

Mountains to Sea Conservation Trust – Annual safety review –September 2021

Much of the Trust's credibility is based on outstanding safety standards. Its aim is to maintain this exceptionally high safety record and to continually improve safety management and procedures.

The culture of our organisation remains strong and committed to the health and safety of our participants. It was great to meet face to face this year at our annual wananga in Coromandel. We continue to use online regional catch ups and H & S discussion in response to the continued Covid 19 hazard.



Annual Safety objectives 2020-2021

Last years objectives

2020-21 Safety Objectives

- 1. 100% uptake and completion of quiz for acknowledging and understanding of H&S (SOP/SMP) changes.**

This is working well and we have had increased uptake - 100% have completed! the completion of the annual quiz will be recorded on the personnel file to keep up with endorsement status.

- 2. Increase active participation in COVID-19 safety plan through bi-monthly regional catch-ups**

Yes we have had a great response to on-line catch ups

- 3. Increase opportunities to resource and upskill teams in area of child protection**

Yes this was achieved. Our co-directors and some coordinators attended child protection courses . We learned that there is currently no legal requirement to

police vet MTSCCT volunteers. However, there will be additional requirements for new coordinators as they need to be safety checked and re-checked every few years

4. Increase recording of management of medical conditions on snorkel days

This was discussed at our national coordinator meeting 2021

Health and Safety Committee (HSC).

The team was picked as our committee at our national face to face coordinator meeting in Coromandel April 2021

The health and safety committee is appointed annually and meets via zoom.

Appointed H&S reps for 2021/2022:

- Samara Nicholas (EMR)
- Laura Torre (WBC)
- Freya McCall (EMR)
- Nick (WBC)
- Liz (EMR/WBC)
- Jorge (EMR)
- Ray (EMR)
- Teschna (EMR)

Regional coordinators

Regional coordinators run the EMR and WBC programmes in other areas (including tasks of programme coordinators). These regional coordinators would be the main contact for the region, are the safety representatives and are administered under the regional provider organisation. Regional coordinators have the responsibility of reporting and evaluating to national programme coordinators. This includes incident reporting and ensuring that regional internal H & S meetings take place. They must ensure the completion site safety checklists and safety/event plans and internal meetings as required for their area. From November 2020 onwards regional coordinators will also be the regions child protection officers.

Region	EMR	WBC
Northland	Samara Nicholas	Isabel Krauss
Auckland	Sophie Journee	Laura Torre
Coromandel	Amber Boyd	Amber Boyd
Gisborne	Amy-Rose Hardy	Amy-Rose Hardy
Otago/Rakiura - satellite		N/A
Wellington	Jorge Jimenez	Liz Gibson
Taranaki	Elvisa Van der leden	N/A
Nelson/Tasman	Freya McCall	Freya McCall
Canterbury	N/A	Kirsty Brennan

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.

National coordinator meeting attendees

Northland

Kim Jones (WBC), Isabel Krauss (WBC/EMR), Nina Pivac(WBC), Ray Downing (WBC/EMR), Samara Nicholas (EMR), Nic Naysmith (WBC) , Croatia Rudolph (EMR Taitamariki), Birta Kortner (WBC)

Auckland

Ella Walmsley(WBC/EMR), Kimberly D'Souza(WBC)), Sophie Journee (WBC/EMR), Koha Kahui-McConnell (EMR), Laura Torre (WBC), Briar Broad (WBC), Brendan Doogan (WBC), Teschna Christie (EMR)

Coromandel

Amber Boyd (WBC/EMR),

Wellington

Liz Gibson (WBC/EMR), Jorge Jimenez-Senen(WBC/EMR), Roni Mohan(WBC/EMR), Joe Warmington(WBC/EMR), Zoe Studd(WBC/EMR), Kara Kenny (WBC)

Gisborne

Amy Hardy ((WBC/EMR), Hana Hardy (EMR trainee) , Joe Palmer (EMR)

Tasman/Nelson

Freya McCall(WBC/EMR), , Mel McClogan (WBC), Christina, Mel, Thalassa (EMR Trainee)

Canterbury

Nick Hempston (WBC)

Mountains to Sea Wananga 2021

New team members and coordinators from the regions attended the April 2021 wananga and team training. So good to be able to catch up with the team over 5 days!

Below are long time coordinators Joe Palmer (Gisborne) and Zoe Studd (Wellington) with a group of participants . EMR cadet Koha Kahui-McConnell briefs a group and Sacha Williamson gives training to our coordinator team. We practise inwater rescue and listen to briefings from new coordinator Thalassa Kawachi (left bottom) and trainee coordinator Hana Hardy.





Snorkel day participant feedback

Highly recommended Les {snorkel guide} was awesome - patient and felt really safe with our kids in his hands. Thanks

The kids learnt a lot today - they haven't snorkelled before so all new for them.

Fun time snorkelling with others. Well organised day with knowledgeable guides.

The guides were so calm and kind to my nervous children. I learnt extra safety tips for me as a parent when I take the kids out.

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Teacher feedback

"Students and teachers were fully engaged and are now keen to take action to protect marine environment. Really great snorkelling equipment and leadership during the snorkelling expeditions. loved seeing them [students] gain so much knowledge and confidence snorkelling in the sea." - Teacher; Newtown Primary School (Wellington)

"This is my second time with EMR. It was amazing the first time and outstanding the second. I enjoyed that there were multiple instructors and groups involved the second time round. The time table was full but all complimented each other. Thank you for all your hard work and effort. " Teacher from Orakei School (Auckland)

*“Brilliant programme that increased the awareness of marine conservation in my students “
Teacher from Makauri School (Tairāwhiti Gisborne)*

New annual safety objectives for 2021 - 2022 include:

Objective	We will show we have met this objective by:
Objective 1: Better communication and storage of our policies	Clean google drives and ensure all are in the appropriate place on websites
Objective 2: Increased awareness of water quality and develop guidelines around E.coli	Guideline developed
Objective 3: 100% uptake in quiz - integrate questions about policies we have	quiz completed by all coordinators
Objective 4: Increase communication and staff awareness about privacy, how we collect information, constant improvement	Include in team quiz

A review of our SMS and EMR SOP manual was undertaken (a list of changes are attached as an appendix).

Emergency preparedness, SOP practise and health and safety feedback and communication was achieved at our annual Mountains to Sea coordinator meeting, which was face to face at our wananga this year.

Volunteer training

We have continued to increase training opportunities for our volunteer teams, especially in Auckland where we have the highest number of events and volunteers. The volunteer rating system of Senior, Assistant, Trainee, Land based has worked well for our Auckland team. In Northland we have introduced rangatahi/taitamariki/youth training events. Because we are working on online signing of volunteer forms, we continue to ask our volunteers to re-sign the terms on the actual day of the event to reinforce volunteer roles for community guided snorkel days. Age limits for volunteers. We have also introduced a permission form for under 18 snorkel guides that have achieved the senior rating level. We don't want to disempower our volunteers, especially those at the upper and lower age limits

- Anyone under 18 needs parental consent to accept the responsibilities in the water, especially if something goes wrong
- Under 18 volunteers can be used as assistant of trainee guides but cannot be a senior guide until completed a certain level of training
- Under 16 guides can be used as a 1:1 ratio

- **New policy:** For senior guide – increase medical screening (75+) and parental consent (U18) – if you find something of concern then maybe need to check with a doctor



Incident Reports

Incident reports have been reviewed and the register updated.

- Seasickness of a coordinator - paddling safety kayak and getting sea sick (vomiting is rated higher than 1-2 as it can leave you unable to help others) – need to be able to delegate tasks to someone else and focus on own wellbeing
- Tsunami evacuation – lesson learnt is for everyone to know where the tsunami safe zones are and they are not necessarily the general evacuation points that we use
- Planting day – child injured wrist in long kikuyu grass - lesson learnt is to pay attention to complaints even when teachers say the student is a 'diva' or overexaggerates
- Injury in the vicinity of your event – 82 year old man (bypasser) on an e-bike crashed and passed out, skinned every limb, ended up in hospital – lesson learnt – having awareness of things that are happening outside your group as well and potentially needing to assist and that sometimes students are really onto it helping in these scenarios also re-enforces why we need first aid unit standard of 6400 – managing first aid in emergency situations where the range is more than one patient and at least one medical emergency and two significant traumas.

As a result of incident reporting we have some new hazards to add to our register

- Covid plan, hand sanitiser as a risk (static electricity)
- Set net in the snorkel area (specifically for Wellington where there is a ban) – call MPI and they will give instruction on what to do next
- Add – dog and human poo into hazardous substances category and potentially carry dog poo bags with you (usually you will have something in equipment that may be able to help with removal)

No trends were identified during our investigations

Technical advice

We have received technical advice via external sources such as Kent Erickson. Last years resulted in phasing in requirement for all 3 unit standards in first aid space be included in first aid training including

6402 – CPR etc

6401 – one patient with isolated injury or medical condition

6400 – managing first aid in emergency situations where the range is more than one patient and at least one medical emergency and two significant traumas. Hypothermia, hyperthermia and anaphylaxis are also in the 6400 range, not 6401. This is important as it reduces the possibility of any inconsistency in procedures and knowledge across our organisation.

In October 2021, we are making some training videos to support training in managing hypo/hyperthermia and anaphylaxis. We have also created a training page of useful videos for the EMR team.

Review of Dive Flag Use

Definitions

Flag A of the International Code of Signals (the divers' flag), a burgee (swallow-tailed) flag coloured in white and blue, or a rigid replica, with white to the mast. A flag exhibited on a vessel must be not less than 600mm by 600mm.

For divers not swimming from a vessel, or more than 200 metres from a vessel, a dive Flag A on a float must be used. The flag A must be exhibited on a float which must be red, yellow or orange coloured minimum size 10 litres; this equipment must be fitted with a divers flag A of at least 200mm x 200mm and be self-righting.

Northland Regional Council Navigation Safety Bylaw 2017 - Dive Operations state:

3.18.1 The master of every vessel from which dive operations are in progress must ensure that Flag A is displayed on the vessel in such a manner that it can be clearly identified by the operator of another vessel at a distance exceeding 200 metres, and ensure that the vessel remains within 200 metres of the divers.

3.18.2 Every person diving from a vessel must ensure that Flag A is displayed on the vessel in such a manner that it can be clearly identified by the operator of another vessel at a distance of 200 metres.

3.18.3 Every person diving must ensure that they remain within a 200-metre horizontal radius of the Flag A being exhibited, unless they additionally are attached to a dive Flag A on a float as defined in section one.

3.18.4 Every person who dives unaccompanied by a vessel or dives from the shore, such as when snorkelling, freediving or spearfishing, where there exists a likelihood of passing vessel traffic, must ensure that the Flag A is displayed on a buoy in the water within close proximity to the diver in such a manner that it can be clearly identified by the person in charge of another vessel at a distance exceeding 200 metres.

For the purpose of EMR in Northland, all our lead coordinators must exhibit with a float which must be red, yellow or orange coloured minimum size 10 litres; this equipment must be fitted with a divers flag A of at least 200mm x 200mm and be self-righting. To tow a flag larger than 200mm x 200mm is often impractical. The 200mm by 200mm flag A also serves the purpose of something for a snorkel group to follow, which is useful at many

snorkel sites, it also doubles as a float to assist snorkellers. At sites with high boat traffic the larger 600mm by 600mm should be displayed on the beach or anchored

Legislation

No new legislation we are aware of.

Industry Involvement

We have sought wider industry involvement by attending meetings such as the Northland Aquatic Breakfast Forum 2021 which was organised by Sport Northland and involved industry leaders and representatives from various organisations involved in aquatic sports and water safety.

The forum is designed to provide a platform for networking and facilitate discussions between participants. The discussions in this year's forum focused on previous achievements, future vision for the Northland Aquatic Sector (main themes and key priorities) and whether the creation of an online hub could provide an opportunity for engaging with more community members across Northland. Key topics were improving water safety for all Northlanders, preventing drownings region wide and how the forum could improve networking for individuals, groups and communities in these areas. As part of the forum, EMR actively engaged with other industry leaders on water safety issues and ideas moving forward.

Safety improvement plan

Funding for monitoring and evaluating safety performance via internal audits has been maintained and we have had an increase of online zoom meetings for regional evaluation and catch ups.

This year we engaged Sacha Williamson from Freedive Aotearoa Free to deliver PADI Free dive course to new team members and additional training for in-water emergency situations and professional development for established coordinators. This year due to having 2 new perspective coordinators we offered EMR inhouse in water management training and SOP training.

Continue to implement grading system for snorkel participants
Continue to Implement H & S updates and amendments communication online google quiz - now compulsory for endorsement status
Make external expert for training videos Produce training videos for treatment for injuries caused by hazardous marine life, anaphylaxis and hypothermia, managing groups in an emergency, pocket mask use
Continue to Increase training opportunities for our volunteers and rangatahi/taitamariki/youth
Continue to use volunteer rating system for EMR snorkel guides
Implement EMR SOP training at wananga - continue to investigate moving back to unit standards for snorkelling 28391 Snorkel dive in open water and 28436 instruct and assess client snorkel dives in open water . No unit standard requirement for those with existing Dive master or scuba instructor qualification . Continue to investigate most sustainable snorkel training qualification option for EMR
Review organisation document security and privacy matters.
<ul style="list-style-type: none">● reduce size of SMP document by 2023
<ul style="list-style-type: none">● Personal health-screenings could be used to regularly monitor physical and mental health and wellbeing? Even when not in covid alert levels. Wellington team

is planning on creating an 'inflight safety video style" video for snorkel days.

TOP management approval

This report has been circulated to top management and will be tabled at our Annual General Meeting on September 23rd 2021 for final approval.

Appendix 1

Summary of Amendments to SMS (but not limited to)

Safety Management Plan (SMP) Version 10 - September 2021

- Annual safety objectives page 29
- Updated staff competency requirements - EMR snorkel instructor requirements – page 42
- Continued improvement – page 82
- Contract for services template – appendix 4
- Inclusion of latest COVID 19 Safety plan appendix 10
- Updated RAMS appendix 12 - added some new hazards
- Drugs and alcohol policy reviewed
- Emergency preparedness reviewed

Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, September 2021 (amendments summary page to be added September 2020 to current SOP printed manuals as so few changes)

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- Volunteer form - trailing police vetting for volunteers
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- EMR RAMS Risk Assessment Form Part 2 - New hazards
 - Covid plan, hand sanitiser as a risk (static electricity)
 - Set net in the snorkel area (specifically for Wellington where there is a ban) – call MPI and they will give instruction on what to do next
 - Add – dog and human poo into hazardous substances category and potentially carry dog poo bags with you (usually you will have something in equipment that may be able to help with removal)
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WBC SOP's (not subject to Adventure Activity Audit)

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Appendix 2

Checklist of evidence (audit 2021)

Samples of completed H & S forms	All regions - attach sample
Sample of induction evidence	New coordinator Thalassa Kawachi
Internal annual audit - Pair appraisal	wananga training
Coordinator meetings	See H & S committee and National coordinator meeting
External technical advice	See contributions from Kent Erickson for 2021
Overlapping duties of care	Attach evidence sample
Top management approval	See MTSCT AGM 2021 meeting minutes
Communication	See email comms to the teams (EMR/WBC) COVID 19 policy
Emergency practise and discussion	See regional internal H & S meetings sample - wananga 2021
Incident record	See record of incidents and recent incident investigations
National provider agreements	See sample
Contract for Service	See sample school/provider agreement