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| **Activity: Snorkelling** | Version: | 1 | Date: | June 2020 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| **General Risk Assessment - Snorkelling** | | | | | |
| **Harm/Loss**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating?**  How serious? | **Controls**  How can it be prevented?  First try to eliminate, then minimise the risk.  Who is responsible for implementing the control? | **Check**  Controls implemented?  Reviewed? | **Residual Risk Rating?** |
| Drowning (or potential of death) | Non-floaters / non-swimmers or inadequate floating / swimming skills for the conditions | **High** | **Organisation**  Competent leaders and supervisors who have been thoroughly briefed prior to activity (m)  Offer extra floatation - consider non-floaters / swimmers wearing PFDs and/or wetsuits (m)  **Leader**  Identify water competence and general swimming ability and match with the environment and the activity (m)  Check area prior to activity (m & e)  Clear briefing to participants, set boundaries and check for understanding (m) |  |  |
| Negative buoyancy / overweighted snorkeller | **Extreme** | **Organisation**  Novices should not wear weight belts (m)  **Leader**  Complete a float test in shallow water with all participants (m) |  |  |
| Separation / missing person (in water) | **High** | **Organisation**  Appropriate supervision structure determined and supervisors thoroughly briefed prior to activity (m)  **Leader**  Clear briefing to participants, set boundaries including entry and exit points, and check for understanding (m)  Monitor and account for numbers throughout the activity – consider using spotters not in the water (m)  **Participants**  Must stay with the group and follow instructions (m) |  |  |
| Deep water / shallow water blackout / underwater entrapment | **High** | **Organisation**  Participants to be fitted with equipment that ensures they have a net positive buoyancy, i.e. they will float to the surface if unconscious (m)  **Leader**  A floatation device should be within 10m at all times (m)  Pair up / buddy up participants considering ability and goals (m)  Consider leader wearing a weight belt to allow them to assist with entrapment (m)  **Participants**  Must not hyperventilate before going under (m)  Must follow ‘one up one down’ rule when diving under (m) |  |  |
| Strong wind / wind chop / swell / waves | **High** | **Organisation**  Obtain up to date weather forecast and assess site to ensure within expected parameters (m)  **Leader**  Safe location of entry and exit points and boundaries identified depending on conditions (m)  Monitor conditions and cancel if waves are restricting visibility of participants (m)  **Participants**  Must stay with the group and follow instructions (m) |  |  |
| Rips / strong currents / tides / poor visibility | **High** | **Organisation**  Pre-assessment of site and identification of potential hazards (m)  **Leader**  Clear briefing to participants about what to do if caught in a current (m)  Ensure all participants have a net positive buoyancy (m)  Ensure clear communication signals are understood by all (m) |  |  |
| Medical emergency / existing medical conditions | **High** | **Organisation**  Collect accurate medical information for all involved in the activity (m)  Ensure appropriately competent staff – first aid trained (m)  **Leader**  Ensure accurate medical information is known and discussed as appropriate (m)  Take precautions for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment e.g. a personal floatation device (m)  **Participants**  Ensure appropriate medication is available as required (m) |  |  |
| Darkness | **Extreme** | **Organisation**  Snorkelling sessions not to be offered in darkness (e) |  |  |
| Panic / exhaustion / lack of confidence | **High** | **Leader**  Plan a route for easy progression (m)  Monitor supervision structure and adjust as necessary (m)  Buddy a weaker swimmer with a strong swimmer (m)  Ensure an emergency floatation device is readily accessible at all times (m)  Ensure easy access to the land or secure floatation (m) |  |  |
| Injury –  minor / medium / serious  Injury –  minor / medium / serious  Injury –  minor / medium / serious | Sharp rocks / slippery surfaces | **Medium** | **Organisation**  Pre-assessment of site and identification of potential hazards (m)  **Leader**  Slippery surfaces identified during briefing – best entry and exit points located (m) |  |  |
| Swell / shallow rocks | **Medium** | **Organisation**  Pre-assessment of site and identification of potential hazards (m)  **Leader**  Avoid shallow rocks and breaking zones unless there is no swell present (m) |  |  |
| Hazardous marine life | **High** | **Leader**  Avoid areas where jellyfish have been sighted in high numbers (m)  Avoid snorkelling at dusk and dawn to reduce risk of interaction with sharks (m)  Briefings to include:  Marine mammals not to be touched or harassed – safe distances to be kept as recommended by DOC (m)  Swimming over stingrays or touching moray eels should be avoided (m)  Kina and oysters should not be touched and walking on submerged rocks should be discouraged (m)  Feeding of any marine life should be discouraged (m) |  |  |
| Interference with other water users including collision with boat propellers, jet skis, fishermen or other swimmers | **Extreme** | **Organisation**  Pre-assessment of site including likelihood of interaction with other water users (m)  Avoid heavy boat traffic areas (m)  **Leader**  Site and boundaries to be well marked including use of a dive flag (m)  Guide group away from fishing lines (m)  Ensure clear communication signals are understood by all (m)  **Participants**  Must stay with the group and follow instructions (m) |  |  |
| Ill-fitting masks / snorkels / fins | **Medium** | **Organisation**  Appropriate fit for purpose equipment to be available (m)  **Leader**  Equipment condition to be checked before entering the water (m)  Correct fitting of equipment to be checked in shallow water (m)  Able to adjust equipment while in the water (m)  Advise not to walk on land in fins (m) |  |  |
| Inappropriate behaviour / fitness | **Medium** | **Organisation**  Appropriate supervision structure determined and supervisors thoroughly briefed prior to activity (m)  Possible participant behavioural issues to be identified and discussed prior (m)  **Leader**  Clear briefing to participants including setting expectations and boundaries, and check for understanding (m)  Monitor behaviour and intervene if necessary (m)  **Participants**  Must follow instructions (m) |  |  |
| Failure to communicate with participants in water | **High** | **Leader**  Brief group on communication signals and use of whistles (m) |  |  |
| Barotrauma (pressure related injuries) | **Medium** | **Leader**  Provide advice about equalising (m)  Limit the allowable depth to dive (m)  Implement ‘one down one up’ rule to ensure supervision (m) |  |  |
| Hypothermia | Cold water / exposure / temperature | **Extreme** | **Organisation**  Obtain up to date weather forecast and assess site to ensure within expected parameters (m)  Avoid doing activity on cold days or time of year when water is cold (e)  Provide wetsuits and consider hoods too if necessary (m)  Participants advised to bring warm clothing for after snorkelling (m)  **Leader**  Ensure wetsuits worn are fit for purpose (m)  Brief participants on the signs and danger of hypothermia (m)  Monitor condition of participants throughout (m)  Cancel session if participants begin to show signs of being too cold (m) |  |  |
| Illness | Heat exhaustion / hyperthermia / dehydration | **High** | **Leader**  Avoid direct sun while in wetsuits (m)  Advise to get out of wetsuits soon after snorkelling (m)  Ensure participants have plenty to drink and can seek shade (m) |  |  |
| Infection due to microbes in the water | **High** | **Organisation**  Pre-assessment of site and identification of potential hazards (m)  No snorkelling where there is an official notice of faecal contamination or health warning not to swim (e) |  |  |
| Allergic reaction due to stings / bites | **High** | **Organisation**  Collect accurate medical information for all involved in the activity (m)  Pre-assessment of site and identification of potential hazards (m)  Ensure appropriately competent staff – first aid trained (m)  **Leader**  Ensure accurate medical information is known and discussed as appropriate (m)  Pre warn groups of site specific hazards (m) |  |  |
| Emotional distress | Lack of participants water confidence (physical) | **Medium** | **Leader**  Plan a route for easy progression (m)  Monitor supervision structure and adjust as necessary (m)  Buddy a weaker swimmer with a strong swimmer (m)  Ensure an emergency floatation device is readily accessible at all times (m)  Ensure easy access to the land or secure floatation (m) |  |  |
| Fear of water / bad past experiences (mental / emotional) | **Medium** | **Leader**  Plan a route with easy progression (m)  Offer extra floatation (m)  Buddy with a supervisor or someone they trust (m)  Participants to be told what to expect from the experience (m) |  |  |

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| **Reviewed by:** |  | **Date:** |  | **Approved by:** |  | **Next Review:** |  |

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| **Activity Specific Hazard Analysis:** | By: |  | Date: |  |

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| Activity Specific Hazards  - What else could go wrong (with this particular activity at this site)? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site:  1. On this day (weather, etc)  2. With these people (participants, staff etc)? | Management - How can we control this? |
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| Past Incidents  - Any learnings to note? | Management - How can we control this? |
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| **Leadership and Supervision plan:** | By: |  | Date: |  |

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| Supervision Requirements | Consider the staff required to manage this activity safely | Contact details (mobile phone no./radio no. etc) |
| Who is in charge of the activity? (The Leader) |  |  |
| Who are assisting the leader? |  |  |
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| Staff Competency  Names | Are there any designated roles based on skills/competency (e.g. first aider, cook, driver etc)? |  |
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| **Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention |
| **Health** (e.g. asthma, allergies, medical conditions, current injury) |
| **Behaviour** (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) |
| **Capabilities** (e.g. swimming ability, physical disability) |

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| **Staffing and Supervision Structure:** Specifically describe the **supervision structure** required for the event |
| Supervision structure (includes allocation of roles and allocation of students to supervisors)  (e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role) |

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| **Emergency Communication Plan:** | By: |  | Date: |  |

*This component should help users of the guide to consider site specific characteristics of their activity including details about evacuation procedure, communications (cell coverage), emergency resources and options that are available at the site.*

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| Assistance | | | |
|  | Detail | Location | Phone |
| Emergency | **Police, Fire or Ambulance** |  | 111 |
| Police | **Non-emergency** |  | 105 |
|  | from **Sat Phone** | North Comms (covers New Zealand north of Turangi): | +64 9 571 2800 |
| Central Comms (covers North Island south of Turangi): | +64 4 381 2000 (ask for Comms) |
| South Comms (whole of the South Island): | +64 3 363 7400 (ask for Comms). |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |  |
| Poison Centre |  |  | 0800 POISON (0800 764 766) |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office Ph  Sat Phone |  |  |
| Duty Manager | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
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| **Participant details/register:**  All participants including leaders, assistants, parents, helpers | | | | | | | By: |  | | Date: |  |
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| Participant Name | Role | Emergency Contact (next of kin, guardian, spouse etc) | Address | Phone | | | Critical Personal information | | |
|  | | e.g. participant, leader, parents/guardians, |  |  |  | | | Allergies, disabilities, medical conditions, medications carried etc | | |
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| **Site/Area Map:** | By: |  | Date: |  |

**Site/Area Map.** *Draw, paste or attach a map, diagram or photo of your site and note the following if relevant: Access Points, Hazard/out of bounds areas, emergency evacuation/exit points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.*

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| **Resources and Equipment:** | By: |  | Date: |  |

*Use the Snorkelling Good Practice Guideline and Generic Guidelines to fill this out for your specific needs:*

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| Participant | Item | # Check | Item | # Check | Item | # Check |
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| **Post Event Review:** | By: |  | Date: |  |

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| Post Event Review  - Critical learnings from this event and previous events |  |
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