



## Mountains to Sea Conservation Trust

### Annual Safety Review | September 2023

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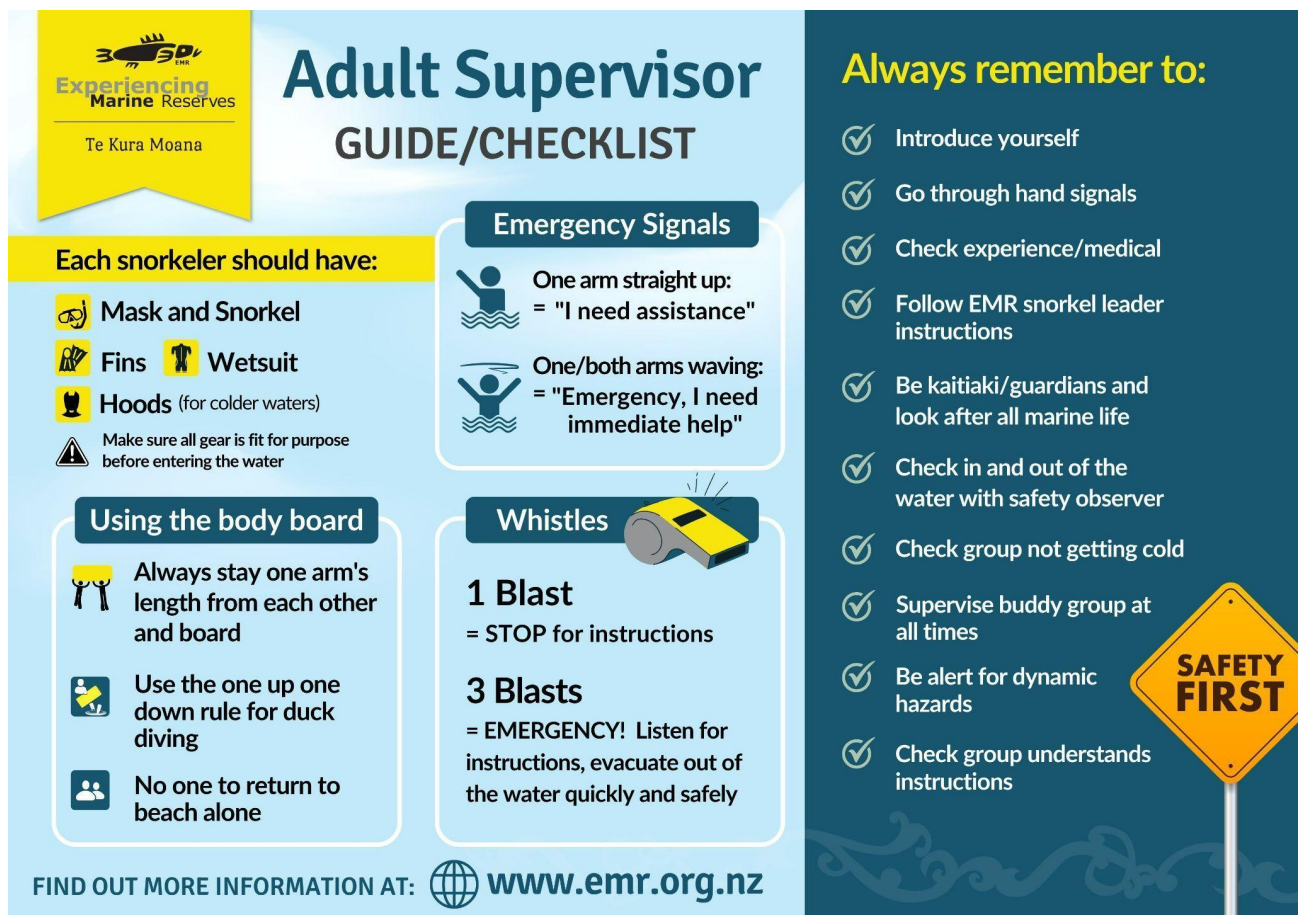
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## Overview

Much of Mountains to Sea Conservation Trust's (MTSCT) credibility is based on outstanding safety standards, exceptionally high safety record and our efforts to continually improve safety management and procedures.

The culture of our organisation remains strong and committed to the health and safety of our participants. Emergency preparedness, SOP practise, health and safety feedback and communication was achieved at our national coordinator meeting at our annual wananga in October 2022, regional team meetings and regular communication via emails and zoom catch ups has allowed the team to engage in our SMS.

A review of our SMP and SOP manuals has been undertaken, the SMP size has been reduced. We have made some new infographics throughout our updated documents. We have created a separate Risk Register and Hazard ID for MTSCT overall, which will be reviewed annually . Please note **our activities do not include SCUBA diving**.



The infographic is titled "Adult Supervisor GUIDE/CHECKLIST" and is part of the "Experiencing Marine Reserves" series by Te Kura Moana. It is divided into several sections: "Each snorkeler should have:" lists essential gear like masks, snorkels, fins, wetsuits, and hoods, with a warning to ensure gear is fit for purpose. "Using the body board" section provides rules for staying one arm's length from others and using the one-up/one-down rule for duck diving, while emphasizing that no one should return to the beach alone. "Emergency Signals" defines arm gestures for needing assistance or immediate help. "Whistles" section explains the meaning of one blast (stop) and three blasts (emergency evacuation). A "Always remember to:" list on the right contains ten safety reminders, such as introducing oneself, checking hand signals, and supervising buddy groups. A "SAFETY FIRST" sign is also featured. The bottom of the infographic directs users to [www.emr.org.nz](http://www.emr.org.nz) for more information.

**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

**SAFETY FIRST**

FIND OUT MORE INFORMATION AT: [www.emr.org.nz](http://www.emr.org.nz)

Figure 1. Sample infographic.

It was great to see notes from the wananga being filtered down into the regions, such as the regional audit of first aid kits. To the team - please continue to work hard to ensure only current safety forms are used (from October 1st 2023, these will be dated September 2023 at footer of the forms).



*Figure 2. EMR National team practicing night snorkelling during our annual wānanga.*

With our national water safety focus, you may decide to open your community guided snorkel day events for 4 year olds (state your regional decision for age participation for the event in event advertising, especially if you decide to make an older participation age). The procedure for 4 year olds to participate in snorkel days is as follows. A parent must attend in water with them and they must have their own group .

We don't have a minimum age for our volunteers, as we base it on training and experience. The snorkel guide permission form for under 18 is to be used for youth that have reached the senior guide level, coordinators should record volunteer training and we have a new youth guide expectations agreement.

Internal meetings need to cover off items in the regional internal H & S team meeting template . Overlapping duties of care is to be formalised through MOU's and/or signing off as part of event plans. Through the review process it was noted that the regions could provide additional evidence of regional emergency practice. Event plans are required for events such as planting days with multiple partners/stakeholders. The SMP and SOP for the activities must be clearly stated on the plan.



*Figure 3. Gisborne team with a group .*





*Figure 4. Taranaki team with a group at Nga Motu beach*

It's essential that school agreements are signed before any field trips commence. This document has been updated in line with latest EOTC guidelines.

During school and community event delivery - Treat everyone as if they are new to snorkelling/swimming. This is done by using flotation (our wetsuits and boards) . Make everyone snorkel as a practice to check gear fits and assess snorkelling in shallow water. Can tell who can and cannot swim. Activate supervision structures. Kayak days can be delivered by any endorsed coordinator and do not have to be specifically endorsed for EMR.

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.

This year has been 'out of the gate' in terms of weather events. This year we made a new Water Quality Assessment Policy - effective 28th February 2023. Heavy rainfall is one of the most frequent and widespread severe weather hazards to affect New Zealand. It is defined as rainfall greater than 100 mm in 24 hours.

### **New SOP's**

We have written new activity specific SOPs for night snorkelling, advanced snorkelling (community monitoring) and river drift snorkelling.

### **Accreditation**

MTSCT - EMR is adventure activity safety audit certified AAO 534 (expires 5th Sep 2026).

Always refer to your briefing checklist for the activity, even when you know it off by heart. 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.

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**It's not what you know, it's what you can show!**

Record everything!!! (Pre-site assessment, training records etc )

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EMR featured in the NZ geographic <https://www.nzgeo.com/stories/taking-on-water/>. It was the best day for visibility in the year! You can identify the snorkel leader at the front of the group in the yellow rash shirt towing the dive flag and another EMR coordinator at the back, round up the rear end of the group - from our snorkeling SOP:

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.



*Figure 5. NZ Geo photographed EMR in the field - Richard Robinson*



*Figure 6&7. Wellington Community Guided Snorkel Day and volunteer conducting a briefing*





*Figure 8. Scotty Keen - Nelson/Tasman EMR coordinator at Community Guided Snorkel Day*

## Health and Safety Committee

Health and safety representatives (HSR) are appointed annually to form a committee. There is not a requirement for one per region, just a range of workers. These assist in developing standards, rules, and policies or procedures for work health and safety. They make recommendations relating to work health and safety and carry out other tasks that are agreed between the business and the committee. An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters. Any business can choose to have HSRs and they are a well-established way to support worker engagement and participation. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU.

The Health and Safety Committee (HSC) The team below was picked as our committee at our national zoom catch up (face to face coordinator meeting in October 2022). The Health and Safety Committee is appointed annually and meets via Zoom.

### Appointed H&S representatives for 2022/2023

- Wednesday Davis (Auckland)
- Marcelle Rayner (Taranaki)
- Jessica Halsey (Canterbury)
- Sophie Journée (Auckland)
- Laura Torre (Auckland)
- Tracey Philip (Northland)
- Ray Downing (Northland)

- Liz Gibson (Wellington)
- Jorge Jimenez (Wellington)
- Samara Nicholas (National)
- Kim Jones (National)
- Hana Hardy (Gisborne)

### Clarification around the safety role and differences between regional coordinator and H & S Reps

Regional coordinators are the main contact for the region, are the regional safety representatives and are administered under the regional provider organisation. Regional coordinators have responsibility of reporting and evaluating to national programme coordinators. This includes incident reporting and ensuring that regional internal H & S meetings take place. They must ensure the completion site safety checklists and safety/event plans and internal meetings as required for their area.

### Insurance

All coordinators need to ensure adequate insurance coverage.

Where the contractor is contracted by a Provider Organisation (not MTSCT), a contractor shall ensure they have insurance coverage, general (public) liability is required and statutory liability insurance is recommended. The contractor may seek coverage by their Provider Organisation or arrange their own insurance.

### Regional coordinators

Region	EMR	WBC
Northland	Samara Nicholas/Ray Downing	Nick Naysmith
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	Nicole	N/A
South Taranaki	N/A	Rawiri Walsh
Nelson/Tasman	Thalassa	Thalassa
Canterbury	N/A	Jessica Halsey

\* 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.



## Emergency preparedness

In addition to emergency training in induction, emergency training at our annual wananga and via regional internal H & S meetings. We will hold emergency preparedness dedicated (whole staff) team discussion/training via zoom at least annually . Part of our annual improvement plan for 2023 is to produce at least 4 training videos a year based on scenarios we could encounter. We have some new emergency preparedness procedures and diagrams, this now includes what participants are to do if something happens to the lead coordinator in charge and they become incapacitated.

**Lighting storms** - According to NIWA's Chris Brandalino

"If you're outside, stay away from the water - and lone trees, lightning is lazy, it goes for the tallest thing out there. So if you're on the water, odds are you're the tallest thing out there, or your boat is anyway. You don't want to be in an open field, because again you're the tallest thing out there. You don't want to seek shelter under a lone, single tree, because odds are potentially lightning could strike that tree."

## Incident Reports

As a result of incident reporting and free lessons (via pre-site assessment) we have some new hazards to add to our register for snorkelling (EMR) and freshwater.

### Learnings through observations and pre-site assessment

- Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler (this is to be added to the volunteer terms and conditions)
- Pre-site assessment forms (with post activity review notes to be added to the google drive within 5 days of activity/event, to ensure that free lessons are captured - share those relevant forms with Samara
- Heavy items such as kayaks are not to be left unattended during windy conditions
- Consider an alternative site when dangerous or potentially dangerous animals are freely moving
- We have had no notifiable events over this last season and no trends have been identified with regards to incidents

### New hazards

- Intense water movement caused from wake of ships (Whangarei Harbour)
- Dogs as hazards at events

Additional notes added through H & S representatives review.

## Team discussion - H & S Committee

### Abbey Caves

- A real tragedy and lots of questions
- Day with extreme weather, an orange weather warning, forecasted well ahead of time, change of plans for the activity they went caving instead of rock climbing.
- Learning for us: if we are thinking there will be a backup option, clearly communicate what this is from the beginning in the itinerary and make sure it is weather safe, include RAMS/assessment for the backup location in those comms to make sure it is communicated that it is well planned and not a short decision
- Presite assessment - check for thunderstorm warning or orange/red rain warning

### Swimming ability - In house

When snorkeller's swimming ability wasn't declared truthfully, they freaked out in the water and hopped out

- Treat every group as beginners, give everyone wetsuits and bodyboards
- Are we swim instructors or snorkel instructors?

Give them a wetsuit and a bodyboard, be tight on the rules, and make them hold it until you see they are comfortable in the water. We have all the things to be able to take people snorkelling without needing to teach them how to swim. Make everyone snorkel as a practice to check gear fits and assess snorkel level. Can tell who can and cannot swim. Shallow water assessment for community days. Use shallow water assessment and activate supervision structures if required. Need to have the ability to tow them back - ie. kayaker on Community snorkel events

Teach and highlight shallow water assessment for snorkel volunteers.

### New protocols for EMR (snorkelling)

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.

### Mountains to Sea Wānanga

The theme for the wānanga was 'Kotahitanga'. This theme resonated strongly with the mahi we do collectively and allowed us to discuss the bringing together of diverse worldview, beliefs, values, and strengths to empower action for nature. Over 70 people were engaged in our wananga this year and 17 EMR coordinators .



*Figure 9. Wānanga participants*

We currently have 25 endorsed EMR coordinators, all of which completed their H & S quiz.

## Feedback

### Participant feedback

"Highlight of the day: The haka echoing in Rikoriko Cave was something I will remember forever - It was nice to be inside the cave without engine running (thanks to the experienced skipper!). Also it was special that Steve took us to a southern group of rock islands even though there was southern (head) wind. Some kids got soaking wet, but they were extremely happy and excited. I love nature. I love seeing a healthy environment. Abundance of food and other happy life (not just for humans, but for all the creatures) makes me smile. It was beautiful to see so many lives thriving around the Poor Knights." - **Anonymous**

Outdoor education / experience for kids can be tricky because there are always some risks involved. We have to teach them to take reasonable risks and explore. We need to teach them to respect nature (without getting scared), too. Throughout the day, both on the boat and in the water, I felt that we were given lots of freedom and choice. That is based on the staff's confidence and experience, which I thought was excellent." - **Maki Millichamp (parent)**

"Thank you for this opportunity. Our whole family was engaged, enjoying ourselves and felt safe at all times." - **Anonymous**

"Hey, loved feeling welcome and the calmness of Les was very soothing. Felt very safe and great to see the educational efforts " - **Anonymous**

"Awesome free event! The guides were really kind and showed us everything. Helped my confidence in the water" - **Anonymous**

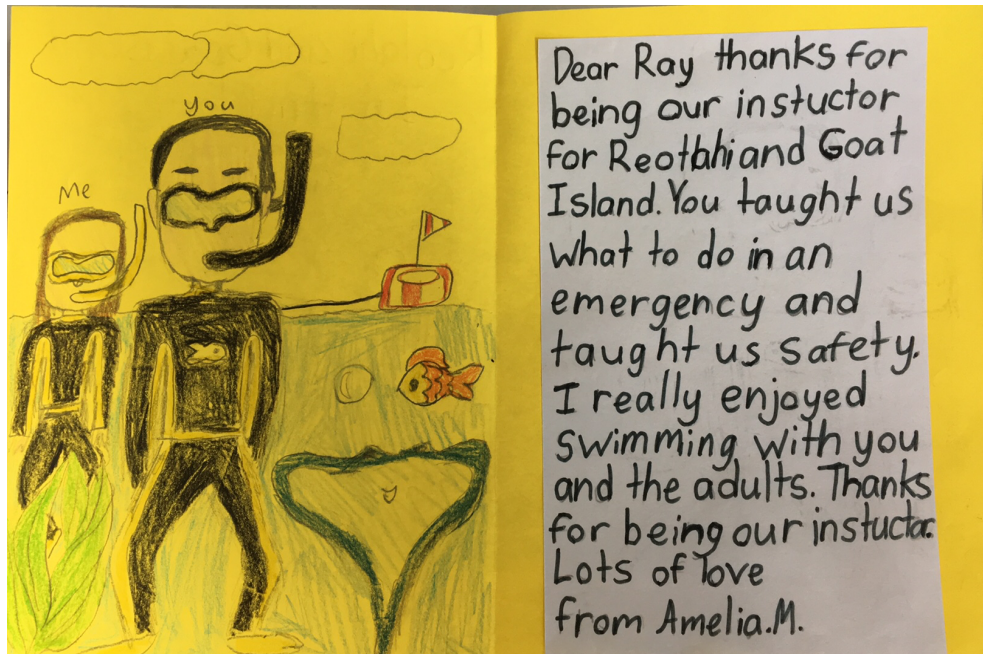


Figure 10. St Francis Xavier Catholic School showing appreciation to EMR coordinator Ray Downing

### Teacher feedback

Felt safe, informed, and in control (**Newlands Intermediate, Wellington**)

Very good localised documentation. Ray was always safety conscious and responsive to the individuals and situations (**Russell School, Northland**)

Caera was great. She has a lovely calm nature and great sense of humour and is very knowledgeable (**Peria School, Northland**)

Very simple and easy to follow procedures for being in the water, understood easily by students (**Brooklyn School, Nelson/Tasman**)

### Note for regional coordinators

The student and teacher evaluation provides very useful information and opportunities for discussion and improvement. Please ensure you review student and teacher evaluation as a debrief topic at your end of season meeting.

## Training

### Coordinator training

Poutokomanawa approval to begin training and for file check sign off at end of training . Online training modules are also being developed. National coordinators to conduct the training. Medical checks are required every 3 years. Pre-season coordinator skills/fitness refresh are carried out.



## Volunteer training

Training events are being developed in all our regions and are a fantastic way to train youth and volunteers. 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.

We have developed volunteer training modules <https://www.emr.org.nz/index.php/volunteer>

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 continued to work well. In Northland, we had 2 training days for our volunteers at Kaitia and Whangarei.

We engaged the services of Sacha Williamson for expert external input into our training. We will continue to practise more emergency training with our volunteers

## Marine Mahi for Rangatahi



Figure 16. Marine Mahi for Rangatahi project

We joined forces with [Freedive Aotearoa](#) to deliver a free diver course to our 'Marine Mahi for Rangatahi' mentees. This involves snorkel training in the pool, mentorship in the field and opportunities for this age group assisting as snorkel guides at our events. We had an awesome bunch of Whangarei based taitamariki who have an affinity with the moana, focusing on marine pest detection, marine biodiversity monitoring, snorkel guiding, marine reserve/ rāhui surveillance and marine education. This course included freediving foundations, 200m swim test, 25m dynamic apnea and free dive rescue techniques. We are grateful to support our young people in this way thanks to [Water Safety New Zealand](#) and Tu Manawa Active Aotearoa [Sport Northland](#).



*Figure 17. Marine Mahi for Rangatahi*

## Learnings

From engaging volunteers throughout the 2022-23 season

- Add to competency of assistants and volunteers - Ability to assist the leader in the management of the group in the water in normal and emergency situations.
- Tools such as 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 (add to terms and conditions)
- A taitamaraki/rangatahi/youth snorkel guide expectations agreement has been developed
- The importance of screening in shallow water - this is where you may pick up nervous or stressed behaviour e.g appearing Jumpy, hesitant, overly excited, fidgety or shaky hands, helping at others.

- You will know your briefing has been taken on board when: you are asked questions, people bring their concerns about their experience or medical information to your attention and when participants are doing the things you have asked them to do!
- Teach volunteer snorkel guides about shallow water assessment
- Practise emergency preparedness

## How do we communicate risk



Figure 18. How do we communicate risk

## Technical advice

We have received various advice and support over this last season from:

- Darren Shields - freediving and industry expert
- Kent Erickson - first aid training and emergency preparedness expert
- Sacha Williamson - Freedive Aotearoa (freediving instructor)
- Clinton Duff - Shark expert
- Hillary Kearns - H & S consultant (HASANZ registered)

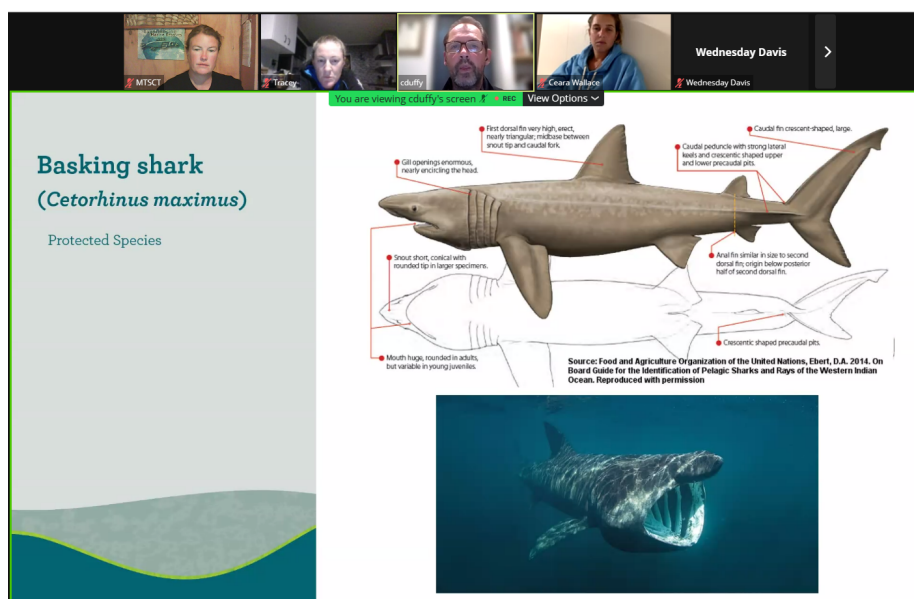


Figure 19. Clinton Duffy's shark ID presentation

Clinton Duffy delivered a shark ID presentation and helped us to define our new shark protocol. He did not identify night snorkelling as increasing the risk of shark encounters.

## Legislation

MBIE sought feedback on an exposure draft of the proposed Health and Safety at Work (Adventure Activities) Amendment Regulations 2023 in April 2023.

## Industry Involvement

We have sought wider industry involvement by attending meetings such as the Northland Aquatic Breakfast Forum 2023 which was organised by Sport Northland and involves industry leaders and representatives from various organisations involved in aquatic sports and water safety.

## Review of other incidents relevant to our industry

- [A drowning while snorkelling](#)

## Guides and Resources

- The queensland example - [Diving, snorkelling and recreational water activities | WorkSafe.qld.gov.au](#)
- EMR assisted in the development of the snorkelling good practice guide <https://www.supportadventure.co.nz/assets/GPG-Snorkelling-Version-1-2020.pdf>
- Education outdoors NZ has some great resources to keep an eye on and as the official website for schools doing education in the outdoors. There is an interesting paper here <https://eonz.org.nz/menstruation-and-rainbow-inclusive-practices/>



## Directives

On the 15th December EMR issued a national directive to recommend that people with active ischemic heart disease do not undertake free diving/snorkelling. Effective 15 December 2022.

Active ischemic heart disease is an option that can be circled on the registration form for snorkel day - staff are to continually monitor the medication information given to us.

From

<https://dan.org/health-medicine/health-resource/dive-medical-reference-books/the-heart-diving/ischemic-heart-disease/>

Anyone with active ischemic coronary artery disease (CAD) should not dive. The physiologic changes involved in diving, as well as the exercise and stress of a dive, may initiate a cascade of events leading to a myocardial infarction or to unconsciousness or sudden cardiac arrest while in the water. Divers who have been treated and evaluated by a cardiologist may choose to continue diving on a case-by-case basis; essential aspects of such an evaluation include the individual's exercise capacity and any evidence of ischemia while exercising, of arrhythmias or of injury to the heart muscle.

## Regional Updates - training



*Figure 21. Northland First Aid Training*



*Figure 22. Emergency scenarios*

The Northland, Auckland and Wellington teams have purchased an AED.

Pre-season coordinator skills/fitness refresh recommendation (team exercise that could coincide with internal H & S meeting or volunteer/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 meters.
- 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.

## **Reviewing the 2022-23 Safety Objectives**

1. Location of policy documents clear and easy to find on programme websites - No old versions. New versions easy to locate
2. Increased awareness of water quality. Monitoring LAWA ([www.lawa.org.nz](http://www.lawa.org.nz)) - regardless of location. More expert advice on guidelines for water quality and difference between shallow and deep water
3. Continue to strive for 100% uptake in the quiz for endorsement status. Integrate questions about policy updates in the quiz- Quiz completed by all coordinators

4. Clearly identify Child Protection Leads (CPL) under provider organisations and increase awareness of training- Regional coordinators report who CPL leads are. Training reported as being complete

## New annual safety objectives for 2023 - 2024 include

Objective	We will show we have met this objective by:
<b>Objective 1:</b> Trial apps for online H & S form option	Trail different applications such as survey 1, 2, 3 etc to find the most suitable for our organisation overall
<b>Objective 2:</b> Convert more health and safety information into infographics	New infographic produced and feedback given to improve and implement
<b>Objective 3:</b> Trial requirement for pre-site assessment forms to be loaded into the google drive within 5 days of event/delivery	Better capture the pre-site assessment near misses and feedback in a timely manner
<b>Objective 4:</b> Producing regular H & S scenario videos	At least 4 video scenarios are produced over a year
<b>Objective 5:</b> Test new SOPs for specific activities such a advanced snorkelling, river snorkelling and night snorkelling	Coordinator report back on the use of new SOP's

## Safety improvement plan

Northland and Auckland have now purchased AED for public events. Expert external training is offered at the wananga.

Recommend that all team members install an app on their phone to know location of nearest AED (also noted in Part A RAF)
Continue to Implement H & S updates and amendments communication using online google quiz - now compulsory for coordinator endorsement status.
Produce training video resources for treatment for injuries such as hazardous marine life, anaphylaxis or hypothermia, managing groups in an emergency, pocket mask use.
Continue to Increase training opportunities for our volunteers and include rangatahi/taitamariki/youth. Promote the use of online training modules for volunteers. Trial new youth snorkel guide expectations document and practice emergency preparedness
Develop more operational and activity specific 'OPs as we grow
Create a updated incident database on google drive for all programmes of the trust, for incidents over 3 in the scale and also a record log of near misses or free lessons for 1 & 2 ranking

Explore options to trial online version of all H & S forms
Use Docusign for contracts and new H & S agreements
Review online volunteer sign up forms to ensure key information is collected (medical, experience, fitness, age bracket, emergency contact) and ensure ability to accept volunteers term and conditions, remove any ambiguity and unnecessary information Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler (this is to be added to the volunteer terms and conditions)

## Top management approval

This report has been circulated to top management and will be tabled at our Annual General Meeting on September 29th 2023 for final approval.

## Appendix 1 | Summary of Amendments (but not limited to)

### Safety Management Plan (SMP) Version 12 - October 2023

- Updated structure diagram
- Updated franchise concept
- New H & S objectives
- Additional competency for volunteers - Ability to assist the leader in the management of the group in the water in normal and emergency situations
- New hazard ID diagram
- New activity risk sensitivity matrix
- Removed snorkelling SOP – refer to EMR SOP manual
- Updated emergency preparedness and response plans
- Updated continued improvement.
- Updated organisation agreement (appendix 7)
- New H & S contract (appendix 8)
- Separate document with Updated risk register and hazard ID
- Covid policy remains on website but removed from SMP

### Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, October 2023

A hard copy to be provided to all coordinators

- Updated diagrams
- Updated pre-site assessment - New weather assessment table added. Do not proceed if a severe orange or red warning in place for the area and period of your operations First aid use log added to post activity review. Operational limits is defined via the matrix and space to discuss students with specific needs
- Site specific RAMS (RAFS) part A - added supervision structure - brief summary to be added when preparing these (see appendix 5 for excerpt from EMR SOP)
- Amendments to Snorkelling SOP
- New advanced snorkelling SOP (appendix 14)



- New Drift River snorkelling SOP (appendix 15)
- New night snorkelling SOP (appendix 16)
- New water quality assessment
- Hazard register form updated - new hazards
- Updated briefing checklist - in the event snorkel leader is incapacitated, appoint a school/group representative to bring group back to shore
- Training checklist updates - Poutokomanawa sign off - Poutokomanawa to approve new coordinator for training, then trained by the national coordinates and signed off by poutokomanawa
- 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 years

## WBC SOP

### Not subject to Adventure Activity Audit

- The pre-site assessment forms have been combined into one document for school delivery, events and fieldwork. The checklist for contact details for attendees for contact tracing (covid level 2) has been removed. A section for notes on weather or water quality decisions has been added along with the following wording - "Check the forecast for any potential adverse weather, and consider previous adverse conditions such as recent flooding in the area. Consider the height in relation to water depth, and the swimming ability of group members to determine a suitable operation area accordingly. If the flow is any swifter than 1 metre per second, relocate or postpone the activity."
- Updated WBC Coordinator Training Checklist:
- Addition of the need to attend the MTSCT national wananga within one year of endorsement (unless other regional training opportunity is available within the year) and then once every three years
- Addition of the need to deliver a health & safety debrief
- Updated School Agreement - addition of wording around privacy info - "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.whitebaitconnection.org.nz](http://www.whitebaitconnection.org.nz) In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted."
- The following sections have been removed from the SOP:
- Role descriptions (will be added to the coordinator handbook)
- Learning approach (will be added to the coordinator handbook)
- Organisation agreement (is found in the SMP)
- Teacher & student evaluation (will be added to the coordinator handbook)
- WBC performance monitoring and evaluation framework (will be added to the coordinator handbook)
- WBC Survey Guidelines (will be added to the coordinator handbook)
- Coordinator health and safety contract (is found in the SMP)
- Annual safety review section (sits in annual safety report)
- Section 2.0 Risk assessment and hazard register (this is part of the Part 1 RAFS)
- Hazard ID (this will sit in the overall MTSCT risk assessment and hazard ID)

- Community Engagement event evaluation board example removed (will be added to the coordinator handbook)
- Event rego forms have been updated with the addition of privacy info - 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.
- Part 1 RAFS have been updated to include a section about supervision structures (ratios)

## Appendix 2 | Checklist of evidence for health and safety annual audit

<b>Samples of completed H &amp; S forms</b>	<b>All active regions - samples provided to the auditor</b>
Sample of induction evidence	Recent new coordinator
Internal annual audit - Peer appraisal	Meeting notes from national visits – H & S annual review. Pair appraisal
Coordinator meetings	See H & S committee and National coordinator meeting
External technical advice	See list of contributors in Annual Safety Report
Overlapping duties of care	Attach evidence sample
Top management approval	At AGM 2023
Communication	See National meeting
Emergency practise and discussion	See regional internal H & S meetings sample
Incident record	See record of incidents
National provider agreements	See sample
Contract for Service	See sample school/provider agreement

## Appendix 3 | AED

All coordinators should have AED Locator App installed on their phones. Locations also noted on RAMS and EPs found with SHORE SPOTTER/EVENT REGISTRATION TENT.

### AED Process - For when a AED is available on site

#### Equipment

AED BOX contains:

- 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)

#### Process in case of emergency

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 the 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 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 the 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.



*Figure 23. Sarah and Roni teaming up for CPR on Liz from Mountains to Sea Wellington Team.*

### **Lessons learned from AED training**

- Once you can touch the seabed, take your fins off and carry the participant out rather than towing all the way to the shore line.
- CPR mask needs to have the filter removed to be able to work while wet.
- If a participant needing recovery is close to the exit point, just tow them out asap rather than wasting time using CPR masks and recovery breaths.
- Heavy participants might need 3 or 4 people to be carried out of the water.



*Figure 24. Example of a heavy participant. Liz engaged in the EMS phone call.*

Jorge is following up with St. Johns on average lifetime of AED battery when inserted in AED vs left out of AED and best way to store it while not being used.





*Figure 25. Liz and Jorge at AED training*

## **Appendix 4 | Understanding the MetService warning system**

MetService is New Zealand's only authorised provider of Severe Weather Watches and Warnings.

### **Severe Weather Watches**

All Severe Weather Watches are yellow.



*Figure 26. Weather Watch - yellow*

A Watch - stay alert. Watches are represented by a yellow colour-code and accompanied by a circle icon. When a Watch is in place, stay alert and keep an eye on your local forecast for updates. Watches are used when severe weather is possible, but not imminent or certain.

## Severe Weather Warnings

Severe Weather Warnings for heavy rain, strong wind or heavy snow, are classified into one of two categories: Orange Warnings or Red Warnings.



*Figure 27. Orange Warning - take action*

### Orange Warning - take action

Used when the forecast indicates incoming bad weather (expected heavy rain, strong wind or heavy snow) will meet our [Severe Weather Criteria](#). It signifies that people need to be prepared and take action as appropriate as there could be some disruption to their day and potential risk to people, animals and property. The majority of warnings issued by MetService will be orange. An Orange Warning will always be displayed as a hexagon icon.



*Figure 28. Red Warning - take immediate action, act now!*

### Red Warning - take immediate action, act now!

Reserved for only the most extreme weather events, such the severe weather resulting from ex-tropical cyclones, where significant impact and disruption is expected. It signifies that people need to act now as immediate action is required to protect people, animals and property from the impact of the weather. People should also be prepared to follow the advice of official authorities and emergency services. Red Warning icons will always be displayed as a triangle.

### For thunderstorms

Due to the rapid onset and damaging nature of severe thunderstorms, a Thunderstorm Warning will only ever be signified by the colour red and will simply be called a Thunderstorm Warning.

## Appendix 5 | 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.