

Experiencing Marine Reserves (EMR) Snorkelling Activity Standard Operating Procedures (SOP) Manual October 2023



This manual is made up of SOPs for snorkelling from the Mountains to Sea Conservation Trust (MTSCT) Safety Management System. EMR standard operating procedures (SOP) - October 2023, replaces September 2022. Go to our website for Our Safety Management Plan (SMP) version 12 2023 and for additional policies and H & S forms.

emr.org.nz/about-emr/regulatory/health-safety

Date: 30th October 2023

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Section One: Health and Safety responsibilities

(refer to coordinator handbook for background information and detailed role descriptions)

Programme and Regional Coordinator responsibilities

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

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

1.1 EMR Coordinator Training Checklist

📄 2023 EMR Training Checklist Endorsement.pdf

Poutokomanawa approval to begin training and for file check sign off at end of training.

Safety Policy

Regional/Local Coordinators/contractors/leaders must:

- Report all accidents to the 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. Practise 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 the 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 the Open Water Dive course. A statement from your doctor saying you are fit to lead snorkel excursions is adequate.

Driver's licence

Teaching Experience/Ability

Snorkel Instructor

- SSI Snorkel Instructor or NZQA 28391 & 28436 (formally 8296 and 4383) or existing divemaster/scuba instructor, AIDA Introduction to freediving or PADI (basic) 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 national reporting

1.2 EMR Coordinator Endorsement Criteria

📄 2023 EMR Training Record Template

- Attend Mountains to Sea Conservation Trust (MTSCT) National Marine & Freshwater Wananga within one year of endorsement (when equivalent regional training provided) and then once every three year
- Completed police vet form and achieved satisfactory police vet (see our vetting policy)
- CV's and background character references for new coordinators – Safety Check
- Signed the 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

1.3 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 2023. The latest policy and individual relevant parts of the policy are on our [website](#).

1.4 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

1.5 Policy and procedure

[Updated policy folder](#)

MTSCT – EMR Policy (snorkelling specific)

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

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 gazebos 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

Shark policy

Any shark larger than 1.8 m (about the size of a human) should be considered potentially dangerous, any observation of any shark that size should prompt an orderly immediate evacuation of the water, as per EMR evacuation protocol.

Complaints policy

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

<https://www.emr.org.nz/about-emr/regulatory/health-safety>

EMR SOP Manual Amendment Policy

All coordinators to implement. Write a note on the page that has been updated. Attach amendments to the back. National coordinators check 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>

1.6 EMR Documents

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 Shared Google Drives → MTSC Programme Templates and Resources → EMR → Health and Safety → [Form Templates](#)

- EMR background
- Snorkel Guidelines
- EMR Standard Operating Procedures (SOP's), RAF (RAMs) and Emergency plan templates
- Mountains to Sea Conservation Trust Safety Management System (SMP)
- Briefing checklist
- Pre Site Assessment
- Permission Forms
- 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 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](#).

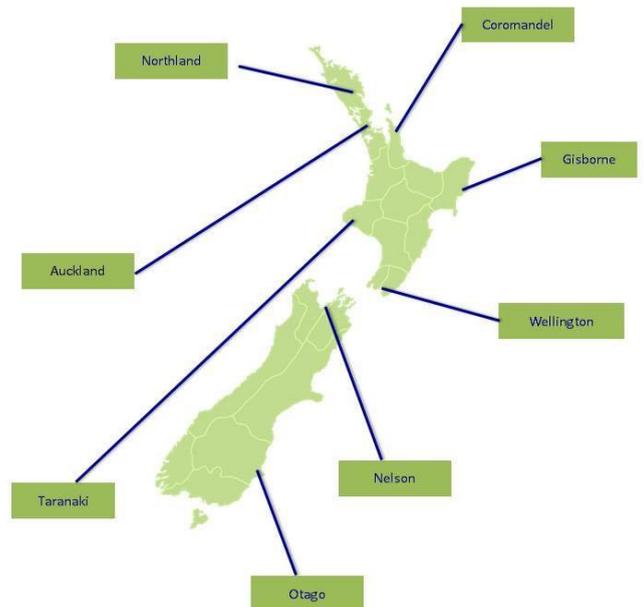
Satellite regions (Otago and Stewart Island/Rakiura)

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.

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

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):



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

Minimum skills required by parents/volunteers in supervision role:

Good swimmers (can swim 200m)

Ability to listen to instructions

Follows the MTSCT code of conduct

Fit and healthy

Free from the influence of drugs or alcohol

Snorkelling experience if possible

Ability to assist the leader in the management of the group in the water in normal and emergency situations.
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2.1 Procedure – prior to snorkelling

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 RAF (RAMS) will be developed for the site and back up sites. Itineraries will be developed for schools/groups and include:

Itinerary template

 2023 Full Programme Itinerary Template

- 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).
- 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).

Additional things to note

- Pregnant coordinators should seek a snorkel instructor assistant when leading field delivery.
- Coordinators must not be responsible for dependants during safety sensitive tasks
- EMR provides the specialised first aid kit, and the school also carries a kit. Refer to equipment SOP

2.2 Safety Considerations and weather calls (dynamic hazards)

📄 2023 Pre Site Assessment Form - E-fillable.pdf

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.** Weather assessment is recorded on the pre-site assessment form.

2.3 The snorkel site

📄 EMR Site Specific RAF (RAMs) and Emergency Procedure 2023 - PART 1.docx

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 RAF's (RAMS) are written for the site

The snorkel site and route is defined by landmarks 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.

2.4 Standard operating procedures – During the activity

Snorkel Briefings

- 📄 2023 EMR School Snorkel Briefing.pdf
- 📄 2023 EMR Snorkel Day Briefing.pdf

- 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).
- 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 deliveries or events involve multiple coordinators, but there will always be a snorkel lead or event controller with the overall responsibility.
- 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) . Always refer to your briefing checklist for the activity , even when you know it off by heart
- Check that participants can understand 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 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.
- Check in and out with the on-shore safety observer
- 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)
- The EMR leader/coordinator will conduct a shallow water assessment of all participants and supervisors
- 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 group's 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 50 m 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 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.
- 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.
- Tools such as cameras/waterproof phones should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision when you are responsible for supervising a buddy group
- Accidents are most likely to occur at the end of the day, keep procedures tight right to the end! Always maintain group cohesion, especially when returning to shore while snorkelling.
- **It's not what you know, it's what you can show! Record everything!!!** (on the Pre-site assessment, training records etc)

2.5 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 a 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 the influence of drugs or alcohol.	All EMR coordinators are appropriately trained by MTSCCT 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 the National coordinator or Programme Director (MTSCCT).
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 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. Has read all programme SOP's and emergency procedures.	Observe skill set under close supervision of EMR coordinator/snorkel guide. Can lead snorkel under supervision of the EMR coordinator
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	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	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

	influence of drugs or alcohol.	emergency procedure and Quick reference SOP	
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 devices. Check the number of groups in water. Signal to EMR Coordinator/Snorkel leader if a 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 lookout for in-water activities and hazards.	Can identify dive and relevant maritime signals. Has good visual scanning skills. 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.
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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

2.6 Clarity of roles or overlapping duties

On occasions EMR uses a 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.

2.7 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.

During school and community event delivery - Treat everyone as if they are new to snorkelling/swimming - by using flotation (our wetsuits and boards) . Make everyone snorkel as a practice to check gear fits and assess ability in shallow water (shallow water assessment).

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.

2.8 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 the 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 be 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 groups with a maximum of four children (under the age of 13). The number of snorkelers in the water is recorded in the registration tent. A minimum of one coordinator will have an in water guide role to scan delivery of the event in water and provide constant assessment of event dynamics (checking performance of volunteer guides, snorkel route etc). Four-year-olds may participate with an accompanying parent/guardian, with no other participants in the group.

Groups

For non-school related adult snorkelling activities EMR has a maximum ratio of 1:12 (i.e. 1 instructor and 12 participants, depending 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.

Refer to appendix for activity specific SOPs for Advanced snorkelling, Night snorkelling and River drift snorkelling

2.9 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 complete the EMR Check In and Out form. It is preferable that this person has a first aid qualification.

2.10 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. Google calendar provides information on the whereabouts of the team, with detail in the itineraries. VHF radio to be used for areas with no or little mobile coverage.

2.11 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/backpack (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](#)

2.12 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.

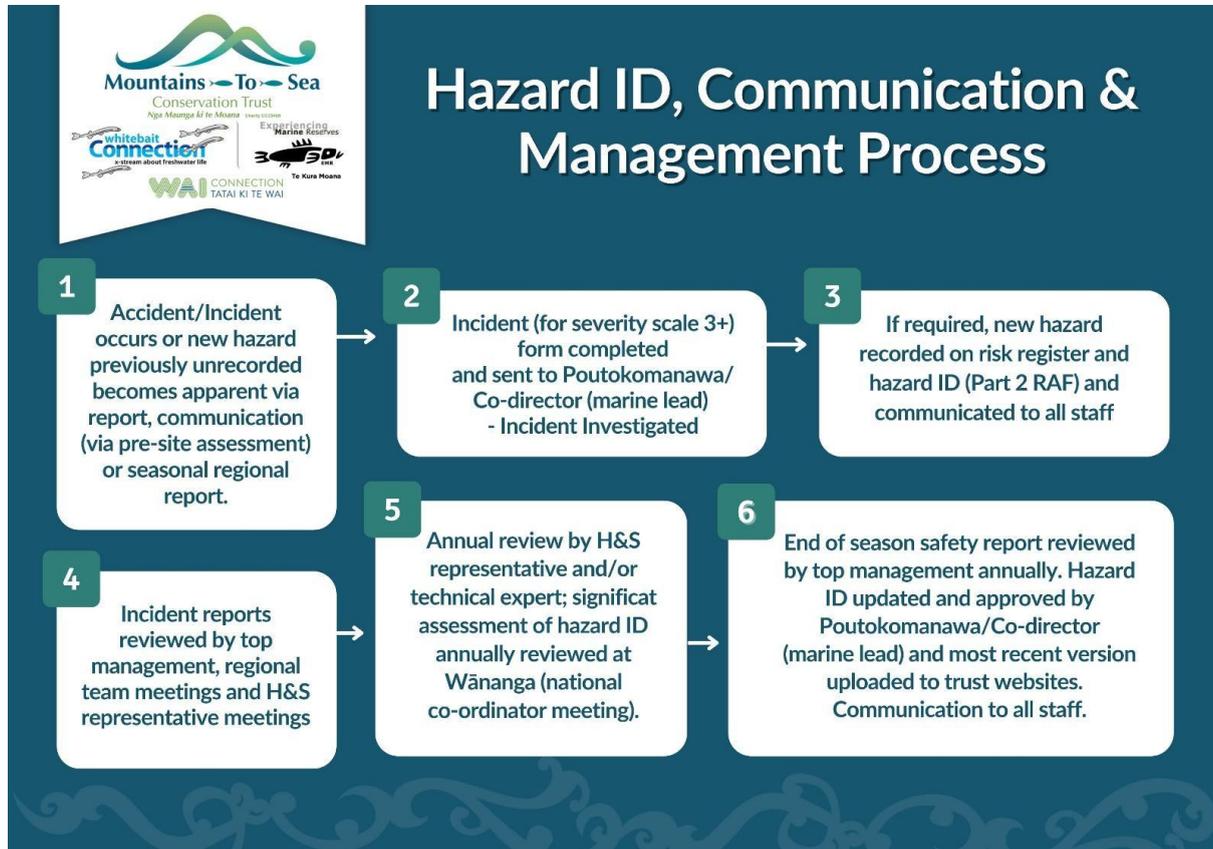
Assess all hazards to identify which ones are significant. Align assessment and rating systems with current good practice and take into account the nature and context of the activity. Significant hazards must be managed according to the "Eliminate and Minimise" hierarchy of action:

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 is 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 can't 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.
 - Assess new risks;
 - Manage risks;
 - Adapt plans.



Adventure Snorkel Days

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 snorkelers

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
- Participants must have their grade noted against their name on the Check In/Out Form in the medical and grade info section

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
- 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 the boat horn.
- Participants must have a snorkel buddy and observe 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.

2.13 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 the hazard of boat propellers 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 including but not limited to:

- a. 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;
- b. Get a marine weather forecast before you head out and listen for regular updates while you are out;
- c. Carry at least two means of communicating distress on you, and for boats under 6 metres, these need to withstand immersion;
- d. 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 Coast Guard 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 boat's 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.

2.14 Post activity

Post activity notes recorded on pre-site assessment form and uploaded onto google drive within 5 days of activity . Relevant free lessons are shared with Poutokomanawa/co-director (marine lead).

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, top management is to be informed as soon as practicable;
- Top management has sole authority for communication with the media.

3.3 Responding to emergencies

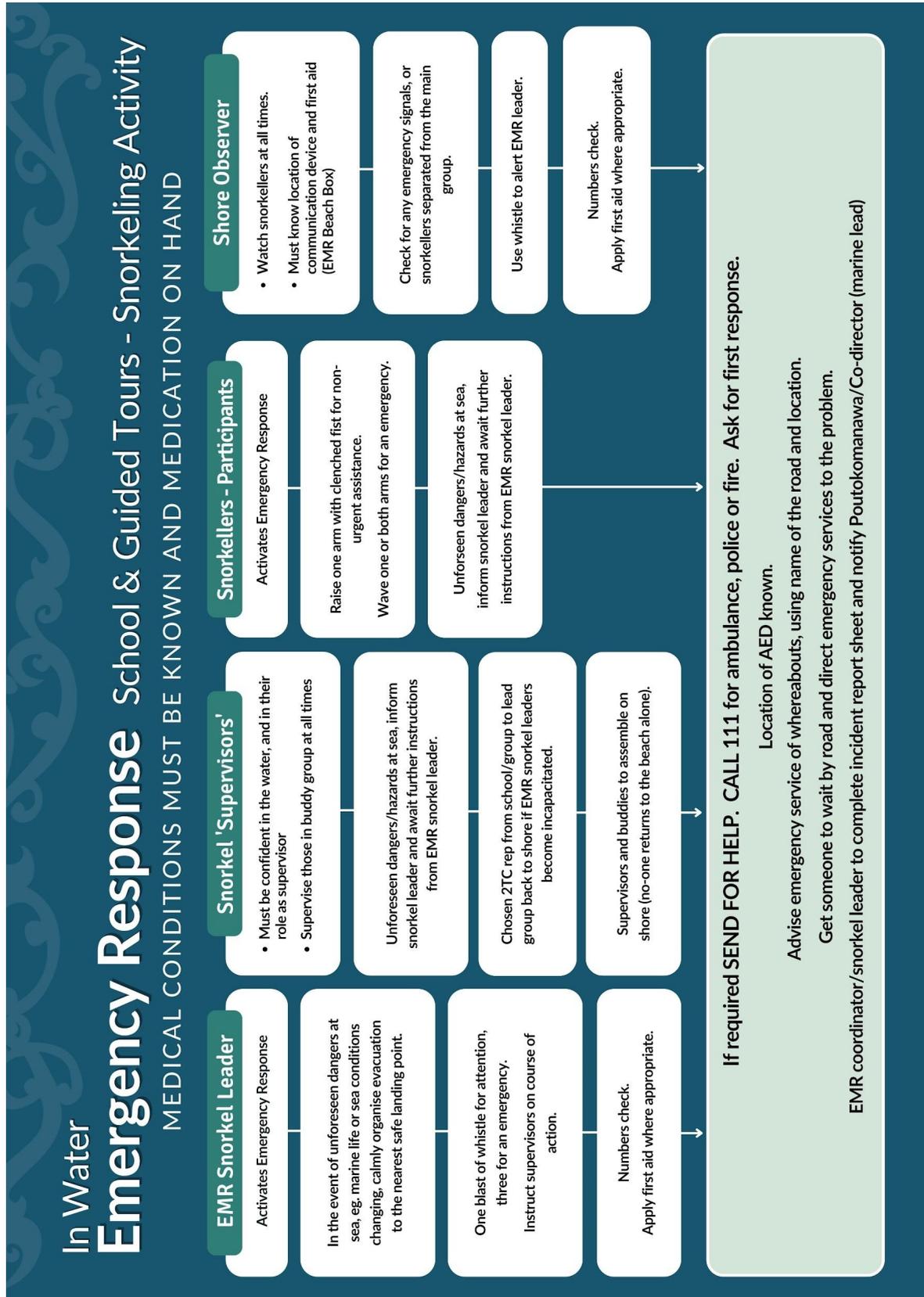
Emergency Response Guides have been developed for the following emergency situations

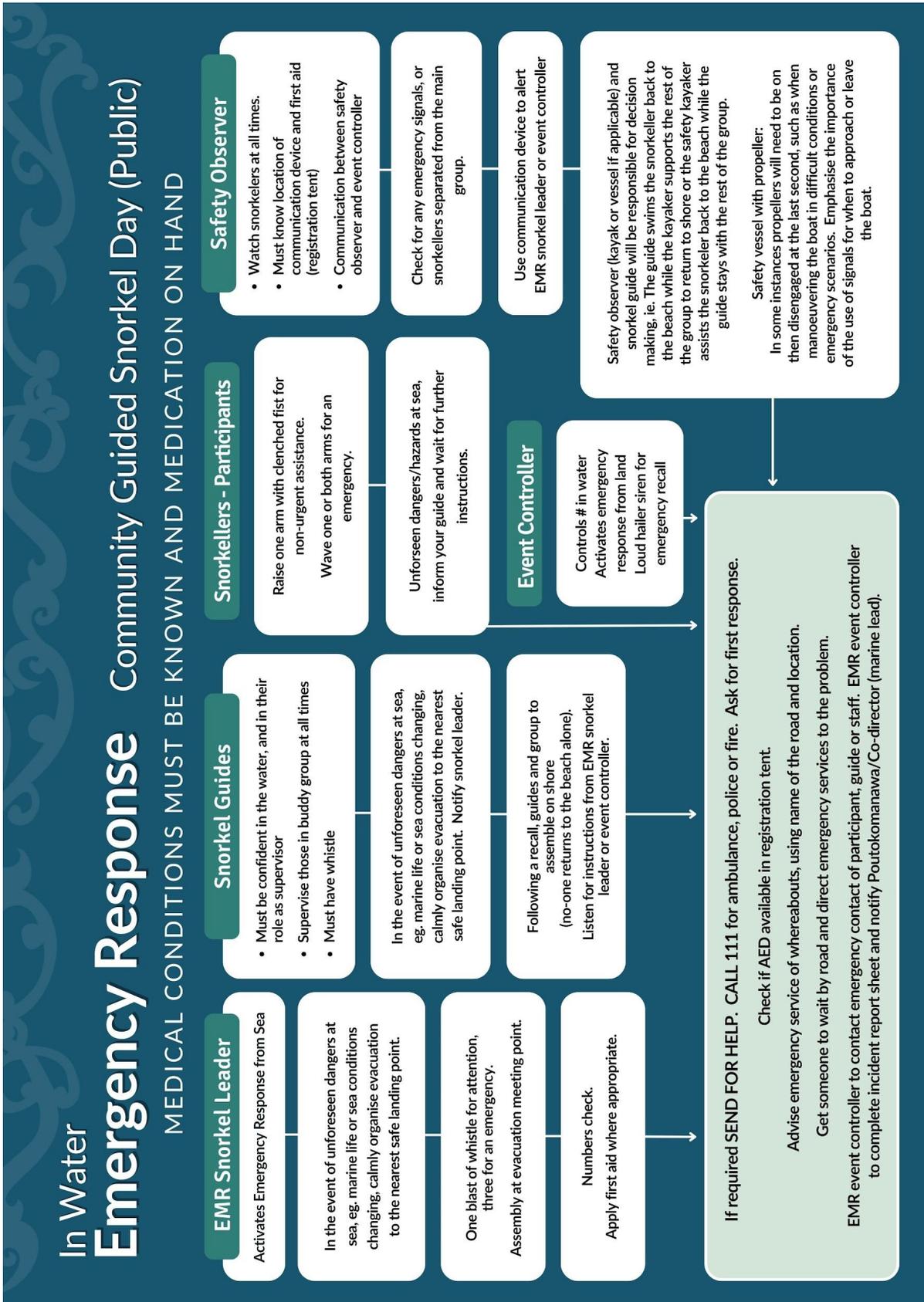
In the field (land based)

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 response procedure – schools and guided tours





Site specific emergency procedures

Any additional site specific emergency procedures for an activity are included with the RAMs (RAF) Part A and field trip briefings for the activity.

[W EMR Site Specific RAF \(RAMs\) and Emergency Procedure 2023 - PART 1.docx](#)

3.4 Emergency Procedures

[2023 MTSCCT Emergency Procedures.pdf](#)

Serious Injury/Illness to participants or staff

Serious Injury/Illness to participants or staff

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

STEP 1 - Look After the affected participants & yourself

Assess and contain	<ul style="list-style-type: none"> Is it safe? Establish leadership
Remove people from risk	<ul style="list-style-type: none"> If safe to do so, move the person/group to a safe location via a safe route If 'Notifiable Event' minimise disturbance to the scene

STEP 2 - First Aid

Primary First Aid ACTION PLAN - DRSABCD

Dangers	<ul style="list-style-type: none"> Is it safe? Glove up
Response	<ul style="list-style-type: none"> Responds to: Voice / Pain / None
Send for Help	<ul style="list-style-type: none"> Do we need external help? Call 111 (ask someone else to call) Location of nearest defibrillator (AED) ?
Airway	<ul style="list-style-type: none"> Open airway Clear of obstructions, Finger sweep any visible obstructions If obstructed 5 back blows, 5 chest thrusts & repeat if needed Open airway head tilt, chin lift (or jaw thrust re/ c-spine)
Breathing	<ul style="list-style-type: none"> Look, listen, feel for 10 seconds. Not breathing - begin CPR [30-2 breaths] Apply defibrillator (AED) as soon as possible If patient is unconscious but breathing, carefully roll into the stable side position
Circulation	<ul style="list-style-type: none"> Body sweep for life threatening bleeding Control bleeding – apply direct pressure
Defibrillator	<ul style="list-style-type: none"> Attach Defibrillator (AED) as soon as available, follow prompts continue CPR until responsiveness or normal breathing return

Secondary First Aid Survey

Patient details	<ul style="list-style-type: none"> Name, age, group
Systematic Check	<ul style="list-style-type: none"> Spine, head, chest, abdomen, pelvis, extremities What do you see / feel?
Signs & Symptoms	<ul style="list-style-type: none"> What does the patient tell you?
Allergies	<ul style="list-style-type: none"> Allergies?
Medication	<ul style="list-style-type: none"> What? Why? Last taken?
Past med history	<ul style="list-style-type: none"> Medical conditions?

Last food/drink	<ul style="list-style-type: none"> • Fluids, Food?
Events prior	<ul style="list-style-type: none"> • Black outs, dizziness?
Minor injury	<p>(e.g., minor cuts, sprains, splinter and stings)</p> <ul style="list-style-type: none"> • Apply appropriate first aid treatment. Activity continues. Record incident via pre-site assessment.
STEP 3 - Clarify the Plan	
What needs to be done? Prioritise	<ul style="list-style-type: none"> • Do you need help? • Establish 1x patient care, an assistant, and a scribe • Keep warm, comfortable, stable and reassure • Can you transport via a vehicle and evacuate? • Emergency runners required? (send more than 2 people, to wait by the road to direct emergency services to the problem)
Look after rest of group	<ul style="list-style-type: none"> • Brief remainder of group • Check/move so are safe, warm, comfortable • Remove bystanders - create a no-go zone to protect privacy • Check/treat for stress • Identify someone in charge of group
Clearly communicate expectations for cell phone usage	<ul style="list-style-type: none"> • School/group to monitor any inappropriate cell phone usage
Consider whether to continue the activity	<ul style="list-style-type: none"> • Activity suspended (or cancelled if required) until injury taken care of • Seek advice if appropriate • A notifiable event and must be reported to Worksafe (via Poutokomanawa) will prompt a review of the SMS

Missing Person

Missing Person

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 team member who will know the whereabouts and return time of the group

STEP 1 - Look After the affected participants, the group & yourself

Assess and contain	<p>Head counts of the group are conducted throughout field excursions (especially in water while snorkelling and through the snorkel buddy high five check)</p> <p>In the event that parties become separated from the activity leader/EMR snorkel leader/coordinator and do not return by the agreed time:</p> <ul style="list-style-type: none"> • Head count and identify the number of missing people • Establish last known point/last seen • Activity leader to activate emergency response • The three whistle blast procedure is repeated and if there is no response, emergency procedures are activated. • If someone is missing; ensure the rest of the group are secure with appropriate adult supervision. • Safety watch or activity leader to simultaneously alert authorities to assist or have on standby.
Remove people from risk	<ul style="list-style-type: none"> • If deemed necessary, appoint school/group representative to take rest of the group back to shore/emergency meeting point • If safe to do so, move the person/group to a safe location via a safe route • If 'Notifiable Event' minimise disturbance to the scene • Check if missing people/s have a medical condition.

STEP 2 - Clarify the Plan

What needs to be done? Prioritise	<ul style="list-style-type: none"> Return to last known point Use in and out of water checklist and site specific RAMS and local knowledge to establish possible routes taken or possible hazards.
Look after rest of group	<ul style="list-style-type: none"> Brief remainder of group Contain and supervise with someone appointed to be in charge
Clearly communicate expectations for cell phone usage	<ul style="list-style-type: none"> School/group to monitor any inappropriate cell phone usage
Consider whether to continue the activity	<ul style="list-style-type: none"> Seek advice if appropriate Decide how to proceed from here
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> When a group is overdue and no communication/contact has been established, Call Police who notify Search & Rescue 111 Coastguard will be notified (if missing person in water)
School communication	<ul style="list-style-type: none"> Consider context (missing child/ren, environment, time of day) and teacher in charge to notify the school in timely manner School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> Local venue/transport provider if applicable
Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Include as much detail as you can
Media	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCCT.
STEP 4 - Evacuate	
Establish safe route into site for Emergency Services	<ul style="list-style-type: none"> Mark last known location 2 people to direct Emergency traffic to site If Helicopter landing is required, clear landing site, secure loose items & indicate wind direction. Do not approach the helicopter.
Safely evacuate all present	<ul style="list-style-type: none"> Return remaining group to base/overnight accommodation together

Evacuation Required (fire, weather, earthquake, volcanic eruption)

Evacuation Required (fire, weather, earthquake, volcanic eruption)

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.

Careful assessment of the weather is recorded via pre-site assessment.

STEP 1 - Look After the affected participants & yourself

Assess and contain	<ul style="list-style-type: none"> Head count and identify the number and names and missing people (MTSCT for activities, school/group for on land) Establish leadership
Remove people from risk	<ul style="list-style-type: none"> If safe to do so, move the person/group to a safe location via a safe route If 'Notifiable Event' minimise disturbance to the scene

STEP 2 - Follow Appropriate Emergency Procedure

<p style="text-align: center;">Fire</p>	<ul style="list-style-type: none"> ● If inside, smoke alarms alert group to danger ● Follow pre-discussed evacuation plans and evacuate to designated meeting place ● If outside, move away from fire to a safe location ● Wait for further instructions ● 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.
<p style="text-align: center;">Earthquake</p> <p>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 or tsunami warning with regards to water movement.</p>	<ul style="list-style-type: none"> ● Follow known procedure for earthquakes - drop, cover, hold ● Remain in position until shaking stops ● Only evacuate if it is safe to do so ● Listen to the radio/cell phone messages for civil defence advice and follow instructions ● If in tsunami zone move to higher ground (if long or strong, get gone) ● If in the water Blow whistle 3 times, immediately evacuate snorkelers to the evacuation meeting point. ● 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. <p>If it's long and strong, get gone!</p>
<p style="text-align: center;">Volcanic eruption</p>	<ul style="list-style-type: none"> ● Listen to the radio/cell phone messages for civil defence advice and follow instructions ● Stay inside, close windows and doors ● If outside, seek shelter if possible. ● If caught in ashfalls, wear a mask or cloth over nose and mouth ● Stay out of designated restricted zones ● Wait for further instructions
<p style="text-align: center;">Weather</p>	<ul style="list-style-type: none"> ● Be aware of conditions around you ● Ensure communication is maintained (if possible) to receive regular weather updates ● Listen to the radio/cell phone messages for civil defence advice and follow instructions ● If necessary, establish safest place to be and evacuate there
<p style="text-align: center;">Tsunami</p>	<ul style="list-style-type: none"> ● Blow whistle 3 times, immediately evacuate snorkelers to the evacuation meeting point. Confirm tsunami warnings and find out how long you will have in each area. ● Go immediately to higher ground and stay there until the water recedes; ● Advise emergency services of your situation and location whenever this is practicable. <p><i>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 or tsunami warning with regards to water movement.</i></p>
<p style="text-align: center;">Boating/maritime emergency</p>	<p>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.</p>
<p style="text-align: center;">Unexpected heavy rain/thunderstorm/lightning</p>	<p>In the event coordinators/consultants, volunteers and/or participants are caught in an unexpected and severe storm:</p> <ul style="list-style-type: none"> ☒ The activity leader 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); ☒ If lightning occurs while out in the water, calmly lead the group back to shore. Stay away from the water and lone trees ☒ Secure any potentially hazardous gear or equipment;
<p>STEP 3 - Clarify The Plan Once Initial Emergency Is Over</p>	
<p style="text-align: center;">What needs to be done?</p>	<ul style="list-style-type: none"> ● Do you need help? Contact Police 111 ● Stay calm and offer reassurance ● Keep everyone warm and comfortable
<p style="text-align: center;">Clearly communicate expectations for cell phone usage</p>	<ul style="list-style-type: none"> ● Collect phones if appropriate ● Communicate clear statements which can be shared via phones ● Monitor cell phone usage
<p style="text-align: center;">Consider whether to continue the activity</p>	<ul style="list-style-type: none"> ● Seek advice if appropriate ● Decide how to proceed from here

STEP 4 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> • Make call directly and request ambulance/police/fire 111 • Provide clear information of location, status of group and what is required
School communication	<ul style="list-style-type: none"> • Group/school representative to contact school or organisation • School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> • Call to evacuate other groups • Local venue/transport provider
Keep written record of events as they happen	<ul style="list-style-type: none"> • As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made • Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCT.
STEP 4 - Evacuate	
Establish safe route into site for Emergency Services	<ul style="list-style-type: none"> • 2 people to direct emergency traffic to site
Safely evacuate all present	<ul style="list-style-type: none"> • Take advice and evacuate to the safest location • Keep together - use leader and tail and ensure a regular head count

Vehicle Incident

Vehicle Incident	
STEP 1 - Look After the affected ākongā, the group & yourself	
Assess and contain	<ul style="list-style-type: none"> • Head count and initial assessment • If injuries - follow process for serious injuries (DRSABCD)
Remove people from risk	<ul style="list-style-type: none"> • Move to safety. If unsafe to remove patients from vehicle, isolate the scene to avoid further harm
STEP 2 - Clarify the Plan	
What needs to be done? Prioritise	<ul style="list-style-type: none"> • Call for help if needed 111 Ambulance • If group in car are uninjured, reassure and make sure they are safe, warm, comfortable • Driver to contact PIC who will make decisions based on severity of incident
Look after rest of group	<ul style="list-style-type: none"> • Brief remainder of group • Reassure and support
Clearly communicate expectations for cell phone usage	<ul style="list-style-type: none"> • School/group to monitor any inappropriate cell phone usage
Consider whether to continue the activity	<ul style="list-style-type: none"> • Seek advice if appropriate • Decide how to proceed from here
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> • Make call directly and request police and ambulance 111 • If minor incident, call Police: 105 • Provide clear information
School communication	<ul style="list-style-type: none"> • Group/school representative to contact school or organisation • School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> • If another vehicle is involved, ensure that the name of the driver, registration details and insurance company information is collected

Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCT.
STEP 4 - Evacuate	
Establish safe route into site for Emergency Services	<ul style="list-style-type: none"> If emergency services are required, ensure assess Helicopter landing required – clear landing site, secure loose items & indicate wind direction. Do not approach the helicopter.
Safely evacuate all present	<ul style="list-style-type: none"> Return to base/overnight accommodation together

Fatality

Fatality	
STEP 1 - Look After the safety of the group & yourself	
Assess and contain	<ul style="list-style-type: none"> Assess safety of the environment. Is anyone else in danger? Establish leadership
Remove people from risk	<ul style="list-style-type: none"> Move others to a safe location via a safe route As this will be a 'Notifiable Event' do not disturb scene
STEP 2 - Clarify the Plan	
What needs to be done? Prioritise	<ul style="list-style-type: none"> Call for help - 111 Emergency runners required? (send 2 people to direct emergency services to the problem))
Look after rest of group	<ul style="list-style-type: none"> Brief remainder of group Check/move so are safe, warm, comfortable Remove bystanders - create a no-go zone Screen site and cover body Don't disturb the incident scene. If you must move the body to protect it, take photos of the scene before doing so Check/treat other group members for shock? Identify someone in charge
Clearly communicate expectations for cell phone usage	<ul style="list-style-type: none"> School/group to monitor any inappropriate cell phone usage
Abandon activity	<ul style="list-style-type: none"> Call to evacuate all other groups
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> Immediately call for help - 111
School communication	<ul style="list-style-type: none"> Group/school representative to contact school or organisation School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> Local venue/transport provider Worksafe NZ, Oualworx
Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCT.

MTSCT internal communication and escalation plan	<p>Process for Board Escalation: Urgent/critical matters requiring Board Escalation are managed via Poutokomanawa using the following steps:</p> <ol style="list-style-type: none"> 1. Communication by Poutokomanawa to the Chair via phone call first then text 2. The identifying code to be used is "Urgent Response Required" followed by information on the emergency or critical matter. 3. If a response is not received within an appropriate amount of time, relative to the emergency situation then Poutokomanawa will progress to contacting the Deputy Chair and then any other Trustee, if contact is unable to be made in a timely manner. 4. If contact cannot be made (e.g., no response), the authority to respond/act reverts to Poutokomanawa
STEP 4 - Evacuate	
Establish safe route into site for Emergency Services	<ul style="list-style-type: none"> • 2 people to direct emergency traffic to site • Helicopter landing required – clear landing site, secure loose items & indicate wind direction. Do not approach the helicopter.
Safely evacuate all present	<ul style="list-style-type: none"> • Return to base/overnight accommodation together and from there evacuate the area

Unresponsive snorkeller

Unresponsive snorkeller

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.

STEP 1 - Look After the safety of the group & yourself

Assess and contain	<p>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)</p> <ul style="list-style-type: none"> • Get the victim to the surface immediately, establish positive buoyancy for both of you and signal the check in and out for assistance. • Get the victim on their back (roll them over), remove their mask and snorkel, • Blow – Tap – Talk (BTT-Cycle): Blow on the skin below the eyes to dry the skin and signal thus to the unconscious body that there is now air to breathe. Tap alternatively both cheeks of the unconscious free diver with your open hand. Talk to the still subconsciously active mind of the victim: Tell them to breathe in and use their first name. For example, "Mara, breathe in!" in a very direct tone. • Repeat the BTT-Cycle. If they do not resume breathing within 15 seconds or earlier get them to land or boat ASAP, begin rescue breathing if immediate . <p><i>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.</i></p> <ul style="list-style-type: none"> • After suffering from a black out, a free diver MUST stop diving for the rest of the day to allow the body to fully recover from the incident.
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STEP 2 - Clarify the Plan

Make a decision	<p>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 is 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 Defibrillator (AED) as soon as available, follow prompts continue CPR until responsiveness or normal breathing return</p>
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	<p>Any immersion event that is not symptomatic needs monitoring while in MTSCCT duty of care and subsequent responsible persons advised to seek medical assessment.</p> <p>AED Process - For when a AED is available on site</p> <p>AED BOX containing:</p> <ul style="list-style-type: none"> - AED - 1 st Aid Kit (big green) - Towel - Razors - Spare pads - Shearing scissors - CPR Masks - Thermals - Waterproof slate and pencil (collects patient's info for easy handover to EMS) <p>In case of emergency:</p> <ol style="list-style-type: none"> 1. SUPERVISOR of participant patient blows 3 whistle blasts. Waves arms. Supports the patient until SNORKEL LEADER arrives. 2. SHORE SPOTTER acknowledges 3 whistle blasts with their own 3 whistle blasts. Uses walkie talkies or shouts to bring an AED box down from either REGISTRATION TENT (Community Snorkel Days) or EMR TRAILER (School delivery) and call EMS (111). Wades into water to assist bringing the patient out of water. All remaining participant groups return to shore, supervised by remaining EMR staff or group/school representative 3. SNORKEL LEADER drops the weight belt and tows the patient back to shore. SUPERVISOR can assist with towing but makes sure the rest of the group gets back to shore. 4. SUPERVISOR/SHORE SPOTTER/SNORKEL LEADER communicates patient info and medical conditions to person for updating EMS on phone. 5. SNORKEL LEADER and SHORE SPOTTER to lead CPR and AED rescuing. 6. Use good communication to ensure proper CPR is given and the rescue team gets breaks. Area is secure and as private as possible for the patient. Use any other staff or volunteers as needed. 7. EVENT CONTROLLER ensures participant's rescue info (slate) passes on to EMS.
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> • If there's a risk of serious harm, call emergency services 111 • Coastguard - Channel 16 for emergency on water
School communication	<ul style="list-style-type: none"> • School to notify whānau and keep them updated
Keep written record of events as they happen	<ul style="list-style-type: none"> • As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made • Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCCT.
STEP 4 - Evacuate	
Safely evacuate all present	<ul style="list-style-type: none"> • If necessary depending on the nature of the distress

Emotional/Psychological Distress

Emotional/Psychological Distress

STEP 1 - Look After the safety of the group & yourself

Assess and contain	<ul style="list-style-type: none"> • Establish leadership to support the group • Staff member with counselling skills or who the distressed ākonga trusts to support them
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STEP 2 - Clarify the Plan	
Gather information	<ul style="list-style-type: none"> Establish the circumstances of the distress Check physical evidence if applicable
Make a decision	<ul style="list-style-type: none"> Working with the school/group, make a decision on the course of action
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> If there's a risk of serious harm, call emergency services 111
School communication	<ul style="list-style-type: none"> School to ensure that principal and school are aware of situation and course of action School to notify whānau and keep them updated
Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MTSCT.
STEP 4 - Evacuate	
Safely evacuate all present	<ul style="list-style-type: none"> If necessary depending on the nature of the distress

Lockdown

Lockdown	
STEP 1 - Look After the safety of the group & yourself	
Assess and contain	<ul style="list-style-type: none"> If indoors, pre-established protocols for lockdown should be followed - lock doors, cover windows, turn off lights, take cover, establish who is present, stay quiet If outdoors, take advice from the person who communicated the lockdown threat to you
Remove people from risk	<ul style="list-style-type: none"> Establish the location and nature of the threat and make considered decisions If possible, maintain contact with appropriate services and follow their advice (Cell phone sound off/messaging) All cell phones collected and turned off
STEP 2 - Clarify The Plan Once Lockdown Is Over	
What needs to be done?	<ul style="list-style-type: none"> Do you need help? Stay calm and offer reassurance Keep everyone warm and comfortable
Clearly communicate expectations for cell phone usage	<ul style="list-style-type: none"> Collect phones if appropriate Communicate clear statements which can be shared via phones Monitor cell phone usage
Consider whether to continue the event	<ul style="list-style-type: none"> Seek advice from appropriate authorities Decide how to proceed from here
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> If needed, make call directly and request Police 111 Provide clear information of location, status of group and what is required
School communication	<ul style="list-style-type: none"> Ensure that principal and school are aware of situation and course of action School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> Contact other groups to ascertain location and safety

Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MT SCT.
STEP 4 - Evacuate	
Safely evacuate all present	<ul style="list-style-type: none"> Take advice and evacuate to the safest location Keep together - use leader and tail and ensure a regular head count

Serious Misconduct

Serious Misconduct	
STEP 1 - Look After the safety of the group & yourself	
Assess and contain	<ul style="list-style-type: none"> Establish the circumstances of the incident or problem - question people, check physical evidence Does the incident involve a large group or a single child? Ensure all aspects of the incident are captured and recorded
STEP 2 - Clarify The Plan	
Gather information	<ul style="list-style-type: none"> Establish the circumstances of the incident or problem - question people, check physical evidence Does the incident involve a large group or a single child? Ensure all aspects of the incident are captured and recorded
Make a decision	<ul style="list-style-type: none"> Decide on a course of action in communication with school/group
STEP 3 - Communicate	
Notify Emergency Services	<ul style="list-style-type: none"> If needed, make call directly and request Police 111
School communication	<ul style="list-style-type: none"> Ensure that principal and school are aware of situation and course of action School to notify whānau and keep them updated
Who else needs to know?	<ul style="list-style-type: none"> Keep group informed and reassured
Keep written record of events as they happen	<ul style="list-style-type: none"> As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made Ensure responses from any ākonga interviewed about the incident are recorded Include as much detail as you can
Media Statement	When working with school groups, the principal should respond on the schools behalf and the chairperson is to respond to the media on behalf of MT SCT.
STEP 4 - Evacuate	
Safely evacuate all present	<ul style="list-style-type: none"> If necessary depending on the nature of the incident

Deep Water Emergency Procedure

Deep Water Emergency Procedure (DWEPP) Fall into deep water or swiftly flowing water

Treading along the margins, and in the shallows, of water bodies is a common practice. Such water bodies could include, but are not limited to, streams, rivers, lakes, rock pools or wetlands. It is also common for a coordinator to take groups or classes on a field trip to such places to undertake habitat assessments, water monitoring or other Whitebait Connection activities. Whilst strict standard operating procedures (SOP's) and Health and Safety guidelines are followed when undertaking these activities, there is always the risk of a coordinator or group member falling into deep water (especially when conducting inanga spawning surveys as these are often in tidal deeper water) which could result in entrapment, drowning, injury and/or hypothermia. The shore observer must carry a cellphone, first aid kit, and a flotation device such as a life jacket and throw rope (for freshwater bodies).

STEP 1 - Look After the safety of the group & yourself

Assess and contain

- Shore observer must also carry a whistle to demand attention
- Establish the circumstances of the incident or problem - question people, check physical evidence
- Does the incident involve a large group or a single child/person?
- Ensure all aspects of the incident are captured and recorded

STEP 2 - Clarify The Plan

Gather information

- The adult observer must train their eye on the fall victim and not take their eyes off them - they should also point at them, following alongside if they are
- moving downstream so as not to lose sight of them. They must blow the whistle three times to alert the WBC leader and initiate the emergency procedure.

Make a decision

- Decide on a course of action in communication with school/group
- coordinator must then instruct all participants to step back calmly and safely from the waterway and assemble in the assembly area - this could also be delegated to another adult e.g. teacher.
- The WBC coordinator should look for a response from the person in the water and advise them to keep calm.
- The WBC coordinator should throw the flotation device and advise the person in the water to put the life-jacket on or grab hold of the rope or your arm (if within arms' distance of stream bank) while you pull them to shore.
- If attempts to rescue with the throw rope fail, the adult observer or coordinator should jump in to assist the person in the water ONLY if they feel safe and confident to do so and are wearing a lifejacket..
- It is IMPORTANT to remember NOT to jump into deep water if you are wearing waders as this increases your risk of drowning (refer to Wader Policy).
- If the victim is successfully pulled to shore, give first aid to the victim immediately even if they are responsive. If consciousness not returned, once on shore, remove the victim from the water, follow **DRSABCD** Dangers? Responsive? Send for help Open Airway Normal Breathing? Start CPR Attach Defibrillator (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 MTSCCT duty of care and subsequent responsible persons advised to seek medical assessment.

STEP 3 - Communicate

Notify Emergency Services

- If the victim is obviously struggling and in distress, the coordinator or other delegated adult must call 111 IMMEDIATELY. (An adult can struggle in water for about 3 minutes but a child can only last around 30 seconds, depending on their swimming ability)

School communication

- Ensure that principal and school are aware of situation and course of action
- School to notify whānau and keep them updated

Who else needs to know?

- Keep group informed and reassured

Keep written record of events as they happen

- As the situation permits, record (either on paper or electronically) what is happening, who is involved and what decisions are being made
- Ensure responses from any ākonga interviewed about the incident are recorded
- Include as much detail as you can

Media Statement

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 MTSCCT.

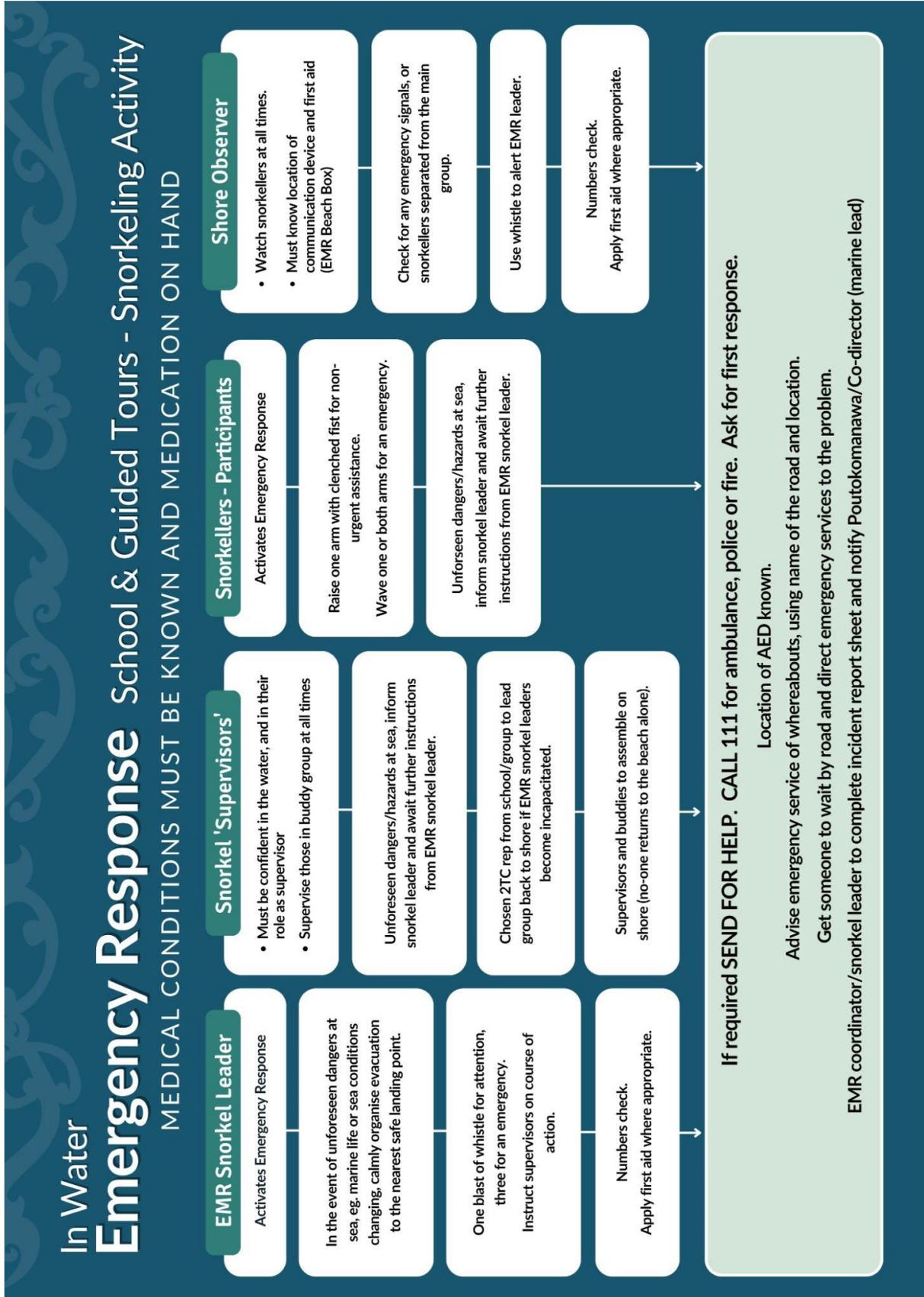
STEP 4 - Evacuate

Safely evacuate all present

- If necessary depending on the nature of the incident

Emergency 'In water' procedure

As outlined in the following diagrams



In Water Emergency Response Community Guided Snorkel Day (Public)

MEDICAL CONDITIONS MUST BE KNOWN AND MEDICATION ON HAND

EMR Snorkel Leader

Activates Emergency Response from Sea

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

One blast of whistle for attention, three for an emergency.
Assembly at evacuation meeting point.

Numbers check.
Apply first aid where appropriate.

Snorkel Guides

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

In the event of unforeseen dangers at sea, eg. marine life or sea conditions changing, calmly organise evacuation to the nearest safe landing point. Notify snorkel leader.

Following a recall, guides and group to assemble on shore (no-one returns to the beach alone).
Listen for instructions from EMR snorkel leader or event controller.

Snorkellers - Participants

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

Unforeseen dangers/hazards at sea, inform your guide and wait for further instructions.

Event Controller

Controls # in water
Activates emergency response from land
Loud hailer siren for emergency recall

Safety Observer

- Watch snorkelers at all times.
- Must know location of communication device and first aid (registration tent)
- Communication between safety observer and event controller

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

Use communication device to alert EMR snorkel leader or event controller

Safety observer (kayak or vessel if applicable) and snorkel guide will be responsible for decision making, ie. The guide swims the snorkeller back to the beach while the kayaker supports the rest of the group to return to shore or the safety kayaker assists the snorkeler back to the beach while the guide stays with the rest of the group.

Safety vessel with propeller:
In some instances propellers will need to be on then disengaged at the last second, such as when manoeuvring the boat in difficult conditions or emergency scenarios. Emphasise the importance of the use of signals for when to approach or leave the boat.

If required SEND FOR HELP. CALL 111 for ambulance, police or fire. Ask for first response.

Check if AED available in registration tent.

Advise emergency service of whereabouts, using name of the road and location.

Get someone to wait by road and direct emergency services to the problem.

EMR event controller to contact emergency contact of participant, guide or staff. EMR event controller to complete incident report sheet and notify Poutokomanawa/Co-director (marine lead).

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 Poutokomanawa/ co-director (marine lead.)

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.

Emergency training happens at our annual wananga, including practising scenarios. This training is recorded and evaluated. Emergency procedures will be reviewed after training, practice and actual emergency events. Activity specific emergency procedures are practised at least annually based on scenarios and recorded in team meeting minutes. Emergency preparedness in the regions is recorded via regional internal H & S meetings. Dedicated emergency preparedness team discussion/training via zoom will happen at least annually

The Co-Directors 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.

3.7 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 chairperson is to respond to the media on behalf of MTSCT.

Appendix 1 | Snorkelling SOP's

1.1 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 permission letters as part of the EMR manual and SOP.

 2023 EMR School Permission Form.docx

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 a requirement that all students wear wetsuits for snorkel activities in open water. Staff have the authority to refuse to accept the participant in the activity if they are 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
- Loud 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 the 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 masks, snorkels and wetsuits when finished (so that used masks 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

- Loud 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)

EMR standard first aid box contents

Description	Amount	suggestions
<input type="checkbox"/> Non Woven combine dressing	8	Suggest 20 cm and 5 x 10cm x 10cm
<input type="checkbox"/> Triangular bandage	3	
<input type="checkbox"/> Large bandage roll	2	Suggest 10cm
<input type="checkbox"/> Small bandage roll	2	Suggest 7.5cm
<input type="checkbox"/> Wound dressing	2	Suggest 7.5cm
<input type="checkbox"/> Thermal shock blanket	2	
<input type="checkbox"/> Plaster strips (fabric)	20	Standard
<input type="checkbox"/> Plasters other	6	Odd shapes (fingers etc)
<input type="checkbox"/> Sterile strip – butterfly plasters	1	
<input type="checkbox"/> Antiseptic Towelette	5	
<input type="checkbox"/> Resuscitation face shield	2	Or pocket mask
<input type="checkbox"/> Splinter probe	6	
<input type="checkbox"/> Syringe	1	For irrigation - Suggest at least 30ml
<input type="checkbox"/> Non woven roll (Asguard Flex) secure dressings in place.	1	7.5 x 10cm Can be cut to length to
<input type="checkbox"/> Telfa Adhesive dressing	4	5cm x 7.5cm
<input type="checkbox"/> Fabric Tape	1	
<input type="checkbox"/> Stingose Spray	1	
<input type="checkbox"/> Betadine Antiseptic Ointment	1	
<input type="checkbox"/> Scissors	1	
<input type="checkbox"/> Tweezers	1	
<input type="checkbox"/> Gloves	3	
<input type="checkbox"/> Medical shears	1	
<input type="checkbox"/> Saline	2	
<input type="checkbox"/> Pocket mask	1	

Supplier <https://www.first-aid.co.nz/>

Additional Items for Isolated EMR delivery (e.g. Kermadecs)

Description	Amount	
<input type="checkbox"/> Hemostatic Gauze	1	Suggest SWAT-T or tourniquet
<input type="checkbox"/> Thermal shock blanket	2	
<input type="checkbox"/> Glucose Oral powder	5	
<input type="checkbox"/> Ondansetron tablets	2	For nausea due to motion sickness
<input type="checkbox"/> Wound bag:		
<input type="checkbox"/> Dressing pads	3	
<input type="checkbox"/> Stretch bandage	1	
<input type="checkbox"/> Lignocaine gel	1	
<input type="checkbox"/> Gloves	1 pair	
<input type="checkbox"/> Velco wrap	1	
<input type="checkbox"/> First aid instructions	1	

1.2 Briefings

School Briefings

2023 EMR School Snorkel Briefing.pdf

EMR School Delivery Checklist and Briefings

Coordinator to complete 1 day prior to delivery

- 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 SOPs). Differentiate between adult participants and supervisors.
- Advise school/group if conditions are unsuitable for snorkelling.
- Check that equipment is fit for purpose.

Coordinator to complete on 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 flotation devices).

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

All Participant Briefing

Welcome and Introduction

- Welcome group to the area. Karakia.
- 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, goatfish, 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
- Sanitisation policy

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Equipment Fitting

- Advise the group to clean their masks (clean off de-fog) before putting them on. How to clear a 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 should be in the water alone or be using our equipment without our supervision.
- Participants must not return to the beach alone, but advise the snorkel leader and be escorted by a supervisor back to shore.
- Use of hand signals:
 - Ok, ok on the 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
 - What to do if snorkel lead becomes incapacitated

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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 with 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 are 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 are 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).
- Tools, such as a camera, should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision

Explaining processes

- Participants must be buddied up with an appropriate supervisor and approved by EMR coordinator/snorkel leader before entering water. Use toothpaste or other de-fog
- Check in with the shore safety observer and make sure names are on the Check In and Out form.
- Once in water, test equipment in the shallows, make sure they are 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 the 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 ratios in EMR Snorkelling SOP
- Parent/supervisor disclosure form complete

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Shore Observer 'Spotter' Briefing

- 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 the main group. Use a whistle to alert the 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).
- Shallow water assessment
- Check the 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.

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Snorkel Day briefings

2023 EMR Snorkel Day Briefing.pdf



EMR Snorkel Day Checklist and Briefings

Event controller to complete prior to event

- Look at weather/beach conditions and/or appropriate forecasts.
- Ratio check – ensure you will have enough volunteers and crew for a 1:6 ratio (max 4 children)
- Make and communicate the weather call
- Check off equipment lists

Event controller to complete on morning of event

- Check beach conditions again, complete pre-site snorkel assessment form including weather assessment and look at best entry and exit points.
- Ensure all crew and volunteers have signed the register and their medical conditions have been noted and emergency contact information is up to date and not someone on the event with them.

Event controller to ensure throughout event

- Ensure the tent crew are checking and communicating to the guides the medical conditions of participants and 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 you have the authority to halt the activity if a hazard threatens the safety of any person associated.

Overall Crew and Volunteer Briefing

Welcome and Introduction

- Karakia and introduction to place
- Acknowledgement of funders/stakeholders and event partners
- Introduce MTS/EMR programme, yourself
- Facilitate whakawhanaungatanga - round robin introductions
 - Name | Role | Experience | Fav critter | First aid training
- H&S safety overview - site set up, location of bathrooms, emergency meeting point, first aid kit, closest AED, emergency procedures, recall signals and any site specific hazards.
- Overview of timeline for the day + how the snorkel day is structured
 - 'Safety Boat', Radio, First aid and Emergency Procedure, 1:4 guide child ratio, 1:6 guide adult or adult/child mixed - in buddy pairs with body board. Participants over 5 years old. Accompanied by adult beach observer if under 15. Set local boundaries, where not to take participants etc.
- Ensure that your crew and volunteers know to take breaks, eat and drink during the event as well as complying with the SMS and Standard Operating Procedures for snorkelling

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Snorkel Guide Briefing

Get a crew member or senior guide to walk all the snorkel guides through an example briefing.

At the tent

- Karakia and introduce yourself

Whakamana te maunga, whakamana te wai, he mauri o ngā tangata,
ngā mea katoa he pai, Haumi e Hui e Taiki e.
If we look after the water, from the mountains to the sea,
it will look after us - it is our life force.

- Explain emergency procedure - location of first aid kit & safety vessel
- Round robin of group - get them to outline the following
 - Their name | Snorkel/swimming experience | Fav critter
- Check medical conditions from the registration form and discreetly confirm with participants
- History of EMR and the snorkel site.
- Reinforce marine reserves rules/ EMR kaupapa: strictly no take, all marine life completely protected including kina, no fish feeding
- Use ID charts to explain what they will see
- Check that students understand and can use the hand signals for: 'OK' 'non-urgent assistance' (one hand up - clenched fist) 'urgent assistance' (waving arms) '1 arm going down'.
- Check that all participants understand the 'stay within arms length' rule.
- Introduce the snorkel equipment - tips and tricks for sizing/ why we wear it.

Kitting up

- If participants are providing their own gear, check that the equipment is fit for purpose (no full face masks allowed)
- All children must have a wetsuit on (adults can opt to not wear one if conditions are suitable)
- All adults must wear fins (young children with an adult on a board can opt out)
- Everyone must have a mask and snorkel - worn on their face or round their neck
- Check that each participant has a mask and snorkel that fits and has the valve in it.
- Equipment checks
 - Mask - check strap/skirt for signs of perishing
 - Snorkel - check keeper, lugs for signs of wear and the purge valve is intact
 - Fins - that they are the same size, no signs of perishing on heel or toe
 - Wetsuits - that they are on the right way, no large holes or broken zips.

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Before entering the water

- Make a plan
 - Assess how many boards you will need and whether any participants will need to be up and over the board - non swimmers should be holding on at all times.
 - ID your snorkel route, entry and exit points and communicate this with your group
- Beach briefing to include
 - Buddy - one up one down rule
 - Arm's length rule - boundaries
 - Equalisation of air spaces.
 - Remind the participants that no one is to return to the beach alone and to communicate if they are getting too cold
 - Stay away from rocks and sharp shells, oysters, urchins etc
 - Hazards - site specific
 - E.g. Broken glass, currents, waves, sharp rocks
 - Marine life - jellyfish, kina, oysters, rays - Stingray shuffle in shallow water to avoid stepping on them, don't snorkel directly over one in less than 2m water
- Defog masks
- Number off your group
- Make sure that you have a yellow body board to take out with your group.
- Check your group out with the tent/ beach person

In the water

- Shallow water assessment - ensure all participants are happy using their snorkelling gear - it's easier to change gear around at this stage rather than waiting until we're out in the deep water!
- Continually check on position of participants
- You can dive down to show participants things - but make sure you are able to continually watch the group.
- Recount during snorkel

Returning to shore

- Get participants to take off their fins in shallow water and put masks around their necks and walk out. This reduces the amount of sand on gear.
- Check your group back in with the tent/ beach person
- Ensure they return their equipment to be sanitised (bonus points if they turn suits right way)
- Direct participants to complete evaluation

Communicate with the tent regarding your energy level for guiding groups and ensure you keep eating, drinking and re-applying sunblock throughout the day.

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1.3 Supervisor Checklist



Adult Supervisor GUIDE/CHECKLIST

Each snorkeler should have:

-  **Mask and Snorkel**
-  **Fins**  **Wetsuit**
-  **Hoods** (for colder waters)
-  Make sure all gear is fit for purpose before entering the water

Using the body board

-  Always stay one arm's length from each other and board
-  Use the one up one down rule for duck diving
-  No one to return to beach alone

Emergency Signals

-  One arm straight up:
= "I need assistance"
-  One/both arms waving:
= "Emergency, I need immediate help"

Whistles

- 1 Blast**
= STOP for instructions
- 3 Blasts**
= EMERGENCY! Listen for instructions, evacuate out of the water quickly and safely

Always remember to:

- Introduce yourself
- Go through hand signals
- Check experience/medical
- Follow EMR snorkel leader instructions
- Be kaitiaki/guardians and look after all marine life
- Check in and out of the water with safety observer
- Check group not getting cold
- Supervise buddy group at all times
- Be alert for dynamic hazards
- Check group understands instructions



FIND OUT MORE INFORMATION AT:  www.emr.org.nz

1.4 Check In & Out Form

2023 EMR Check in and out.pdf



EMR Check in and 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 a 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	
-------------------	--	-----------	--

Tick IN Water	Tick OUT Water	Adult Supervisors Write names then draw arrows to all buddied participants		Participant Names Students and non-supervising adults	Medical Notes and Info. Snorkel Grade (if applicable, EMR to complete)	Tick IN Water	Tick OUT Water
			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)		Group time in	Group time out
Total number of participants			
Total number in water <i>Less any people ticked back out</i>			

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

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1.5 Parent and supervisor form

2023 EMR Supervisor Form.pdf



EMR use only | Snorkel leader to approve role

Participant | Supervisor

Experiencing Marine Reserves Snorkel Supervisor Form

School/Group name		Date	
Location		EMR Lead	

Name		Email	
------	--	-------	--

Medical conditions
Please let us know about any medical conditions that may affect your abilities in the water. Any conditions or recent surgery that may affect your ability to snorkel safely? e.g. ear damage, slipped disk or knee surgery. Circle those that apply.
Diabetes Asthma Epilepsy Heart condition Allergies Surgery Other:

Emergency contact		
Name	Relationship	Cellphone

Experience and Ability <small>Yes or No</small>	Definitions and roles	
Can you swim 200m?	Participant A person who takes part in the snorkel activity (if numbers allow) No responsibility for others	Supervisor 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. Please note that EMR will confirm your competency for this role during a shallow water assessment
Can you tread water?		
Previous snorkel experience?		
Swimming experience in the open sea?		
Do you have any rescue or surf lifesaving experience or other relevant qualifications for in water supervision?		

Are you using your own equipment today? <input type="checkbox"/> Yes and I can confirm that it is fit for purpose and I am familiar with this gear and I will conduct a buoyancy check (if using a weight belt) <input type="checkbox"/> No I will use EMRs <input type="checkbox"/> Some I will use a mixture of both with no weight belt	What is your preferred role today? <input type="checkbox"/> Participant <input type="checkbox"/> Supervisor
---	---

Privacy Act 2020 | 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 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 EMR SOP quick reference and have verbally received the activity briefing and I agree to be bound by it.

Adult Signature		Date	
-----------------	--	------	--

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1.6 Student Permission

W 2023 EMR School Permission Form.docx

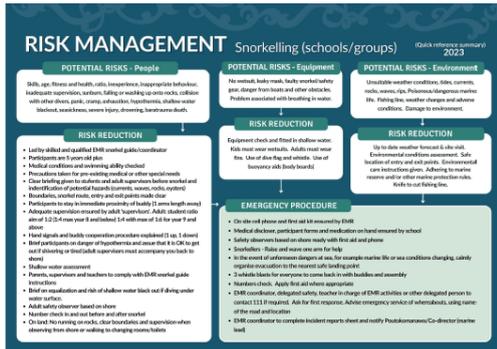


EMR Permission Form [Example which can be amended for your school's needs]

Tēnā koutou parents, caregivers and whānau,

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 led 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 students in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.



Quick reference summary above, refer to the full health and safety information on the website www.emr.org.nz

This consent form is required for the following event/s. Please ensure that all sections of this form are completed and it is returned by **[CONSENT DUE DATE]**.

www.emr.org.nz | www.mountaintosea.org.nz | EMR SOP | 2023 | 1

Details of event [School to input]

School/group name				
Location	Date	Back up date	Start time	Finish time
Goat Island Snorkel				
Manurewa Pools				

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 they 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)

EMR doesn't need a copy of each permission form but will need a summary of this information which will be held by the teacher during the field trip

Student Information

Student name			
Student age			
Emergency Contacts - Name Relationship Cell phone number			
1			
2			

Water competence for activities on, in or around water (please tick those that apply)

Swimming ability	
My child is a non-swimmer (unable to float or move themselves through water)	<input type="radio"/>
My child can confidently and competently swim 25 metres	<input type="radio"/>
My child can confidently and competently swim 50 metres	<input type="radio"/>
My child can confidently and competently swim 200+ metres	<input type="radio"/>
Water Competence	
My child is confident in a pool	<input type="radio"/>
My child is confident in deep water	<input type="radio"/>
My child is able to tread water for 2-3 minutes	<input type="radio"/>
My child is able to survival float on their back for 2-3 minutes	<input type="radio"/>
My child is confident in the sea or in open water	<input type="radio"/>
My child is safety conscious in and around water	<input type="radio"/>
Any other relevant information we should know about your child's water competence or swimming ability:	
Providing the above information does not remove the need for group leaders to ascertain for themselves the level of the student's swimming/water competence ability.	

Medical and Support Consent

In an emergency the school may act on my behalf	<input type="radio"/> agree <input type="radio"/> disagree
Should my child require pain management the school may administer pain relief, as indicated on their enrolment form.	<input type="radio"/> agree <input type="radio"/> disagree
I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.	<input type="radio"/> agree <input type="radio"/> disagree

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If my child has extra support needs, I have informed the school and have been involved in the individual support planning for this activity to be successful for my child.	<input type="radio"/> agree <input type="radio"/> disagree
I will inform the school as soon as possible of any changes in the medical or other circumstances.	<input type="radio"/> agree <input type="radio"/> disagree
I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.	<input type="radio"/> agree <input type="radio"/> disagree
Any medical costs not covered by ACC or a community service card will be paid by me	<input type="radio"/> agree <input type="radio"/> disagree
I confirm that my child is in good health and I consider them fit to participate in snorkel activities	<input type="radio"/> agree <input type="radio"/> disagree
Please tick if your child has any of the following	Please note any medication your child is on:
<input type="checkbox"/> 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)	

Parent/Caregiver Consent

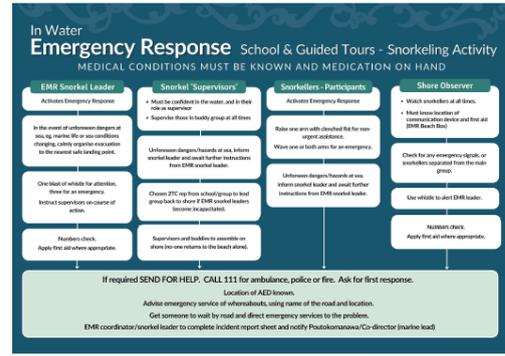
I agree to my child taking part in this EOTC event and have received sufficient information on which to base a decision.	<input type="radio"/> agree <input type="radio"/> disagree
I agree to their participation in the activities described. I acknowledge the need for them to behave responsibly	<input type="radio"/> agree <input type="radio"/> disagree
I have updated (where necessary) my child's health information held by the school.	<input type="radio"/> agree <input type="radio"/> disagree
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.	<input type="radio"/> agree <input type="radio"/> disagree
By agreeing, I give permission for work, footage and/or images of my child to be used for educational and promotional purposes.	
EMR will assume individual permission has been granted in relation to the above. The school must notify EMR of any individual who cannot be in photographs.	

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Acknowledgement of Risk

I understand that the school will identify any reasonable foreseeable risks and hazards, and implement effective management procedures to eliminate or minimise these.	<input type="radio"/> agree <input type="radio"/> disagree
I know that I am able to ask any questions of the school about the activities my child will be involved in, to gain a better understanding of the risks involved.	<input type="radio"/> agree <input type="radio"/> disagree
I understand that the school will encourage all students to participate to their full potential, and for some students a support plan will be implemented following discussion with whānau to achieve this.	<input type="radio"/> agree <input type="radio"/> disagree
I understand that behaviour will be monitored and support strategies will be put in place to promote the full participation of all students.	<input type="radio"/> agree <input type="radio"/> disagree
I understand my child has been involved in the development of safety procedures and I will do my best to ensure that my child follows these procedures.	<input type="radio"/> agree <input type="radio"/> disagree
My child and I both understand that they may withdraw from an activity if they feel unsafe. This must be done in consultation with the person in charge.	<input type="radio"/> agree <input type="radio"/> disagree
I understand that if my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, they will be sent home at my expense.	<input type="radio"/> agree <input type="radio"/> disagree
I understand that the school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.	<input type="radio"/> agree <input type="radio"/> disagree
I hereby acknowledge the risks associated with snorkelling. 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.	<input type="radio"/> agree <input type="radio"/> disagree
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.	<input type="radio"/> agree <input type="radio"/> disagree
I understand that EMR has a sanitisation policy for cleaning out wetsuits and there is the potential for some participants to experience skin irritations.	<input type="radio"/> agree <input type="radio"/> disagree
I give permission for the student in my care to attend this trip and participate in the snorkelling activity.	<input type="radio"/> agree <input type="radio"/> disagree

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MTSCT Risk Assessment Form Part 2 2023 .pdf

Parent/ Caregiver information

Name	
Cellphone	
Email address	

Supervision on the day

Parents as in water and land based supervisors are essential for maintaining safe ratios/ supervision structures. Information for supervisors can be found on our website www.emr.org.nz

I am planning to attend the field trip	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If you are not attending, skip this following section.

Are you able to snorkel with the students in a supervision role on the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

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Do you yourself have any illnesses or take any medication that could impact your ability or safety to snorkel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Parent transport section - optional for school]		

- 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, you are welcome to bring it along at your own risk. We would love to get as many photos for our projects. However if you are taking it in the ocean please ensure it can be stowed so that you can focus on supervision

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 the requested information is not provided, it will be at the EMR coordinator/snorkel leader's discretion whether participation is permitted.

I agree that the information provided is correct to the best of my knowledge

Caregiver Signature	Date
Full Name of Caregiver	

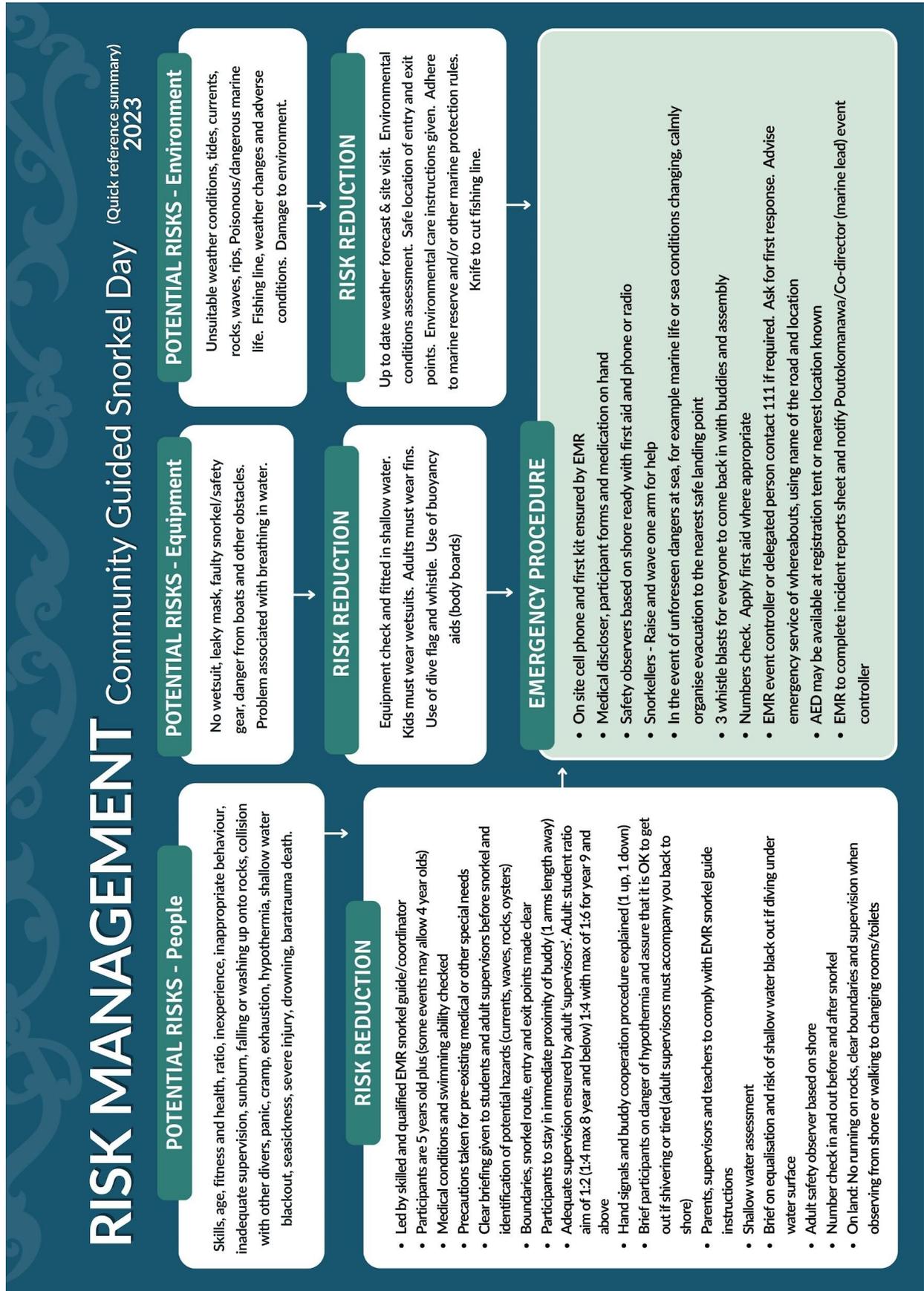
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1.7 Quick Field Checklist

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

1.8 Quick reference RAMS Diagram for community events



1.9 Pre Site Assessment - Pre snorkel operation risk assessment form

2023 Pre Site Assessment Form.pdf



EMR Snorkelling SOP - Pre-snorkel operation risk assessment form

Site name: Date:

Name of school/group/event:

Event type: School delivery Snorkel Day Other:

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

Date and time of assessment: Start time of delivery:

Use Windy.com	Current Forecast	Expected Forecast during delivery	
Air temperature (Celsius)	<input type="text"/>	<input type="text"/>	
Wind direction and speed (knots)	<input type="text"/>	<input type="text"/>	
Rain (mm)	<input type="text"/>	<input type="text"/>	
Use SwellMap			
Wave height (m)	<input type="text"/>	<input type="text"/>	
Swell height (m)	<input type="text"/>	<input type="text"/>	
Water temperature (Celsius)	<input type="text"/>	<input type="text"/>	
Tide (High or low + time)	<input type="text"/>	<input type="text"/>	
Check MetService for warnings	No warnings <input type="checkbox"/>	Orange or red Warning <input type="checkbox"/>	Thunderstorm warning <input type="checkbox"/>
Weather assessment decision	Proceed <input type="checkbox"/>	Delay <input type="checkbox"/>	Relocate <input type="checkbox"/>

Continue to monitor civil defence website for warnings.

Water Quality

Assessment (www.lawa.org.nz)	Green	Yellow	Red
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision	Proceed <input type="checkbox"/>	Delay <input type="checkbox"/>	Relocate <input type="checkbox"/>

Enter any notes about the weather call here

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Note: 'Once printed, documents are uncontrolled.'



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

Tick one

Area-specific significant hazard	Management/control	Eliminate?	Minimise?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Procedures available to be activated in high risk environments

<input type="checkbox"/> Increased supervision	<input type="checkbox"/> Boundary restrictions
<input type="checkbox"/> In some cases, withdrawal from activity if safety is compromised	<input type="checkbox"/> Provide specialised equipment such as personal floatation device (snorkel vest)
<input type="checkbox"/> Limiting extent of participation (50 m distance rule reduced)	<input type="checkbox"/> Other procedures activated:
<input type="checkbox"/> Extended briefing for supervising adults, site-specific and/or dynamic hazard management	

When snorkelling off a vessel or collaborating to offer joint activities at a site, get the collaborator to sign to agree that all known risks have been addressed and that they are happy with the call to proceed.

Name of collaborating organisation:

Name of skipper/representative of organisation:

Signature:

Snorkel events only | Skip this section if you are doing school delivery

All briefings to incorporate Emergency Procedures and Significant Area Specific Hazards

Checklist	Name of EMR snorkel leader
<input type="checkbox"/> Initial briefing and karakia for all crew & stakeholders	<input type="text"/>
<input type="checkbox"/> Volunteer specific briefing	<input type="text"/>
<input type="checkbox"/> Participant introductory briefing and karakia (either done as group by leader or by snorkel guides)	<input type="text"/>
<input type="checkbox"/> Participant snorkel briefing (done by snorkel guides)	<input type="text"/>
<input type="checkbox"/> Event controller - clear communication of medical conditions and swimming ability to guides.	<input type="text"/>

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Note: 'Once printed, documents are uncontrolled.'



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

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

Notes:

Operational Parameters

Low Risk: 4 - 9 Conditions suitable <input type="checkbox"/>	Medium Risk: 10 - 17 <input type="checkbox"/>	High Risk: 18 - 22 Hazards beyond the experience of the group. Consider and document additional procedures <input type="checkbox"/>	Unacceptable Risk: 23 + Hazards beyond the experience of the group. Alternative location should be assessed. <input type="checkbox"/>
---	---	--	--

Check cell phone reception YES NO PATCHY

If there is no or patchy reception, state closest reception point or alternative communication options

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

3



School Delivery | Skip this section if you are running an event

4

Numbers for a headcount in the event of an emergency - to be completed when school is onsite

Students	Teachers	Parents/School Helpers	EMR Volunteers	EMR (MTS) Coordinators	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Medical conditions and swimming ability management notes. For events, this information will be on the registration form. For example, epilepsy, diabetes, asthma, heart condition, allergy, seizures of any type. Is there a 'action plan for anaphylaxis' if a condition causing anaphylaxis is identified? Have any of the participants/students had a reaction to seawater prior? 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:

Coordinator to ensure the following things are completed

- That the school agreement has been signed prior to the field trip
- Head count, medical conditions and swimming ability have been discussed and documented above
- Teacher declaration has been signed
- All adult participant and supervisor forms are complete

Briefings which incorporate Emergency Procedures and Significant Area Specific Hazards

- Overall briefing for students and everyone on site - including karakia
- Separate briefing for 'supervising' adults (hands up for first)
- Separate briefing for 'shore observer'
- Snorkel specific briefing

Name of EMR snorkel leader

Signature

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Note: 'Once printed, documents are uncontrolled.'



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?

First Aid equipment used?

Volunteer hours
 Hours contributed by EMR volunteer staff:
 Hours contributed by school helpers/casual volunteers:



EMR – Te Kura Moana - Ecological Observations



Please note that this section is not compulsory, but recommended for increasing our 'Group' action statistics 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 the regional coordinator can also share the results with the local community and/or hapu. If possible, take images to be uploaded to iNaturalist.

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 the 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? Yes or No	Notes: Anything important to note for this?
Snapper (specify size ranges, i.e., only juvenile, ~30cm, 60cm+)		
Crayfish (specify what type)		
Moki (specify what type)		
Pāua		
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 Spyskma arie.spyskma@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:

1.10 Water Quality

For all MTS programmes

The purpose of this policy is to give clear direction for water quality decision making following the recent unprecedented rain and weather events around Aotearoa.

Background

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

Risk of direct infection by microbes from freshwater and 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, at populated beaches and after extreme weather events (heavy and prolonged rain). Microbes generally infect humans through ingestion, inhalation or mucous-membrane exposure (naturally occurring or in wounds) Also refer to EMR sanitisation policy.

This policy covers both marine and freshwater.

Water quality checklist:

Making your weather assessment will lead to your water quality assessment call.

- Weather assessment calls are made via internet search such as Met Service, Windy and swell maps appropriate to the site to determine information on wind direction, wind speed, rain, temperature, visibility and swell. Weather assessment MUST be recorded on the pre-site assessment form.
- Staff are to avoid taking themselves and others into contact with water within 2 days of heavy or prolonged rain. If in doubt, stay out!
- Check 'Can I swim here?' on the LAWA website for the latest information lawa.org.nz/swim LAWA is the standard national website for our team to check to help make 'in office' water quality assessment calls.
- Water quality assessment calls MUST be recorded on pre-site assessment forms.
- In the absence of adequate site information to make a call, preform our own MTS testing
- Following heavy and prolonged rain, check access to your site is safe.
- Use local facebook community pages and/or local contacts to help with visual assessments on the morning of field trip to avoid unnecessary travel if unsure.
- Follow the advice of any safety and warning signs from authorities.
- Once on site, Use senses - smell, sight, signage.
- Don't enter the stream/ocean if you notice potentially toxic algae in the river or lake, or if the water is murky/smells unpleasant.
- Avoid activities near potential contamination sources such as pipes, culverts, and flocks of birds

- Check for dynamic hazards such as blockages, underwater objects, stinging jellyfish and potentially toxic algae.
- Recommend frequent washing of hands/or hand sanitiser (before earring and on completion of the activity)
- Avoid wounds having contact with the water following recent heavy or prolonged rain events.

Regional and national coordinators train coordinators on how to make water quality assessments as part of their endorsement training (local conditions knowledge)

Document ALL decisions regarding weather or water quality on a pre site assessment form.

1.11 Sanitisation Policy

 Sanitisation Policy 2023.pdf

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 sea waters 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 manufacturer's 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 sanitise 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 masks, snorkels and wetsuits when finished (so that used masks 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

 2023 MTS Event 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 Roles

Role of 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 discreetly.

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

Instructions for care of the gear are 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 the 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 the 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 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. Sometimes you can join guides to accommodate larger groups or join participants to make a total max ratio when busy.
- You may wish to print a laminate disclaimer and also karakia.
- Discuss and record 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 the 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 the day of the 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, only to be able to follow instructions and free from the influence of drugs or alcohol.

Shore Watch

Watch snorkelers at all times. Checks for any emergency signals or a member of the group separated from the main group. Able to follow instructions and free from the influence of drugs or alcohol. See In water emergency response plan.

Volunteer Ratings

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 on 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 will take over. If the entry into the water is some distance from the registration tent, a check in and out person should be assigned close to the shore.

Refer to MTSCT Code of conduct

 [2023 MTSCT Code of Conduct.pdf](#)

 [2023 EMR Volunteer Registration.pdf](#)

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

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											

Appendix 3 | Snorkel Guidelines

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 (depending on extent of EMR programme participation). If possible, it is encouraged to practise snorkelling in the school pool with an EMR snorkel leader/coordinator, confident teacher or New Zealand Underwater Mini Dippers 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 (depending 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 snorkels

Some background information for snorkelers.

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.

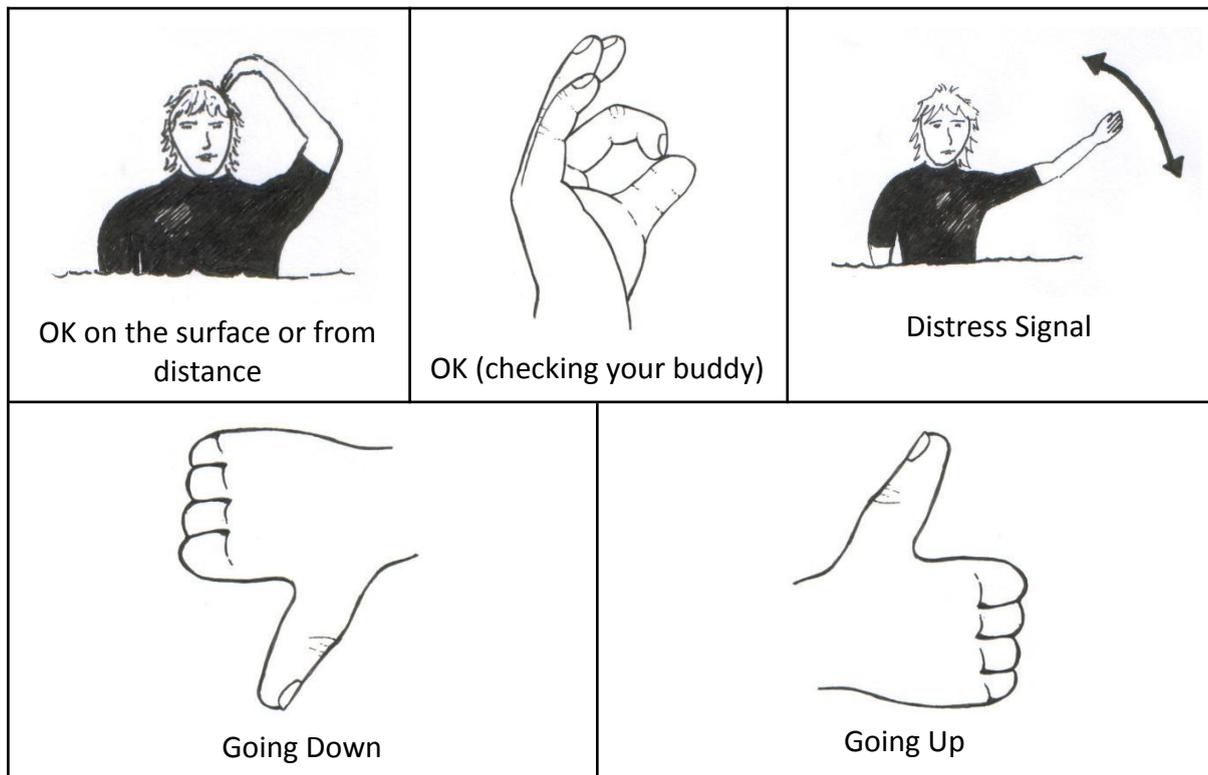
Movement

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!



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

Diving down while snorkelling

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 signals 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 increases pressure on the eardrum. 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 equalising 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 the patient down, cover the ears (but do not plug), help the patient to relax and call for medical assistance.

Allergies

Mild to moderate allergic reaction

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 insect allergy, flick out sting if visible

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

Anaphylaxis - severe allergic reaction

Watch for any one of the following signs of anaphylaxis

- 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

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 the patient to a dry, sheltered area and change them out of wet clothing into warm, dry clothes. Give the patient warm sweet liquids to drink if they can (not tea, coffee or alcohol). Avoid warming too quickly, swaddle the patient's 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 the diver back to the surface (if required), achieving positive buoyancy (by dropping weights if wearing a belt and using a 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 is not returned, once on shore, remove the diver from the water, follow DRSABCD | **D**angers? **R**esponsive? **S**end for help. **O**pen Airway. **N**ormal **B**reathing? **S**tart CPR. **A**ttach Defibrillator (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 the 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 participants involved advised to seek further 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 the patient safely out of the water. Keep the person warm and comfortable and monitor their condition.

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

Marine Life

Sharks

Some sharks may exhibit lack of fear and may approach snorkelers out of curiosity. Snorkel groups should stay close together at all times and within 1 arms length of the 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 is displayed (watch for back arching and dropping of the pectoral fin, rapid movements towards snorkelers 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 a buddy group. Avoid splashing. If anyone is cut they should abort with a 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 lion's mane jelly.

Rays

The barb/sting of rays are found on the base of the tail. They may be multiple and up to 30cm in length. In response to being disturbed, the barb/sting is driven with the point usually travelling forward and upward. The barb/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.

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 patient's breathing and pulse regularly. If the patient becomes unconscious, place them in a lateral position. Reassure the patient, and raise the 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.

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 the patient to sit up, lean slightly forwards and pinch nostrils for 10 minutes breathing through mouth. Advise patients not to sniff or blow their 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 the patient warm and dry but keep them out of direct sunlight. Give the 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

📄 2023 MTSCT Karakia



Whakamana te maunga
Whakamana te wai
He mauri o ngā tangata
Ngā mea katoa he pai
Haumi e Hui e Taiki e !!

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

Appendix 4 | Incident Form

2023 MTSCT Incident Report Form.pdf



Incident Report Sheet – Mountains to Sea Conservation Trust

Part A Programme coordinator to complete						
Information about the person who had the incident						
Name: _____ Coordinator/Participant/Contractor/Volunteer (please circle)						
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?						
Incident Severity Scale Severity ranking 1 = need to have an incident form completed. Severity ranking 6+ = need to be reported to WorkSafe						
Severity Ranking	Impact on participation	Injury	Illness	Social or Psychological Damage	Environmental damage	Equipment Damage
1	Minor/short term impact on individuals without a large effect on participation in activity	Sprains, insect bites, stings	Minor irritant	Temporary stress or embarrassment	Lifting	Minor cost
2	Minor/short term impact on individuals without a large effect on participation in activity	Cuts, scrapes, blisters, minor cuts	Minor cold, infection, mild allergy	Temporary stress or pain	Minor damage to environment that will quickly recover	<500
3	Minor/short term impact on individuals without a large effect on participation in activity	Stairs, minor sprain, minor abrasions, cold, head stress	Minor asthma, cold, upset stomach, etc.	Delayed, delayed, confined to bed, down to level of gross	Scuffed car/pole, paint damage	<1000
4	MINOR IMPACT on individuals but may prevent the activity programme, day or two.	Lacerations, frostbite, minor cuts, insect bites, sunburn, blisters, abrasions, sprains, & other minor injuries, minor fractures	MM FL, migraine	Delayed, early to leave, 2-3 days, 1/4 of work for long term	Minor damage, cut hair, scratches, washed ground, etc. - 10,000	<5000
5	MINOR IMPACT on individuals but may prevent the activity programme, day or two.	Hospital stay - 12 hours or more, e.g. severe headache, moderate to severe dehydration, moderate to severe sunburn, moderate to severe insect bites, moderate to severe abrasions, moderate to severe sprains, moderate to severe fractures	Very ill, e.g. severe infection, anaphylactic reaction	Very distressed, unable to continue, requiring professional support	Washed through, moderate to severe damage, e.g. water course	<10000
6	MAJOR IMPACT on individuals but may prevent the activity programme, day or two.	Hospital stay - 12 hours or more, e.g. severe headache, moderate to severe dehydration, moderate to severe sunburn, moderate to severe insect bites, moderate to severe abrasions, moderate to severe sprains, moderate to severe fractures	Medical treatment required, hospital stay, e.g. severe infection, anaphylactic reaction	Very distressed, unable to continue, requiring professional support	Destroyed, e.g. water course of Runarua	<80000
7	MAJOR IMPACT on individuals but may prevent the activity programme, day or two.	Hospital stay - 12 hours or more, e.g. severe headache, moderate to severe dehydration, moderate to severe sunburn, moderate to severe insect bites, moderate to severe abrasions, moderate to severe sprains, moderate to severe fractures	Hospital stay - 12 hours or more, e.g. severe infection, anaphylactic reaction	Therapy/counselling required by professional	Killed, destroyed or polluted small area of environment	<200,000
8	LIFE CHANGING - Great loss of individual or death.	Major injury, hospitalisation, e.g. head injury	Major illness, hospitalisation, e.g. heart attack	Long term counselling/therapy required after incident	Killed, example of protection area	<500,000
9	LIFE CHANGING - Great loss of individual or death.	Single death	Single death	Post-traumatic stress disorder, ongoing professional counselling	Fire or pollution etc. resulting in significant damage to environment, e.g. Runarua	<200,000
10	LIFE CHANGING - Great loss of individual or death.	Multiple fatality	Multiple fatality	Post-traumatic stress disorder, ongoing professional counselling	Fire or pollution causing serious damage to environment, e.g. Runarua	<1,000,000
When did the incident happen?						
Date: _____ Time: _____						
Where did the incident happen?						
Location: _____						

www.emr.org.nz | Once printed - documents are uncontrolled | 2023 EMR SOP | 1

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? (refer to hazard ID 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)	What treatment was given?
Body Part Injured: (please indicate which side of the body e.g. right or left)	<input type="checkbox"/> First Aid <input type="checkbox"/> Physiotherapy <input type="checkbox"/> Massage <input type="checkbox"/> Doctor (GP) <input type="checkbox"/> Hospital <input type="checkbox"/> Emergency services <input type="checkbox"/> Other
Type of Injury: (e.g. break or sprain)	Describe treatment: (continue over if required)
Is this a serious harm injury? E.g. Grade 6 or above on severity scale (please circle one) YES NO	
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

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Part B: (Programme director or national coordinator to complete with team member involved)				
What (in your opinion) was the underlying cause?		Hazard Identification:		
Why did this occur?		New Hazard Identified: YES NO		
Recommended Actions		Significant: YES NO		
Has the Hazard Management Process been undertaken?		If YES identify the hazard management process to be done eg. update hazard register and put in recommended actions below		
YES NO (please circle)	What has been done?	Person responsible for this	By when	Date completed
YES NO (please circle)	Which part?			
Other Recommended Actions - Specific actions to prevent recurrence		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.				
If serious harm has occurred, have WSNZ / MNZ/CAA (as relevant) reporting procedures been followed? (please circle)		Overall comments (once investigation complete): eg: Health and Safety committee review actions		
YES NO				
Have internal reporting systems been followed? eg: Coordinators, Health and Safety Committee, Trustee board (please circle)				
YES NO				
Has the incident been reviewed by top management? (please circle)				
YES NO				
Poutokomanawa/Co-director name (please print)		Signature		Date

Appendix 5 Volunteer Form

📄 2023 EMR Volunteer Registration.pdf

📄 2023 EMR Volunteer Terms.pdf



Mountains to Sea Conservation Trust – Volunteer Form

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

Name of the programme or event (EMR/ WBC programme, Snorkel day, Planting day etc.)

Role on the programme or at the event | Snorkel guide, snorkel supervisor, in-stream observation etc.

Your details

Family name			
First name			
Gender		DOB	
Cell phone			
Email			

Tick if you do not wish to be contacted about our programmes or future volunteer opportunities

Emergency contact		
Name	Relationship	Cellphone

Experience

Have you volunteered with MTSC before Yes No

If yes, in what capacity:

State your relevant work experience

Licences / Certificates

- | | |
|--|---|
| <input type="checkbox"/> Car | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Dive/snorkel qualifications | <input type="checkbox"/> Day skippers |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Marine/freshwater biology degree |
| <input type="checkbox"/> Boat Masters | <input type="checkbox"/> Other |

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the age of 18. MTSC will conduct police vet for volunteers 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 MTSC. 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 MTSC:

Drug and Alcohol Policy

By signing this form you agree to abide by MTSC's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSC 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 (f.ex. medical information). We will share this information with MTSC staff where deemed necessary for H&S purposes. By signing this form you agree to the MTSC privacy statement which is found on our [website](#).

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

Code of Conduct

By signing this form you agree to abide by the [MTSC Code of Conduct](#) which can be found on our website or in the EMR beach box/registration.

Induction

MTSC requires all staff and volunteers to comply with our Safety Management Systems, policies and SOPs 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,

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Fitness and health

All fitness levels are considered for volunteer roles, but in-water roles need to have a fitness rating.

Low fitness	Medium fitness	High fitness

Medical Conditions: Please tick if you have any of the following

- | | |
|---|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heart condition |
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Seizures of any type | |
| <input type="checkbox"/> Epilepsy | |

	Yes or No	Comments
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		
Are you currently taking medication? If yes please state ailment and medication/s		
Are you allergic to any of the following? Insect bites/stings/jellyfish/seawater - note your reaction and treatment required		
Any other allergies?		

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

Please note that 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

Please advise the supervisor if there has been any change to your medical situation on the day of the event

Criminal Convictions/Police Vet Policy

MTSC 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

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- 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.

Volunteer requirements

- Tools such as a camera should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision
- Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler
- Competency for high risk activities requires the ability to assist MTSC leader on the management of the group in water in normal and emergency situations

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

I agree to all the terms and policies outlined above

Volunteer

Name	Signature	Date

Trust representative/supervisor

Name	Signature	Date

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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 e.g. 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 the term of work.

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

This includes:

Task	Anticipated hours	Location	Travel arrangements	Supervisor	Date

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Appendix 6 | School Agreement

2023 School Agreement.pdf



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), coordinator/s, the 'provider'

Coordinator Name/s	
Address	
Mobile	
Email	

And the 'school'

School Principal or lead teacher/s names	
Address	
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 personalised 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 AAO 534.

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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 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 students 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.*

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The School and EMR provider have discussed and documented:

- How the two organisation's SMSs will work together and be applied and when each organisation has the primary responsibility for students
- The supervision structure for the programme/event
- The roles and responsibilities of school staff and supervisors
- Emergency preparedness and who is responsible for each scenario

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 <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 that have been safety checked.
- 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

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- 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 fulfil 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.

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- 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 Mountains to Sea Conservation Trust marine lead 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

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

We have read and understood this 'Contract for Service'

School Representative		EMR Representative	
Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Planning notes:

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

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Please also tick the following to recognize your commitment to EMR

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. We may request a contribution towards planning the 3rd time around or consider online/other delivery options.

School Representative	
Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

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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 Checklist – 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.</u> (before school arrival) 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

■ 2023 EMR SOP Quick Reference.pdf



EMR SOP Quick Reference

For volunteer staff/casual volunteers

Health and safety responsibilities

- Take reasonable care of your own health and safety
- Take reasonable care of your actions to not 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 the '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

Headcount 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 the 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 the road and direct emergency services to the problem. Teacher in charge of EMR activities to contact: School principal or Board of Trustees chairperson, who notifies the relevant parents and caregivers, media contact person, relevant support services.

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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 practise from the national coordinator)
- Any new hazards?
- Discuss any overlapping duties of care (events you may have 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 snorkeler 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 co-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 practise first aid or emergency scenarios or professional development (free diving for example). Please document any efforts in this area
- Celebrate with your team!

Pre-season coordinator skills/fitness refresh recommendation (team exercise that could coincide with volunteer or rangatahi training)

- Demonstrate surface and underwater swimming using a mask and snorkel.
- Duck dive to 4 metres and retrieve an item from that depth.
- Perform unconscious snorkeller recovery from 4 metres.
- Demonstrate rescue procedures for a snorkeler who has suffered shallow-water blackout.
- Support buddy and tow or push 50 metres in a simulated rescue exercise.

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 Poutokomanawa/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 Poutokomanawa co-director (marine lead) and Qualworx
- 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 database.
- 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 Qualworx

Incident Severity Scale

■ 2023 MTSCT Incident severity scale.pdf

Severity ranking 3 + need to have an incident form completed. Severity ranking 6 + need to be reported to Worksafe

Severity Ranking	Impact on participation	Injury	Illness	Social or Psychological damage	Environmental damage	Equipment damage
1	Minor/ short term impact on individuals without a large effect on participation in activity	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	Littering	Minor cost
2		Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	Minor damage to environment that will quickly recover	>\$50
3		Blisters, minor sprain, minor dislocation. Cold/ heat stress	Minor asthma, cold, upset stomach, etc	Stressed. Beyond comfort level. Shown up in front of the group.	Scorched campsite, plant damage	>\$100
4	MEDIUM IMPACT on individual/s that may prevent participation in the activity / programme for a day or two.	Lacerations, frostnip, minor burns, mild concussion mild hypo/ hyperthermia Sprains & hyper-extensions, minor fracture	Mild flu, migraine	Stressed, wants to leave activity, a lot of work to bring back in.	Burnt shrubs, cut live branches, washed group dishes in stream, etc	>\$500
5			Flu, food/hygiene related diarrhoea/ vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	Walked through sensitive ecological area destroying some plant life, toileting close to water course	>\$2000
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 Hospital stay > 12 hours e.g., arterial bleeding, severe hypo/ hyperthermia, loss of consciousness	Medical treatment required, hospital stay < 12 hours e.g., serious asthma attack, serious infection, anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	Destroyed/ killed some example of flora/fauna	>\$8000
7			Hospital stay > 12 hours e.g., infection or illness causing loss of consciousness, serious medical emergency	Therapy/ counselling required by professional	Killed, destroyed or polluted small area of environment	>\$20,000
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	Killed example of protected species	>\$50,000
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident, Suicide because of incident	Fire or pollution etc resulting in area of wilderness being destroyed Major fire or pollution causing serious loss of environment or life	>\$250,000
10		Multiple fatality	Multiple fatality			>\$1,000,000

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 Qualworx)

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

■ 2023 Senior Snorkel Guide Day Permission Form – Under 18

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



Senior Snorkel Guide Day Permission - Under 18 year olds

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 SOPs 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 www.emr.org.nz

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Permission form to be completed by guardian or caregiver for snorkel guides under 18

Name of under 18 snorkel guide: _____ Age _____

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

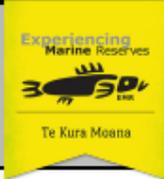
Date

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Appendix 13 | Snorkel Day Registration Form

2023 Snorkel day registration form.pdf

2023

<h1>REGISTRATION FORM</h1> <p>EMR Community Guided Snorkel Day www.emr.org.nz www.facebook.com/emr.mtsct</p>				Guide name	
Group name <i>You can make this something fun!</i>				Number in Group	
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 Active ischemic heart disease (coronary) 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 names on another sheet					
<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>					
Contact Details for the group leader/parent – <i>You pick who this is. They are responsible for the whole group.</i>					
Full name					
Contact cell phone number					
Email address					
Signature of group leader		X			
Koha/ Donations – We appreciate your koha of money or time to make these events possible. Some people donate \$5-10. I have Donated Cash/Eftpos <input type="checkbox"/> I have Donated Online <input type="checkbox"/> I have Donated My Time <input type="checkbox"/> Please enter the amount you have donated if you would like a Donation Receipt issued to the email above. \$ _____					
If you would like to opt out of hearing more about our events please tick here: <input type="checkbox"/>					

Appendix 14 | Advanced Snorkelling SOP

EMR Specific activity SOP - Advanced snorkelling

Advanced snorkelling operations to be led by an EMR endorsed coordinator.

Purpose

The purpose of this policy is to establish a Standard Operating Procedures specific to advanced snorkelling activities to ensure the health and safety of all participants involved in the Mountains to Sea Conservation Trust programme and projects throughout NZ, under the leadership of an Experiencing Marine Reserves (EMR) endorsed coordinator. Advanced snorkelling activities will enhance participation in community science such as monitoring in relation to marine biosecurity (fan worm removal) and the Love Rimirimu project <https://www.loverimurimu.org/>

This policy is to be applied for any snorkelling deeper than 4m and within 6m and aims to minimise the risks associated with advanced snorkelling and to provide a safe and healthy working environment. This policy is intended to supplement the EMR Snorkelling SOP when carrying out advanced activities such as monitoring.

Note: This Advanced snorkelling SOP will only apply when a snorkelling activity is focused on monitoring the marine environment and more frequent duck diving is required. Advanced snorkelling to be led by a EMR endorsed coordinator, with small working groups of 6 freedive qualification or suitably trained divers at a time.

Definitions - Snorkelling vs advanced snorkelling

Snorkelling | Swimming on the surface of the water using a snorkel, mask and swimming aids such as fins and duck-diving to depths not exceeding 4m. Students don't usually wear a weight belt. Snorkel in the mouth when going underwater, using blast technique when surfacing.

Advanced snorkelling | Breath-hold diving to depths within 6m without the use of breathing apparatus. Weight belt on, snorkel removed from mouth when diving underwater. Main purpose of the activity is observations not depth.

Tools | (camera, knife, transect line, quadrat) may be used for both freediving and snorkelling.

Key Hazards

Hazard/risk identification and control procedures. Refer to [EMR RAMS/RAF part 2 \(Risk register and hazard ID\)](#)

Training and competency

Advanced snorkelling leader | Additional training for EMR endorsed coordinators (refer to EMR coordinator qualifications) leading freediving - record of freedive training with Sacha Williamson from Freedive Aotearoa initially and every 2 years (training recorded on personnel file - training records). Some additional site specific risk assessment training for some environments such as wharfs to demonstrate proficiency.

Participants | Basic freedive training or equivalent certification, Medical liability form - rechecked every year, Participated in a freediver assessment session (to verify qualification).

Completed proficiency requirements (training)

- Holds basic freediving knowledge and/or training record and experience, including health and fitness requirements for freediving. AIDA, PADI or equivalent certification.
- Proven proficiency of advanced snorkelling techniques in water including equalising, breath holds, deep dives and safety/emergency procedure (see list below)
- Introduction to the specific monitoring methods and equipment required for the programme through theory sessions and “dry runs” with the equipment.
- Practical, in-water (pool and ocean) runs of the methods.
- Attended a data collection and management workshop/s.
- Proven knowledge in seaweed/marine life identification relevant to monitoring

All participants in advanced snorkelling must demonstrate proficiency in the following:

- Demonstrate “exhale check” to ensure you are correctly weighted.
- Demonstrate weight belt removal and replacement at the surface.
- Demonstrate removal and replacement of the mask while in the water.
- Demonstrate two methods of mask clearing.
- Demonstrate proficient duck dive.
- Demonstrate surface and underwater swimming using a mask and snorkel.
- Demonstrate equalising the middle ear and sinus gas spaces.
- Duck dive to 4 metres and retrieve an item from that depth.
- Perform unconscious snorkeller recovery from 4 metres.
- Demonstrate rescue procedures for a snorkeler who has suffered shallow-water blackout.
- Support buddy and tow or push 50 metres in a simulated rescue exercise.

All EMR advanced snorkelling leaders (endorsed coordinators) must additionally demonstrate proficiency in the following:

- Swim down a dive line to 10 metres and retrieve an item from that depth.
- Perform unconscious snorkeller recovery from 10 metres.

Equipment

Participants

All participants in the monitoring programme must have the following basic equipment:

- Wetsuit: A wetsuit is required to protect the participant from the cold water temperatures, and to provide buoyancy.
- If necessary, the participants will also be provided with a neoprene hood, gloves and socks for extra comfort and warmth.
- Mask & snorkel: A mask and snorkel are required to enable the participant to see and breath underwater.
- Fins: Fins are required to provide propulsion and manoeuvrability in the water.
- Weight belts: Weight belts are required to aid in the descent of the participant to depth. All weight belts must be checked for proper weighing in the shallows and adjust accordingly before starting any freediving activities.
- Knife or cutting tool: A dive knife or cutting tool is an essential safety item for freediving activities, as it can be used in emergency situations to quickly and safely cut through entanglements or other obstructions that may prevent a diver from surfacing. This could include getting tangled in fishing lines, ropes, or seaweed, or getting trapped in a submerged object.
- Whistle: A whistle will be used by participants in freediving. Following EMR whistle procedures, 1 whistle blast will mean “stop and listen for instructions” and 3 whistle blasts will mean “emergency happening, promptly evacuate to emergency meeting point on shore with your group”.
- Surface marker buoy (SMB) and dive flag: The dive flag and buoy provides a visual reference point on the surface of the water to increase visibility of the participants to other boats or watercraft in the area and provides in-water support. The SMB is typically a brightly coloured, inflatable buoy that marks participants’ position in the water and provides support to rest on. The dive flag is used to indicate the presence of a diver below or at the surface to other boats or vessels in the area, helping to prevent accidents and ensure the safety of all water users.
- In addition to the basic equipment, the programme must have the following specific health and safety equipment:
- First Aid Kit: The first aid kit should be well-stocked and readily available to treat minor injuries such as cuts and scrapes, as well as more serious injuries such as hypothermia or diving-related illnesses.

Advance snorkelling leader equipment

- Freedive float ring or float boat (with dive flag as per EMR snorkelling)
- AED highly recommended
- Weight Belts
- Depth gage
- Recommended type of fin for activity

Monitoring/pest removal equipment

- Flotation buoys for transects

Note: In activity/training/assessment led by a freediver instructor, the instructor is required to have oxygen.

Advanced snorkelling leaders are responsible for ensuring that all equipment is properly stored and maintained and available at the time of carrying out the freediving activity. This includes other equipment specific to the monitoring or restoration activities taking place at the time. The programme leader is responsible for rinsing with freshwater and drying all equipment for proper maintenance and storage.

Sanitisation Policy

In the case that a particular marine pest or disease is known to be present in the area, the programme leader is also responsible for ensuring diving and monitoring equipment is treated following [EMR's Sanitisation Policy](#) at the completion of freediving activities.

Otherwise do one of the following Department of Conservation recommendations:

- Soak equipment in freshwater for 72 hours, replacing water after 12 hours
- Soak equipment in warm water (40–45°C) for 20 min
- Soak equipment in 5% dishwashing detergent/freshwater solution for 1 hour
- Soak equipment in 1% Trigene/freshwater solution for 1 hour
- Spray with 1% Dettol antiseptic/freshwater solution and leave for 1 hour
- Spray with 100% Trigene and leave for 1 hour

Ratio

1:6 (working in buddy pairs for trained participants)

1 EMR endorsed coordinator to 6 trained divers

Advanced snorkel safety plan

An advanced snorkel plan is similar to a group itinerary or detailed snorkel plan for remote sites but must have more detail on the site and planned activities and depth - timeline - etc.

Part A and B RAFS (hazard register for snorkelling)

 EMR Site specific RAMS and emergency procedure 2023 - PART 1.docx

 MTSC Risk Assessment Form Part 2 2023 .pdf

Advanced Snorkelling - Pre site assessment and participant register (see appendix)

 2023 Advanced Snorkel Activity Pre Site Assessment Form

The advanced snorkel safety plan should include

- The location of the freedive
- An evaluation of the surface and underwater conditions and hazards at the site (site specific hazards)
- An evaluation of underwater visibility, which will determine the maximum depth of freediving activities to maintain visual contact between buddies.
- Consideration of the snorkel team's ability to work in the conditions at the site.
- The water temperature at the site.
- The roles and tasks of all members of the free dive team
- Emergency procedures, including location of all emergency equipment.
- The agreed system or procedure of recalling snorkelers.
- The agreed procedure for retrieving a snorkeller.

Briefing

The briefing must be clearly communicated to all involved in the free diving operation. All advanced snorkelers must be given the opportunity to refuse to enter the water or terminate activities at any stage for any reason – the decision to enter the water is that of the individual and this decision must be respected by all involved in the operation.

Additional aspects to add to briefing

- Demonstration and discussion around monitoring equipment
- Target species
- Suitability of conditions for monitoring task
- Specific hazards for the site, e.g entanglement/ higher risk of hypothermia

Advanced snorkelling procedures

All advanced snorkelers must:

- Always snorkel with a buddy
- Be correctly weighted
- Not hyperventilate
- Relax before holding their breath.
- Take a minimum of three proper recovery breaths at the surface following a breath hold dive

Buddy pairs

All snorkelling activities must be undertaken in 'buddy' pairs. Buddies should remain close enough to communicate and assist each other while undertaking free diving activities and should operate to the "one-up one-down" rule with constant visual contact between each other.

Correct weighting

All divers and snorkelers should be correctly weighted and should not sink from the surface when exhaling forcefully - their head might go underwater, but they should then stay neutrally buoyant and not sink.

Hyperventilation

Hyperventilating before a breath-hold dive is strictly prohibited.

Hyperventilating is rapid or deep breathing more than you need to. The main result of hyperventilation is a rapid decrease of Carbon Dioxide (CO₂) in the bloodstream, which is the gas that causes us to want to breathe. By removing CO₂ from the bloodstream, hyperventilating tricks the body into thinking that it doesn't really need to breathe. However, the hyperventilation hasn't increased Oxygen (O₂) levels to compensate and O₂ levels decrease just as quickly as normal, but without the safety mechanism of the high CO₂ 'need to breathe' reflex. Hyperventilating therefore means breath-hold divers can continue to dive without any strong desire to return to the surface.

Symptoms of hyperventilation include

- Euphoria.
- Tingling in the extremities
- Light-headedness.
- Dizziness.
- Numbness around the mouth.
- A metallic taste in the mouth.
- Semi paralysis of the hands.

If you experience any of these symptoms, do not undertake breath hold diving.

Snorkel out

All breath hold divers should take their snorkel out of their mouth before they descend. In case of a black out the snorkel is an open water pipe to the victim's airways, making an effective rescue much more challenging and complex.

Equalisation

During breath-holds, divers must equalise frequently (when they feel the rising pressure) and never wait until the pressure becomes painful to the ears. Divers should not undertake diving activities if they are sick and/or congested and must wait until their airways are clear before going back to water. All breath hold divers must be able to equalise their middle ears and sinuses using either the Valsalva or the Frenzel manoeuvre.

Valsalva manoeuvre

With the mouth closed and the nose pinched, you exhale through your nose. As the air cannot escape out of your nose, it will automatically be moved through your

Eustachian tubes into your middle ears. Your ears will make a “popping” noise – this is an equalisation.

Frenzel technique

The Frenzel technique works by pinching your nostrils, then placing your tongue at the roof and back of your mouth and moving the back of your tongue gently upward. This moves the air up into your middle ear making a “popping” noise as your ears equalise.

Finning technique

Good finning technique starts from the hips and uses the hip flexor to move the leg forward and the buttocks to move the leg backwards. Most other leg muscles are used to propagate that action towards the fin by keeping the leg and foot as extended as possible. Knees and ankles should stay as straight as possible throughout the whole range of the finning movement. To avoid a “bicycle style” kick, always keep your knees and ankles straight. How wide and how fast you kick depends on the length and strength of your legs, the length and stiffness of your fins and the level of your technique. In general, you should apply a strong, steady, and symmetrical kick with a continuous rhythm.

Recovery breathing

A breath hold dive is only completed once you have taken a minimum of three proper recovery breaths at the surface. If breath hold diving is undertaken, the minimum time at the surface between breath hold dives should be twice the duration of the breath hold time.

Pre-activity health checks

The purpose of pre-activity health checks are to ensure the safety and well-being of all participants in the programme by implementing a daily health check to assess their physical and mental readiness for the activity. The procedure aims to identify any health issues or concerns that may impact the participant's ability to perform their duties safely and effectively.

All participants in advanced snorkelling should complete a daily health check before beginning any activity. The health check will be a whole-group verbal activity. The health check will consist of the following:

Symptom Check

- Participants will be asked if they are experiencing any symptoms such as coughing, shortness of breath, sore throat, loss of smell or taste, or any other symptoms associated with COVID-19 or other respiratory diseases.

Anyone experiencing any of these symptoms will not be allowed to participate and will be advised to seek medical attention.

General Health Check (Hauora tinana)

- Participants will be asked about their general health and any medical conditions or concerns that may impact their ability to participate safely and effectively.
- This will include questions on any physical injuries or illnesses, chronic conditions, or recent surgeries. Any participant who reports a medical condition or concern will be assessed by the programme supervisor to determine if they are fit to participate.
- Participants will also be asked about their hydration/hunger status and encouraged to drink water/eat food if necessary.

Mental Health Check (Hauora wairua)

- Participants will be asked about their mental state and well-being, including stress, anxiety, or any other mental health concerns.
- Participants will be encouraged to report any concerns they have about their mental health, and provided with appropriate support and resources.

The programme lead will ensure that all participants are aware of the daily health check policy and that it is always adhered to. Participants who are deemed unfit to participate based on the daily health check could participate in land-based support roles if appropriate or will be advised not to participate at all until they have been cleared by a medical professional.

The daily health check is a critical component of any advanced snorkelling. It ensures that all participants are physically and mentally prepared for the activity, minimising the risk of injury or harm. All participants are expected to comply with this policy to ensure their own safety and the safety of others. The programme lead will ensure that any concerns raised during the daily health check are addressed in a timely and appropriate manner, and that all participants receive the support and resources they need to stay healthy and safe.

Advanced snorkel safety

Signs of a diver in need of help

A diver who has stayed down too long will gradually get low on Oxygen. Buddy pairs can identify signs of a free diver in need of help by looking out for the following signs:

- **Change of finning style** | When a free diver with a usually strong kick suddenly becomes sloppy in their movements, it should be interpreted as a sign of trouble. A diver that stops kicking on ascent at an inappropriate time or while swimming horizontally without any obvious reason (e.g., watching marine life) should be suspected to be in trouble.
- **Unfocused eyes** | A free diver returning from depth close to or beyond their personal maximum should always be escorted on the last few metres of their ascent by their

buddy. The buddy should stay face to face with the free diver so that they can see their eyes. If their eyes become unfocused it is a strong indication they need help.

- **Speeding up at the end of a dive** | Towards the end of a dive, your buddy might have accumulated a lot of CO₂. A well trained and in-control free diver will slow down at this point in order to avoid wasting Oxygen and producing excessive amounts of CO₂. Speeding up to be able to get to the surface is a sign of a free diver losing control.
- **Exhaling underwater** | If your buddy clearly exhales underwater, they are losing oxygen and buoyancy and there is increased likelihood they will black out underwater.
- **Inability to keep the head above water (after surfacing)** | This is a clear sign that your buddy is in a low Oxygen state, as are uncontrollable twitches and/or reduced responsiveness. All these signs indicate that your buddy needs your immediate support.

Loss of Motor Control (LMC) after surfacing from breath-hold dive

Loss of Motor Control, or LMC, is a hypoxic fit that occurs after surfacing if Oxygen levels are too low. A loss of motor control happens only after a dive. It is not the same as a black out, it can be described as the red zone of low oxygen before falling unconscious.

A clear indicator that your buddy suffers from loss of motor control are jerky movements with the limbs or the head. A light loss of motor control will last a few seconds and will mainly induce light uncontrolled eye and/or head movements, while severe loss of motor control can affect the whole body and leads to an inability to maintain the airways out of the water.

The cause of a loss of motor control is a lowered level of oxygen in your blood that has reached the point where normal cell function cannot occur. This means the metabolism is disturbed and normal functioning is reduced, hence the jerky movements and lack of responsiveness. A loss of motor control can result in a full black, depending on the correct application of recovery breathing. After recovery from a loss of motor control, you may not be aware of what just happened. Trust your buddy, they will tell you.

If you experience loss of motor control, you MUST stop diving for the rest of the day.

Shallow-water blackout

A Black Out is the loss of consciousness caused by lack of oxygen towards the end of a breath hold dive or immediately after.

In the event of shallow water blackout

- Get the victim to the surface immediately, establish positive buoyancy for both of you and signal the Lookout for assistance.
- Get the victim on their back, remove their mask and snorkel,
- Blow – Tap – Talk (BTT-Cycle) | Blow on the skin below the eyes to dry the skin and signal thus to the unconscious body that there is now air to breathe. Tap alternatively both cheeks of the unconscious free diver with your open hand. Talk to the still

subconsciously active mind of the victim: Tell them to breathe in and use their first name. For example, “Mara, breathe in!” in a very direct tone.

- Repeat the BTT-Cycle. If they do not resume breathing within 15 seconds or earlier get them to land or boat ASAP, begin rescue breathing if immediate removal from water is delayed or impossible.
- After suffering from a black out, the diver MUST stop diving for the rest of the day to allow the body to fully recover from the incident.

Love Rimurimu



LOVE RIMURIMU

Imagine the Blue Belt of Wellington sustaining a healthy and vibrant ocean forest; able to absorb more carbon than trees, improving water quality and providing habitat for thousands of marine creatures. Regenerating our seaweed forests is a way to make this a reality - and it's what this project is all about.

Our Plan.

By improving conditions and restoring sites in the harbour with juvenile and adult seaweeds, we hope to set up the right environment for regeneration- helping nature to be a self-sustaining and healthy ecosystem again.

These sites will take up carbon, restore habitat and strengthen our marine ecosystem - making it more resilient into the future. But we must act soon, and we must be prepared to learn and innovate along the way.

The snorkelling component of Love Rimurimu is delivered by EMR

<https://www.loverimurimu.org/>

- Foot entrapments
- Logs
- Slippery rocks
- Wraps onto rocks
- Poor water quality

Hazard/risk identification and control procedures

Insert link to EMR RAF part 2 here

Training and competency

EMR endorsed coordinator

- Skilled in river snorkelling.
- Needs to be able to swim in river currents confidently
- Be able to rescue snorkeller/s using the currents.
- Must understand river hydrology

Participants

- Snorkelled before and can swim

Equipment (additional for river snorkelling)

- Throw rope
- Experienced Safety Kayaker stays with each group must be experienced with a throw bag

Safety precautions for river snorkelling

- Avoid white water and rapids.
- Swim check prior to river snorkel (rubbish or new logs).
- Each section of river to be swum should be thoroughly checked before the dive, from the bank, from the air, by rafting or by seeking local knowledge about the current state of the river and rainfall updates and have established safe flow rate (cubic metres per second) operating levels
- Must have a safety watch with a throw bag who is able to throw, recoil, loop and rethrow accurately to a snorkeler moving in current.
- Kayakers remain downstream of snorkelers and carry extra snorkel gear on kayak.
- Need to model how to swim in and out of an eddy
- How to avoid rocks and strainers and how to feet glide out across a current
- Safety watch to follow the group from the put in, if possible, if not possible have safety watch on entry and exit. Safety watch on exit has participant shoes in a bin so snorkelers can move safely on rocks and uneven terrain.
- If there are obstacles, a suitable bypass should be located and agreed upon and beaches or areas suitable for landing should also be located.
- A minimum of 3 metres underwater visibility is recommended.

Ratio

Maximum 1:4 | EMR endorsed coordinator to participant ratio

Preferred 1:2

River snorkel event plan to include the following

- Event details
- Assign a event controller
- Key hazards and controls
- Key messages and outcomes
- Site Specific RAF (part A)
- Link to Part B RAF
- Weather calls - choosing safe river levels. Need to know safe flow rates (cubic metres per second) and have cut offs for too high and to low levels
- Resources/ protective equipment required
- Group briefing
- Timeline
- Waste and traffic management (if applicable)
- List of other providers roles
- List of overlapping duties of care
- Signed agreement of overlapping duties of care
- Clear assignment of overreaching SMS for event and activity specific SOP's
- Check site for unrestrained dogs

Motueka Case Study event

This river was grade 1 - 2.

The Snorkel Guides felt 1- 2 was optimal, 1-3 was ok.

They found 1;4 was too difficult to manage in the current as some would take off in the flow. You need at least 1 adult in a group of 3.

The safety kayaker needs to sit downstream in eddy below swimmers because they could run over swimmers who have not much control of direction in the current.

Need to check that the river has enough flow and there are not rocks or strainers or logs that swimmers can hit their face on or become stuck.

Snorkel guides taught snorkelers how to swim to avoid obstacles, discussed, wraps, foot entrapments and asked snorkelers not to stand up in the river.

Need a good whistle as it is sometimes hard to hear with river flow.

Snorkel Guides taught hand signals to group before departure and showed where the coned take out area was.

Appendix 16 | Night snorkel SOP

EMR Specific activity SOP - Night Snorkel

To be used in conjunction with EMR SOP for snorkelling and MTSCT SMP

Purpose

The purpose of this policy is to establish a Standard Operating Procedures specific night snorkelling to ensure the health and safety of all participants involved in the Mountains to Sea Conservation Trust programme and projects throughout NZ, under the leadership of a Experiencing Marine Reserves (EMR) endorsed coordinator.

Definitions

Twilight		Sun is going down but it's not completely dark
Night		Sun has gone down

Key Hazards

- Panic
- Visibility (on land and in water),
- Hazardous marine life may be more active at night

Hazard/risk identification and control procedures

- 📄 MTSCT Risk Assessment Form Part 2 2023 .pdf

Training and competency

EMR endorsed coordinator to lead night snorkel activities

- Familiar with the night snorkel location
- Night snorkelling experience

Participants

- Must have swimming ability
- Snorkel experience (prior to night snorkel).
- Not recommended for snorkelers who experience panic

Equipment

- Underwater torches for every guide.
- Whistles for EVERY person.
- Glow sticks or reusable glow sticks for every person (check glow stick quality to make sure they work before the event).
- Kayak or SUP to follow the group (with glow sticks attached).
- Communication device between radio and shore
- Big lights for entry and exit point (make sure entry point visible etc)
- Loud hailer for emergency recall

Ratio

Max 24 participants at a time, may be less depending on the environment (lake versus ocean). Same as what you would use for a year 9 and up school group.

Age

Recommend age 12 and up, but base judgement on snorkel experience

Event plan

Same event plan as a community guided snorkel day, including site specific RAMS for site.

Things to note

- Registration forms for a night snorkel must list
 - names
 - medical info
 - emergency info of each person in the group.
- Remind people to constantly number off
- Use school check in and out form with all names, not just group name (as per a guided day)
- Ensure each snorkel guide has a group, but led by a EMR snorkel leader (without a group, similar to a EMR school/group tour)

Notify the community about a night snorkel happening so not to alarm people (especially for bigger groups of over 4).

Appendix 17 | RAF (RAMS) Form (snorkelling)

EMR Site specific RAF (RAMs) and emergency procedure (Risk register and hazard ID) EOTC Risk Assessment Form (EMR SOP Manual September 2023) PART 1

W EMR Site Specific RAF (RAMs) and Emergency Procedure 2023 - PART 1.docx

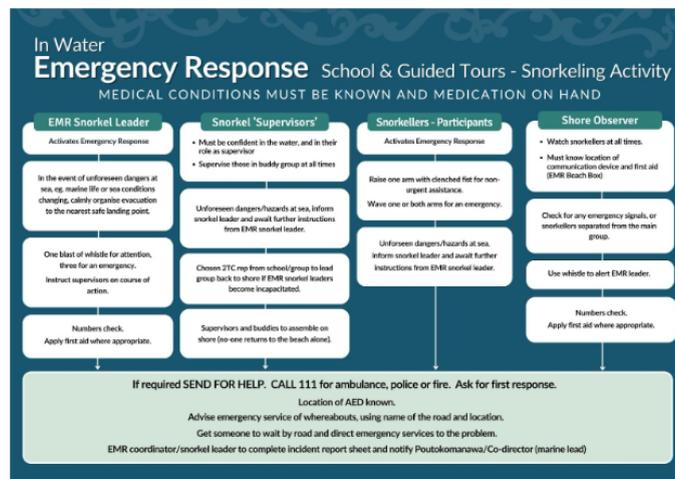
EMR Site specific RAF (RAMs) and Emergency Procedure (Risk register and hazard ID) EOTC Risk Assessment Form (EMR SOP Manual October 2023) Part 1

Site name		SITE MAP HER -
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.)		
Supervision structures (ratios)		
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		
Fire extinguisher location		
24 hr Poison Control: 0800 764 766 24 hr Healthline: 0800 611116		
Refer to EMR SOP for snorkelling Refer to itinerary of the day for contact numbers for school/group/EMR staff- itinerary must be printed		

Note: 'Once printed, documents are uncontrolled' | www.mountaintosea.org.nz | www.emr.org.nz | EMR SOP | 2023 | 1

Site specific emergency consideration	Site specific procedures

Refer to Emergency procedures diagram



Note: 'Once printed, documents are uncontrolled' | www.mountaintosea.org.nz | www.emr.org.nz | EMR SOP | 2023 | 2

EOTC Risk Assessment Form (EMR SOP Manual September 2023) PART 2

📄 MTSCT Risk Assessment Form Part 2 2023 .pdf

Risk matrix

Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme