





Snorkelling SOP – Quick reference for volunteer staff/casual volunteers











Health and safety responsibilities

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

Definitions

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

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

-  Refer to 'supervisor' checklist.
-  Unforeseen hazards (danger at sea) – During the snorkel EMR leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers at sea, for example marine life or sea conditions changing, EMR snorkel leader will sound three whistle blasts and calmly organise evacuation to the nearest safe landing point or re-group and make our way back to assemble on shore (no one returns to beach alone)
-  Stay close – remain within 50m and within audio and visual distance of the EMR snorkel leader to communicate any hazards, minor incident requiring first aid or a medical or more serious incident
-  Lost group/group member or separation from snorkel leader. Head count of your buddy group. The three whistle blast procedures is repeated and if there is no response, notify the EMR snorkel leader, who may then activate emergency procedures. Head counts of the group are conducted on a regular basis, if someone is missing; ensure rest of the group are secure with adult supervision. Establish where missing child/ren or adult/s last seen.
-  Unresponsive snorkeller. Notify EMR snorkel leader
-  **Comments procedure**
-  The complaints policy is found on our website. Health and Safety feedback and/or comments can also be submitted via our programme websites www.whitebaitconnection.co.nz website www.emr.org.nz
-  **Emergency procedure**
If required send for help call 111 for ambulance, police or fire. Ask for first response. Advise emergency service of whereabouts, using name of the road and location. Get someone to wait by road and direct emergency services to problem. Teacher in charge of EMR activities to contact: School principal or Board of Trustees chairperson, whom notifies the relevant parents and caregivers, media contact person, relevant support services.