opposite Count group actions once and number of individual actions This will also become a web story for that school and may be used in funding reporting	<i># of action projects & example story/s</i>
Involvement in Conservation (improvement of the environment) Report number of projects directly relating to conservation, such as a planting project, the number of people that attended an information evening, amount of money raised for a specific project e.g. Sea turtle satellite, biosecurity surveillance or monitoring project This will also become a web story for that school and may be used in funding reporting	<i># of projects directly relating to conservation & example story/s</i>
Transfer of information into the community	<i># overall number of teachers/parents/community</i>

Number of adults that attended your ‘marine reserve experiences’ Number of printed media articles mentioning the programme or the action as a result of the programme*		<i>members that attended marine reserve experience and # number of parents/community members that attended snorkels at other sites</i> <i># of media printed articles</i>					
EMR services (Step 5) Refer to EMR student & teacher evaluation 2019 Summerise your Teacher & Student evaluation		<i>Summarize any key findings from your evaluations, such as student reported personal projects to help the marine environment</i> <i>Total # student surveys</i> <i>Total # teacher surveys</i> <i>Use table below</i>					
Student reported attitude change		Yes			No		
# of results collected							
Student reported sharing underwater experiences with their parents		Yes			No		
# of results collected							
# of results collected that scored:	6 (highest)	5	4	3	2	1	
Resources provided by EMR							
Content of EMR programme							
Effectiveness of in water safety management*							
Satisfaction of EMR leaders role							
Educational Value to students knowledge, skills & attitudes							
Student comments and/or quotes							
Teacher comments and/or quotes							
Did you collect any information about how safe people felt? i.e. at snorkel days		3 most significant quotes to support events					
Other observations/notes (Step 6)		List examples of success stories					
Please attach at least 5 of your best images and/or copies of media articles							
Next steps – progressing the project (Step 7)		Challenges encountered					
List funding sources (including local sources)		Please provide a breakdown of how funding was spent if support received from EMR Please include local funding you sourced for EMR- we use this info to get a big picture of how sustainable EMR is in					

	the regions and the ACTUAL investment per regions for EMR
List partnerships created as part of the programme	
List any demand for the programme	
Number of additional presentations to schools/community groups*	# of people presented to in addition to those participating in FULL EMR programme (marine conservation and EMR related public presentations)
Volunteer hours*	# hours volunteered by regional coordinator/s # hours volunteered by volunteers provided by the school (parents etc) # number of volunteers and number of hours volunteered by each EMR sourced volunteer # participants that have become volunteers
Did you pre-test attitudes to marine reserves before and after programme ?	(by a physical continuum before and after or by the learning journal)

Regional Coordinators

DOC contact (if applicable)	
EMR safety plan done (EMR regional coordinator)	Please supply examples of event plans and site specific RAMS
Number of people involved in EMR organized marine engagement events* e.g. Community Guided Snorkel Days	# people (date and location)
Community Guided Snorkel Day – evaluation and feedback	example story/s
Any incident reports?	
Health and safety	Any new hazards to report
Equipment fit for purpose?	E.g. enough body boards for group size

Appendix 7 School Agreement



EMR Coordinator/School Responsibility Agreement

Provider Contract

The Experiencing Marine Reserves (EMR) programme empowers schools and communities by providing hands-on experience in the ocean. Our aim is to provide a fun and safe experience for both parties. EMR is a professional marine education provider and a programme of the charity (CC #23406) - Mountains to Sea Conservation Trust.

This is a contract between:

Experiencing Marine Reserves (EMR) (coordinators listed below) the 'provider'

Coordinators	Address:
Name/s:	Phone:
.....	Mobile:
.....	Email:

And the 'school':

.....	Address:
.....	Phone:
(School principal or lead teacher/s)	Mobile:
	Email:

Quotes and fees for the EMR programme are based on the 'Three EMR Cost Models' available on our website www.emr.org.nz
The provider will provide you with a written quote (if applicable) or an invoice for the services outlined in your personalized itinerary (if applicable)

It is agreed that EMR will provide a snorkelling service to your school. This role is within our experience and expertise. We are registered on the register of adventure activity operators **AA0 534**.

The School and EMR provider have discussed and documented:

- How the two organisations SMSs will work together and be applied and when each organization has the primary responsibility for students
- The supervision structure for the programme/event
- The roles and responsibilities of school staff and supervisors
- COVID 19 safety plan

We declare that the EMR programme and coordinators (listed above) will provide the school with the following (please tick):

- Take all reasonable practicable steps to provide a safe learning environment and to ensure the health and safety of the school students, whanau and staff while participating in the EMR programme snorkelling operations (Health and Safety at Work Act 2015, including any subsequent amendments and regulations such as the Adventure Activities Regulations, 2016)
- Explanation of how the expected learning outcomes of the activity/ies will be met
- Agreed supervision structure (ratio) for the programme

- Our Child Protection Policy and Police Vetting Policy -found on our website <http://www.emr.org.nz/index.php/about-emr/policy>
- EMR coordinators/snorkel instructors with relevant, current skills and qualifications to deliver EMR snorkelling activities and meet accepted best practice for snorkelling (coordinator profiles are available on our website). EMR coordinators have been successfully police vetted. We agree to additional vetting or names of referees on request.
- Preparation required for students/participants and supervisors to participate safely in the snorkel activity, including but not limited to, an itinerary for the services to be provided, templates for student permission forms and snorkel safety briefings.
- Postponement, cancellation or relocation arrangements outlined in an itinerary.
- A record of all incidents is kept and communicated with the school on request. Any notifiable event is communicated immediately to the school contact person and to the relevant agencies, including WorkSafe New Zealand
- Volunteers with relevant qualifications/experience (if applicable). Any volunteers we provide will be under the supervision of the EMR coordinator.
- Identification of any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards. Provide site specific risk assessment forms (RAMS) and emergency procedures for snorkelling activities and make available our EMR snorkelling Standard Operating Procedures, including our overarching Safety Management System, which is externally audited and meets the requirements of the Safety Audit Standards for adventure activities and is available on our website www.emr.org.nz
- Provide the school with adult participant (accompanying parents, adults and supervisors) risk and medical disclosure forms to be completed on the day
- Provide snorkel and safety equipment that is fit for purpose and instruction for snorkelling activity, including all in water leadership and decisions with regards to safety around snorkelling activity and the identification of any dynamic hazards.
- First aid kit (snorkelling operations)
- Agree there is no place for alcohol or non-prescribed drugs on any school event.
- Marine education resources and marine biodiversity and conservation presentation in classroom (Subject to availability, funding & extent of participation)
- A safe experience free from bullying and harassment

We declare our school will provide EMR with the following (teachers please tick):

- The school agrees to have read our COVID-19 safety plan which follows the government COVID-19 guidelines and will follow these guidelines as well including in respect to parents and volunteers that they bring along to field trips. It is the responsibility of the school to follow their own COVID 19 Safety Policy.

- The intended learning outcomes that are based on the achievement objectives in the relevant learning area/s of the New Zealand Curriculum or Te Marautanga o Aotearoa
- Name and contact numbers (including after hours) for teacher in charge/person responsible for schools health and safety on the day and agreement to respond to communications in a timely manner.
- Appropriate parental/community/teacher supervision for land activities and the supervision of students while getting into their wetsuits.
- Recognise that risk planning and management, other than that associated with snorkelling, remains the official responsibility of the school. EMR is not responsible for activities or people on the shore; shore activities and behaviour management remain under the control and responsibility of the teacher/parent in charge.
- Adequate ratio for snorkelling, EMR strongly recommends 1:2 (1:4 max) ratio for year 8 and below (or 1:4 (1:6 max) for year 9 and above). *It is very helpful for the school to pre-arrange buddy pairs and ability group students*
- Provide adequate adult 'supervisors' to meet ratio requirements and agreed supervision structure with appropriate skills to buddy up and supervise the students in water. The role of 'supervisors' is to assist and supervise the student's in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.
- Provide a 'shore watch' person that will have responsibility for EMR's Check In and Out of water procedures *We highly recommend that this person has a first aid qualification.*
- Obtain all student participation consents, swimming ability, medical and behavioural information. This information MUST be available on the day of the field trip The school MUST disclose and identify students with any medical conditions relevant to snorkel activity to the EMR coordinator/snorkel instructor on the day so that appropriate management can be discussed and captured via our pre-site assessment form (This form is to be signed by H&S representative from the school before all field trips)
 - In particular (but not limited to): Diabetes, Asthma, and Epilepsy, Heart condition and anaphylaxis and allergies relevant to the activity.
- Have appropriate medication and medical action plans for medical conditions and provide appropriate support for students with special needs and/or medical conditions
- We acknowledge the risks associated with snorkelling. We fully understand and have read and AGREE with the potential risks and risk reduction strategies identified in the EMR Snorkelling Quick reference RAMS and Site Specific RAMS - Risk register and hazard ID EOTC Risk Assessment form Part 1 and Part 2 provided by EMR for the snorkelling activity.
- Parents, supervisors and teachers to comply with EMR instructors directions while in water.
- School first aid kit and sun protection
- Reasonability for ensuring school's policies and procedures are implemented (including the Child Protection Policy)

- Indemnify the EMR leader or any provider of EMR for any claims, costs, damage and expenses that may result from the failure of the school to follow instructions or fulfill its risk management obligations.
- Permission from each participant (students, teachers and parents) for EMR and sponsors to use work, images and/or video footage produced as a result of participation in the EMR programme for educational purposes and the promotion of the EMR programme, on internet, social media programme websites, resources, newspapers and publications. *EMR will assume individual permission has been granted in relation to the above. The school must notify EMR of any individual who does not give permission*
- School covers all other associated costs such as transport, food, accommodation; any charter hire and glass bottom boat ride (if applicable).
- Refer to the programme as 'Experiencing Marine Reserves' or EMR wherever possible, especially with regards to student action projects. Promote the EMR brand whenever possible (this helps EMR to obtain funding and support).
- Recognise that last minute cancellations due to non-weather related circumstances may result in a cancellation fee.
- Complete on-line evaluation
- A safe experience free from bullying and harassment.
- Seek appropriate school approval for this contract for service

For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.emr.org.nz. In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted.

The school and EMR coordinator reserve the right to withdraw any or all participants from the programme if safety is compromised.

The supervisor for this agreement is the EMR national coordinator info@emr.org.nz The complaints policy is on our website, Health and safety feedback and/or comments can also be submitted via our website www.emr.org.nz

We have read and understood this 'Contract for Service'

- If you would like to opt out of hearing more about our events/programmes tick here

Signed:(School) Date:

Name:			
Signed:		(EMR)	Date:
Name:			

Planning notes:

List any other activities (if any) other than snorkelling that EMR will take responsibility for (e.g. storm water activity)

School responsibilities – Full EMR programme only – provide EMR with the following:

- School to provide EMR with \$1 per student per equipment use (for equipment maintenance), when EMR has funding to provide free services (if applicable)

Our school staff and students undertake to:

- Recognise that the use of the EMR programme and resources is restricted to educational and non-profit purposes. The EMR resources are protected by copyright, but can be reproduced in their entirety for educational non-profit use.
- Incorporate the EMR concept (information, experience and action) in the school programme and curriculum, for example by incorporating an introduction to marine species, investigation of a local unprotected area and marine reserves (by experience and/or research) and action project.
- Follow-up the in water experiences with an ACTION project. The ACTION project should reach beyond the school environment. The students are encouraged to put their knowledge into action within the community, such as investigating where a marine reserve would go, sharing findings with the local community, running a public survey or making an official submission about marine conservation. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and presentations at public events. Refer to the EMR action planner for further ideas on our website.
- Acknowledge the Experiencing Marine Reserves (EMR) brand as much as possible on school notices, newsletters, school websites/social media and student ACTION projects.

Funded programmes may not be viable after a second postponement (due to COVID 19 alert level changes). We may request a contribution towards planning the 3rd time around or consider online/other delivery options.

Signed: _____ (School) Date: _____

Name: _____

Appendix 8 EMR Peer Appraisal

Experiencing Marine Reserves (EMR) - Coordinator appraisal *(please send copy to samara@emr.org.nz)*

Date: _____ Coordinator name: _____ Peer Assessed By: _____

Teaching

Things you did well:

Things that could be improved on:

Overall coordination

Things you did well:

Things that could be improved on:

Safety Check List – Assessment of Safety Procedures

<u>Weather Check Completed (add comments here)</u>	Y/N Comments
<u>Pre-site Assessment Completed</u>	
<u>Site Set Up</u> <ul style="list-style-type: none"> - Dive Flag - Boundaries suit site and conditions - Site specific RAMS and emergency procedures - Beach box with first aid - Check coordinator has dive knife 	
<u>Volunteer Forms and Briefing completed. (before school arrival)</u> Volunteers clear on their role for the day. Given tasks appropriate to skill/comfort level. Volunteer emergency numbers at hand.	
<u>Adult supervisors (school)</u> Forms completed and checked Briefing complete	
<u>Shore spotter role</u> Shore Person Briefing and check In and Out form complete	
<u>Teacher checks Pre-site Assessment Form.</u> Identifies Medical conditions/noted on form Signed by Coordinator and Teacher.	
<u>Student Briefing</u> -Follows laminated EMR checklist	
<u>Safety Observations/Ideas for improvement/ Positives.</u> Things you did well: Things that could be improved on:	

Appendix 9 Quick Reference Snorkelling SOP

For volunteer staff/casual volunteers

Health and safety responsibilities

- Take reasonable care of your own health and safety,
- Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any policies or procedures of EMR
- Comply with instruction given by the EMR snorkel leader so that they can comply with Health and Safety regulations

Definitions

Participant - a person who takes part in EMR activities and is not staff.

Adult supervisor (casual volunteer or volunteer staff) - Person or persons responsible for supervising a buddy group, assisting group to exercise snorkel skills and following instructions of the EMR snorkel leader/instructor or supporting the snorkel activity, or otherwise taking responsibility for others within the activity. Role of the day is to be focused on supporting the students; you will be responsible for the supervision of students/participants. Refer to 'supervisor' checklist.

Unforeseen hazards (danger at sea) – During the snorkel EMR leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers at sea, for example marine life or sea conditions changing, EMR snorkel leader will sound three whistle blasts and calmly organise evacuation to the nearest safe landing point or re-group and make our way back to assemble on shore (no one returns to beach alone)

Stay close – remain within 50m and within audio and visual distance of the EMR snorkel leader to communicate any hazards, minor incident requiring first aid or a medical or more serious incident

Lost group/group member or separation from snorkel leader. Head count of your buddy group. The three whistle blast procedure is repeated and if there is no response, notify the EMR snorkel leader, who may then activate emergency procedures. Head counts of the group are conducted on a regular basis, if someone is missing; ensure rest of the group are secure with adult supervision. Establish where missing child/ren or adult/s last seen.

Unresponsive snorkeller. Notify EMR snorkel leader












Comments procedure

The complaints policy is found on our website. Health and Safety feedback and/or comments can also be submitted via our programme websites www.whitebaitconnection.co.nz website www.emr.org.nz

Emergency procedure

If required send for help call 111 for ambulance, police or fire. Ask for first response. Advise emergency service of whereabouts, using name of the road and location. Get someone to wait by road and direct emergency services to problem. Teacher in charge of EMR activities to contact: School principal or Board of Trustees chairperson, whom notifies the relevant parents and caregivers, media contact person, relevant support services.

Appendix 10 Regional internal H & S team meeting template

-  Record names present of regional and programme coordinators for the region
Note: we expect that if the coordinator has not attended the wananga for the current year, they must attend the regional internal meeting- Swiss cheese model – no one left out of H & S practice!
-  Discuss highlights and lessons learned
-  Incident report review
-  Discuss and practice incident scenarios (you may be given specific scenarios to practice from the national coordinator)
-  Any new hazards?
-  Discuss any overlapping duties of care (events you may of run in conjunction with other parties). How did you make overlapping duties clear? (in event plans etc) Ideas for improvement (MOUs etc)
-  Provide evidence of emergency practice
 - Eg missing person
 - Getting a snorkeller back to shore (tows)
-  Discuss any new H & S updates and ensure regional team have signed form on google drive accepting understanding of updates from national coordinator or programme director
-  Make sure team using correct templates from most current SMP and SOP manuals (check beach box has most current forms etc)
-  We encourage inviting an external expert to your regional meeting to practice first aid or emergency scenarios or professional development (free diving for example). Please document any efforts in this area
-  Celebrate with your team!

Please note that this meeting must be held at least annually at the end of the delivery season in April or May each year and meeting notes and evidence must be sent to your national coordinator with your coordinator reports and H&S evidence documentation (completed forms)

Appendix 11 Incident Management

This section is about reporting, recording and investigating incidents. The intent of an incident process is to identify improvements that can be made to prevent a recurrence. There may also be a legislative requirement.

Incident policies

- Incidents and near misses (free lessons) of the 1 and 2 severity ranking will be reported and recorded via the pre-site assessment form
- All accidents, incidents and near misses of the level 3 and above on the severity scale must be notified verbally to the Potokomanawa/Co-director (marine lead) as soon as practical, and formally in writing (via the incident form) within five (5) days of incident occurrence. Report any notifiable events (see definition below) to Worksafe, the national coordinator and Skills active – Outdoors Mark
- All Accident and Incident reviews will be conducted within 7 days.
- All medical emergencies, evacuations, fires, and other incidents of a serious nature occurring on public conservation land or falling within Department of Conservation management must be reported immediately to the relevant Department of Conservation area or field office (see <http://www.doc.govt.nz> for details). Any such emergency or incident occurring on land/property under other tenure must be reported immediately to the relevant land owner or manager.
- All accidents, incidents and near misses of 3 and above on the severity scale must be recorded on the Accident / Incident data base.
- All notifiable events must be reported to the regulator (WorkSafe) by calling 0800 030 040. A notifiable event form can be found here <http://forms.worksafe.govt.nz/notifiable-event-notification>
- All notifiable events must also be reported to Skills Active – Outdoors Mark

Incident Severity Scale

SEVERITY RANKING	IMPACT ON PARTICIPATION	INJURY	ILLNESS	SOCIAL/ PSYCHOLOGICAL DAMAGE	SEVERITY RANKING	EQUIPMENT DAMAGE	ENVIRONMENTAL DAMAGE
1	MINOR/SHORT TERM IMPACT on individual/s	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	1	Minor cost	Littering
2	that doesn't have large effect on	Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	2	>\$50	Minor damage to environment that will quickly recover
Severity scale 3 & above to be recorded on Incident form							
3	participation in activity /programme.	Blisters, minor sprain, minor dislocation Cold/heat stress	Minor asthma, cold, upset stomach, etc	Stressed. Beyond comfort level. Shown up in front of group.	3	>\$100	Scorched campsite, plant damage
4	MEDIUM IMPACT on individual/s	Lacerations, frostnip, minor burns, mild	Mild flu, migraine	Stressed, wants to leave activity, a lot of	4	>\$500	Burnt shrubs, cut live branches,

	that may prevent participation in the activity / programme for a day or two.	concussion mild hypo/ hyperthermia		work to bring back in.			washed group dishes in stream, etc
5		Sprains & hyper-extensions, minor fracture	Flu, food/hygiene related diarrhoea/vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	5	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
workplace incidents at grade 6 and above need to be reported to Worksafe							
Any							
6	MAJOR IMPACT on individual/s that means they cannot continue with large parts of the activity/ trip/ programme.	Hospital stay < 12 hours fractures, dislocations, frostbite, major burn, concussion, surgery, breathing difficulties moderate hypo/ hyperthermia	Medical treatment required, hospital stay < 12 hours eg,, serious asthma attack, serious infection, anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	6	>\$8,000	Destroyed/ killed some example of flora/fauna
7		Hospital stay > 12 hours eg, arterial bleeding, severe hypo/ hyperthermia, loss of consciousness	Hospital stay > 12 hours eg, infection or illness causing loss of consciousness, serious medical emergency	Therapy/ counselling required by professional	7	>\$20,000	Killed, destroyed or polluted small area of environment
8	LIFE CHANGING effect on individual/s or death.	Major injury requiring hospitalisation e.g., Spinal damage, head injury	Major illness requiring hospitalisation e.g., heart attack	Long term counselling/ therapy required after incident	8	>\$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident,	9	>\$250,000	Fire or pollution etc resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident	10	>\$1,000,000	Major fire or pollution causing serious loss of environment or life

Davidson, 2005. Incident Severity Scale. Adapted and expanded from the Accident Frequency Severity Chart (Priest, 1996).

Notifiable events

Under the Health and Safety at Work Act 2015 (HSWA) you must notify us when certain work-related events occur. Deaths, injuries or illnesses that are unrelated to work are not notifiable e.g.:

- A diabetic worker slipping into a coma while at work
- A worker being injured driving to work, when that driving is not part of their work
- Injuries to patients or rest home residents that are triggered by a medical reason (e.g. Injuries from a fall caused by a stroke)
- A worker fainting from a non-work related cause.

A notifiable event means any of the following events that arise from work:

- (a) The death of a person; or (must contact Worksafe immediately)
- (b) A notifiable injury or illness; or (must contact Worksafe)
- (c) A notifiable incident. (Must contact Worksafe ASAP and Skills Active – Outdoors Mark)

A notifiable illness or injury is an illness or injury requiring the person to have immediate treatment (beyond first aid). Follow the link for the detailed meaning of a notifiable illness or injury <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure. See the full definition <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html>

For snorkelling an example of this could be the collapse or partial collapse of a structure, e.g. cliff above the snorkelling site

Level 6 and above on the incident severity scale is a notifiable event.

What you must do immediately after a notifiable incident

1. Preserve the site

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable incident is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- You need to remove an injured person
- To remove a deceased person
- It's essential to make the site safe or minimise the risk of someone else being hurt or killed
- Directed to do so by the police
- Permitted by WorkSafe or a WorkSafe Inspector.

To ensure the site is not disturbed:

- The work set-up should not be changed

- Any plant, substances or other things involved in the incident should stay where they are
- Work that could interfere with the site should stop. Work may continue in other parts of the workplace
- No alterations should be made to the plant, vehicles, or structures involved.

2. Notify WorkSafe New Zealand

If a serious workplace incident occurs, then:

- You must notify us as soon as possible after you become aware that an incident has occurred.
- The notification must be made even if Emergency Services attend.
- Only one notification is required for each notifiable incident.
- If there are multiple businesses involved with the work, then one of the businesses should be nominated to contact WorkSafe.

Note that all businesses are responsible for making sure that the notification is made by the nominated business.

3. Keep records

You must keep records of all Notifiable Incidents for at least five years from the date of the incident.

Appendix 12 Senior Snorkel Guide Day Permission – Under 18

Background

Through development of the rangatahi programme we have had increased participation of young people as snorkel guides in relation to our Community Guided Snorkel Days events. The permission we seek from parents of under 18 years old is to approve the progression to senior guide only. Under 18's can be used as trainees and assistants without this written approval. Under 16 senior snorkel guides can be used for a 1:1 ratio only.

Volunteer snorkel guides

Volunteer guides will each take a small group of the public (maximum 6), assisting them to snorkel and identify the fish they see. The groups will keep close to the shore on the whole and sessions will last about 20 minutes. Volunteer guides will do 2 - 3 sessions then take a break. A kayak or other safety watch might support the groups and a full briefing will be held before the event. You will need to be an experienced snorkeler i.e. comfortable in the marine environment and have the ability to look after the group, plus a basic knowledge of what you're likely to see in the way of fish and other marine life. Able to follow instructions, fit and healthy and free from the influence of drugs or alcohol.

Volunteer Rating

Senior guide– proven capability (previous events or training attended) or adequate qualifications (dive master etc), experience and knowledge of area.

Assistant guide – Working with a senior guide, could have additional ratio or bring people back to shore

Trainee guide – (working under direct supervision of a senior guide – no additional ratio)

Land based - assists in registration tent and helps gear, evaluation or shore based spotter

Volunteer terms

Medical conditions: On the day of event participation - Please advise the supervisor if there has been any change to your medical situation

Induction: MTSCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOP's found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAMS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

Volunteer responsibilities

- Take reasonable care of your own health and safety,
- Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

The complaints policy is found on our website. Health and Safety feedback and/or comments can also be submitted via our programme websites www.whitebaitconnection.co.nz website www.emr.org.nz

Name of under 18 snorkel guide

Risk disclosure - snorkelling :

- I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

I consider to understand the responsibilities of the in water senior guide and understand that my under 18 year old has received adequate training, proven capability and experience to progress to the **Senior guide** level.

Signed Parent/Guardian

.....

Appendix 13 Snorkel Day Registration Form

REGISTRATION FORM				Guide name			
EMR Community Guided Snorkel Day www.emr.org.nz www.facebook.com/emr.mtsct				Number in Group			
Group name <i>You can make this something fun!</i>							
Emergency contact name & number for your group – Someone that isn't snorkelling							
Any Medical conditions? (circle) <i>Elaborate below for each person.</i>		Diabetes	Asthma	Allergies	Heart condition	Epilepsy	Other
Members of your group (First Names) <i>Maximum 4 children under 14 in each group.</i>		Age	Can you swim 200m? (Y/N)	Have you snorkeled before? (Y/N)	Medical conditions?		
1							
2							
3							
4							
5							
6							
if there are more than 6 please tick here <input type="checkbox"/>		And enter their details on another sheet – names only					
<p><i>I hereby acknowledge the risks associated with snorkelling. I fully understand and have read the potential risks and risk reduction strategies. I agree to disclose any medical conditions on this form and to my assigned guide. I acknowledge that it is my responsibility to have medication on hand. I agree to follow the instructions of my guide and also agree for my photo and/or video footage of me and each of the members of my group to be taken and used by EMR and sponsors for educational and promotional purposes (including press releases and on social media). I have read the paragraph above and the laminated Risk Management diagram for the event and I agree to be bound by it. For more information about why we are collecting this information and who will receive the information please see our privacy statement on our website. In the event requested information is not provided, it will be at the (coordinator's) discretion whether participation is permitted.</i></p>							
<p>Contact Details for the group leader/parent – You pick who this is! They are responsible for the whole group.</p>							
Full name							
Contact cellphone number							
Email address							
Signature of group leader		X					
<p>Koha/Donations – We appreciate your koha of money or time to make these events possible. Most people donate \$5-10.</p> <p>I have Donated Cash/Eftpos <input type="checkbox"/> I have Donated Online <input type="checkbox"/> I have Donated My Time <input type="checkbox"/></p> <p>Please enter the amount you have donated if you would like a Donation Receipt issued to the email above. \$ _____</p>							
if you would like to opt out of hearing more about our events please tick here:		<input type="checkbox"/>					

Appendix 14 RAMS Form (snorkelling)

EMR Site specific RAMS and emergency procedure (Risk register and hazard ID) EOTC Risk Assessment Form (EMR SOP Manual September 2022) PART 1

Site name:		SITE MAP HERE
Site location and name of the road		
Closest ambulance access point:		
Site description (include most desirable wind condition and swell direction and size):		
Description of facilities (toilets etc.):		
Nearest landline phone location:		
Cell phone reception:		
Nearest A& E or hospital:		
Nearest Defibrillator:		
Number for closest police station:		
Number for closest Department of Conservation office:		
Additional equipment or services for the site:		
Evacuation meeting point:		
Previous incidents at this site:		
Coastguard:		
24 hr Poison Control:0800 764 766	24 hr Healthline: 0800611116	
<i>Refer to EMR SOP for snorkelling</i> <i>Refer to itinerary of the day for contact numbers for school/group/EMR staff- itinerary must be printed</i>		

PART 2

Risk index: L = Low, M = Medium, H = High, E = Extreme

Hazard/Risk	Potential Harm	Risk Rating? How serious is this?	Controls	Residual risk after controls	Responsibility of EMR	Responsibility of School/group
A situation or thing with the potential to cause death, injury or illness			How can it be prevented? First try to eliminate, then minimise the risk			
People: Existing medical conditions	Incident, injury, death	H	m) school collects medical conditions and informs EMR snorkel leader m) collect supervisor medical conditions via supervisor form m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment such as personal floatation device.	M	Pre-site assessment and supervisor forms complete Initiate any precautions required	Collect medical conditions – disclose to EMR
<i>Separation (missing person)</i>	Incident, injury, death	H	m) Boundaries, snorkel route and entry and exit points made clear. Snorkel leader to keep control of the group by using a dive flag for participants to follow and whistle to keep groups attention. Snorkel leader may identify a suitable supervisor/assistant to follow at the back of the group. m) Students to stay in immediate proximity of designated adult buddy (one arm's length away). m) Supervisors keep head count of buddy group m) Parents, supervisors and teachers to comply with instructors directions while in water. Adult observer based on shore, ready to attend to any emergencies, with first aid, emergency plan, medical records, medication and cell phone (or	M	Clear boundaries and control of the group	Cooperate with any policies or procedures of EMR Check in and out form complete

			location known of nearest land line). m) Number check before and after snorkel via check in & out form m) Snorkel leader will emphasise that groups must stay with the main group and FOLLOW snorkel leaders			
Inexperience (including non-swimmers)	Incident, injury, death	M	m) Experience, skills and training of snorkel leader. m) General swimming ability of students checked via pre-site assessment and briefings m) Adult and supervisors medical conditions checked via supervisor forms m) Non-swimmers identified to snorkel leader m) Wetsuit worn m) Use of body board for floatation m) Adjustments made to ratio, limiting depth and distance, using snorkel buoyancy vest	L	EMR uses experience and qualified snorkel leaders. Supervisor forms	Must advise/identify non-swimmers Appropriate supervisors provided by school
Inadequate supervision (ratio's)	Missing person Minor incident	M	m) Students recommended above age of five (1:1 ratio recommended for students age five). m) Adequate supervision ensured by adult 'supervisors' provided by school or EMR. Ratio for snorkelling 1:2 (1:4 max) ratio for year 8 and below (or 1:4 (1:6 max) for year 9 and above). Maximum of 24 participants. m) Stay close – remain within 50m and within audio and visual distance of the EMR snorkel leader to communicate any hazards, minor incident requiring first aid or medical or more serious incident	L	Ensure supervision adhered to Control of group in water	Provide suitable supervisors comply with EMR instructors directions while in water
Inappropriate behavior or	Incident or	M	m) Clear discipline guidelines given to	L	Conduct a clear	Identify and discuss management for

fitness	Injury		students and adults before snorkel and identification of potential hazards, as part of the snorkel briefing m) The role of adult 'supervisors' is to assist and supervise the students in-water and are expected to follow instructions, be confident swimmers, fit and healthy and free from the influence of drugs or alcohol. m) Student behaviour issues discussed via pre-site assessment m) Screening participants and supervisors in shallow water		briefing on expectations Pre-site assessment forms to capture behaviour issues	behaviour issues and provide appropriate support for students with special needs
Panic, exhaustion, lack of confidence	Emotional trauma Incident, injury, death	M	m) No weight belts unless training given or student supervised by their parent m) One up one down rule to ensure supervision m) Snorkelers advised to hold up their hand on ascent to the surface m) Re-assurance from snorkel leader and/or supervisor	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Cramp	Injury	L	m) Rapid clenching of fist is the signal. Relieved by stretching or massaging muscle. m) Re-assurance from snorkel leader and/or supervisor m) Supervisor may seek support and notify snorkel leader	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Barotrauma	Injury	L	m) One up one down rule to ensure supervision m) Advice about equalisation m) Snorkelling in shallow water	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Collision with another snorkeler	Injury	L	m) One up one down rule to ensure supervision m) Snorkelers advised to hold up their	L	Snorkel leaders to keep control of the entire group	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of

			hand on ascent to the surface		during snorkel	the EMR snorkel leader
Shallow water blackout	Injury, incident, death	E	m) No hyperventilating m) One up one down rule to ensure supervision m) Encourage relaxed breathing and time on surface	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader. Comply with EMR instructors directions while in water
Unresponsive snorkeller	Incident, injury, death	E	m) Achieve positive buoyancy - refer to emergency preparedness and response	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader
Drowning	Death	E	m) Observer (check in and out) based on shore m) Pre-existing medical conditions known m) Adequate supervisions and ratios m) Clear briefing to participants and supervisors	M	Snorkel leaders to keep control of the entire group during snorkel	Check in and out observer based on shore. Comply with EMR instructors directions while in water
Seasickness	Illness	M	e) Don't go on the boat m) Seasick pills included as part of first aid kit (charter boat trips only) – stay away from fumes, look to horizon.	L	Charter to provide instructions	Advise participants of risk of seasickness
Lack of communication	Incident, injury, death	H	m) Communication device on beach at all times m) Non reception areas noted via pre-site assessment m) Language barriers identified m) VHF radio for known non reception areas	L	Check cell phone reception and understanding of instructions	Advise of non-English speaking participants
Heat exhaustion/hyperthermia/dehydration	Illness	H	m) Advised to get out of the wetsuit after snorkelling m) Participants advised to have own drinking water m) Avoid direct sun while in wetsuit	L	Adequate briefing. Care of self	Students encouraged to drink water. Minimise sun exposure.

			m) Advise schools to bring gazebo for sun protection if possible			
Entrapment	Incident, injury, death	L	m) One up one down rule m) Snorkel leaders to wear weight belt to allow them to assist with entrapment should it ever occur	L	Wear weight belt	Follow one up one down rule
Over weighted snorkeler	Exhaustion, incident	H	m) No weight belts worn for year 8 and below unless specific training given or belt belongs to participant and they supervised by their parent m) Weight belt removed if struggling to reach surface m) Buoyancy checked	L	Check equipment fit for purpose	Comply with EMR instructors directions while in water
Impairment due to drugs and alcohol	Incident, injury	M	m) Refer to our drugs and alcohol policy m) Declaration and monitoring of staff and participants	L	Adhere to policy	Adhere to policy
Cardiac Arrest	Incident, injury, death	E	m) Medical conditions known m) Screening participants in water m) Emergency preparedness and location of nearest defibrillator	M	Snorkel leaders to keep control of the entire group during snorkel	Medical conditions declared/discussed
Disorderly people	Incident	L	m) refer to difficult people policy	L	Snorkel leaders to be aware of other users in area	
Bullying behaviour	Incident	L	m) refer to Child Protection Policy	L		Commitment to ensure we provide an experience free from bullying and harassment.
Duck shooting near a kayak/SUP event	Incident/Death	M	m)Warn duck shooters of event e) avoid duck shooting season	L	Event organiser to be aware of duck shooting season	
Environment:						
Weather conditions	Sunburn, exposure, hypothermia	H	m) Up to date weather forecast, pre-site visit and on site assessment (if required). Sensible assessment of environmental conditions. Safe location of entry and	M	Check weather forecast. Care of self	Communication with EMR . School to provide sunscreen to participants

			exit points, depending on conditions m) Wetsuits worn m) Sunscreen available.			
Unforeseen hazards (danger at sea)	Incident, injury, death	M	m) During the snorkel the EMR leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers (e.g. marine life or conditions change, EMR leader to sound 3 whistle blasts and calmly organise evacuation to nearest safe landing point or re-group and make way back to assemble on shore (no one returns alone)	M	Continually identify and manage hazards	Comply with EMR instructors directions while in water
Changing or unexpected weather condition – hail or lightning storm	Incident, injury,	M	m) Up to date weather forecast, pre-site assessment Sensible assessment of environmental conditions. m) Halt activity if safety compromised	M	Sensible weather assessment	On land – activity leader to take charge
Current/water/tidal movement (including waves, tides and wind)	Participants swept to sea	H	m) Up to date weather forecast, pre-site visit and on site assessment Identification of potential hazards (waves, rocks, current etc.). m) Safe location of entry and exit points and boundaries depending on conditions m) Snorkel site and route defined by land marks and distances from shore m) Marker buoys may also be used at some sites m) Additional procedures such as throw lines and/or support vessels may be suitable for some sites m) Increased briefing and expectations.	M	Check tides and conditions suitable for site	comply with EMR instructors
Earthquake	Incident, injury	M	m) Refer to emergency procedures	M	Calmly organise group	On land – activity leader to take charge

Hazardous marine life - sharks	Bleeding, shock, death	M	m) No killing of marine life during EMR snorkels m) Snorkel locations chosen for suitability	L	Calmly organise group	Comply with EMR instructors
Hazardous marine life – orca	Incident	M	m) Calmly organise for group to come together and allow mammal passage, if deemed necessary, organise evacuation to the nearest safe landing point	L	Calmly organise group	Comply with EMR instructors
Hazardous marine life –seals	Incident	M	m) If a seal approaches you in water, avoid looking at it in the eye and move slowly away. if deemed necessary, organise evacuation to the nearest safe landing point. Don't gather together or be aggressive	L	Calmly organise group	Comply with EMR instructors
Hazardous marine life –stingrays	Puncture wounds, injury	H	m) Snorkelers advised to snorkel around stingrays and not over top in less than 2 metres of water Refer to snorkel guideline in SOP manual for treatment procedure	L	Brief on hazard	Comply with EMR instructions in water
Hazardous marine life – other (jellyfish, oysters, barnacles, urchins (kina spikes), scorpion fish, sea lice, moray eels, crabs)	Minor cuts, Stings, scrapes, bites	M	m) Most likely hazard for location covered in briefing e.g. oysters m) Specialised first aid for treatment of injuries caused by hazardous marine life. m) Do not touch m) Wear fins for sandy entry in known crab habitat m) Avoid removing fins and walking on a shallow rocky reef known as kina habitat	L	Site checked and monitored EMR team are all first aiders	School first aid kit and first aiders
Hazardous substances – dog or human poo	Incident	L	e) carry dog poo bags if in an area known to have a lot of dogs	L	Site checked and monitored	Comply with EMR instructors
Unidentified/ unexplained	Skin reaction, swelling, abrasions	M	m) collect information surrounding reactions to seawater prior m) wearing wetsuit to cover bare skin m) communication with supervisor regarding possible reaction.	L	Site checked and monitored EMR team are all first aiders.	School to ensure they have provided medical information

Bee/wasp sting	Allergic reaction or anaphylaxis	E	m) Participants with anaphylaxis identified via pre-site assessment	M	Identified participants with anaphylaxis	School ensures has medication and medical action plans
Boats (propellers)	Injury or death from being hit by boat or propellers	E	m) Avoid heavy boat traffic areas m) Use of dive flag and float m) Remain within 50m and within audio and visual distance of the EMR snorkel leader, be alert for whistle blasts m) 1 whistle blast for groups attention. Group to stay close together giving boats easy passage through. Bright body boards will help boats identify snorkelers. Stay clear of glass bottom boat motor (at Leigh Marine Reserve) or any boat motor.	M	Carries dive flag	Comply with EMR instructions in water
Jet skis	Collision or distraction	M	m) Snorkel site location m) Harbour master to be called for inappropriate use	L	Carries dive flag	Comply with EMR instructions in water
Fishing lines and hooks/entanglement	Cut or entanglement	M	m) Knife to cut fishing line (not usually necessary in marine reserve). Look out for loose fish hooks.	L	Wear knife	Supervisors to notify snorkel leader
Set net in snorkel area (specifically for Wellington where there is a ban)	Entanglement	M	m) call MPI and they will give instruction on what to do next	L	Have phone and MPI number on site	Comply with EMR instructions in water
Sharp rocks and slippery surfaces/pebbles	Injury/fall/slip	M	m) No running on rocks, clear boundaries and supervision when observing from shore or walking to changing rooms/toilets. m) Slippery surfaces identified during briefing. Best entry and exit points located m) m)instruct to take care on pebbly beaches	L	Identification of hazards	Supervision for land activities
Broken glass	Injury	M	m) check site for broken glass/ hazards m) Pre warn groups of site specific	L	Advise groups of known hazard	Supervision for land activities

			hazard m) First aid kit on hand		areas	
Cold water/exposure/temperature	Hypothermia	E	m) Weather forecasts used to establish weather conditions before activity and pre-site assessment on the day m) Participants advised to bring warm clothing for after snorkel m) Brief participants on danger of hypothermia and assure that it is OK to get out if shivering or tired (your snorkel buddy and adult buddy must accompany you back to shore). m) Appropriate wetsuits worn and duration in water for location	H	Provides adequate wetsuit protection for conditions. Keep watch of the entire group during snorkel	Supervisors check their buddy group
Tsunami	Incident, injury, death	E	e) Advance warning of a tsunami e) No snorkelling if there is a confirmed warning for the area m) Be alert for 1 blast of whistle for your attention (3 blasts for emergency) in the event of unforeseen dangers calmly organise evacuation to nearest safe landing point or re-group and make way back to assemble on shore (no one returns alone)	M	Tsunami warning check Have a heightened awareness of water movement and surges following a Tsunami warning/event	Comply with EMR instructions in water
Infection risk – microbes in water	Illness	M	e) No snorkelling in places where there is an official notice of faecal contamination or health warning not to swim m) Follow sanitisation policy	L	Water quality check as per policy	Comply with EMR instructions in water
Visibility	Incident	M	m) Poor visibility sites are avoided	L	Weather assessment and pre-site assessment	Comply with EMR instructions in water
Insect bites	Minor injury	L	m) Pre warn groups of site specific hazard. m) Carry repellent as part of beach box	L	Advise groups if known hazard	Supervision for land activities

			for known affected sites			
COVID 19	Illness	H	m) refer to sanitisation policy m)refer to COVID Safety plan	M	COVID safety plan discussed at initial meeting and on the day	Work together to implement plan
Equipment: Leaky mask and or faulty snorkel or breathing water down snorkel	Panic or choking	M	m) Equipment checked and fitted in shallow water. m) Use of buoyancy aids (body boards). m) Use of personal floatation device. m) maintenance of equipment	L	Equipment checked and fitted in shallow water	Can bring own if fit for purpose
No wetsuits or loss of safety gear	Hypothermia, incident or injury	L	m)keep hold of board during windy conditions m)appropriate wetsuits are worn for appropriate temperature and location	L	Check equipment fit for purpose	comply with EMR instructors
Skin reaction to wetsuit or flippers	Illness	L	m) equipment cleaned using EMR sanitisation policy m) Allergies to neoprene etc. known	L	sanitisation policy adhered to	comply with EMR instructors School to communicate medical conditions
Heavy equipment	Injury	H	m) operate out of equipment trailer to avoid heavy lifting when possible m) maximise help of volunteers and advise of heavy equipment when multiple bins require relocation	M	Advise of heavy equipment	comply with EMR instructors
Hood entrapment or fall with fins	Incident or injury	H	e) don't wear hood m) method for putting on/off hood explained m) advised not to walk on land with fins	M	Cover in briefings	comply with EMR instructors
Gazebo escape	Collision	M	m) always pegged/weighted down if supplied by EMR m) tied down on windy conditions and not left unmanned	L	Follow EMR policy on use	Follow school policy on use
Trailer operation and hazard	Injury	H	m) care when opening and closing trailer (refer to trailer policy) m) care on placement of fingers m) care instructions to avoid participants	M	Follow EMR policy on use	comply with EMR instructors

			or volunteers injury			
Saniwise in eyes	Injury	L	m) freshwater to flush eyes when using saniwise	L	Follow EMR policy on use	
Full face mask	Entrapment	H	e)EMR does not allow them to be used under our supervision due to possible H & S risk. Mask can be hard to remove when full with water	L	Follow EMR policy on use	comply with EMR instructors
Skin caught in zipper	Injury	L	m) advise for care to be taken	L	Cover in briefings	comply with EMR instructors
Hand sanitiser causing static electricity burns	Injury	L	e) allow hand sanitiser to fully absorb into skin before continuing work	L	Cover when in use	Comply with EMR instructors

Refer to EMR SOP Manual – Refer to risk matrix calculation on website

Site-specific or dynamic hazards captured via pre-site assessment form. Risk rating may be variable to location

Refer to Emergency procedures diagram

Site specific emergency consideration	Site specific procedures

Emergency Response – School and guided tours – Snorkelling activity

Medical conditions should be known and medication on hand

EMR Snorkel leader

- Activates emergency response.

Snorkel 'supervisors'

- Must be confident in the water, and in their role as supervisor.
- Supervise those in buddy group at all times.

Snorkelers - Participants

Shore observer

- Watch snorkelers at all times.
- Must know location of communication device and first aid (EMR beach box).

In the event of unforeseen dangers at sea, e.g. marine life or sea conditions changing, calmly organise evacuation to the nearest safe landing point.

Unforeseen dangers/hazards at sea, inform snorkel leader and await further instructions from EMR snorkel leader.

Raise one arm with clenched fist for non-urgent assistance. Wave one or both arms for an emergency.

Check for any emergency signals, or snorkelers separated from the main group.

One blast of whistle for attention, three for an emergency. Instruct supervisors on course of action.

Supervisors and buddies to assemble on shore (no-one returns to the beach alone).

Unforeseen dangers/hazards at sea, inform snorkel leader and await further instructions from EMR snorkel leader.

Use whistle to alert EMR leader.

Numbers check. Apply first aid where appropriate.

Numbers check. Apply first aid where appropriate.

If required SEND FOR HELP call 111 for ambulance, police or fire. Ask for first response. Advise emergency service of whereabouts, using name of the road and location. Get someone to wait by road and direct emergency services to problem.

Teacher in charge of EMR activities to contact: School principal or Board of Trustees chairperson, whom notifies the relevant parents and caregivers, media contact person, relevant support services.

EMR coordinator/snorkel leader to complete incident report sheet and notify National Coordinator.