

Whitebait Connection (WBC)

Standard Operating Procedures – SOP Version 1.8



Whitebait Connection (WBC) SOP V1.8. Updated October 2023.

Note: Once printed, documents are uncontrolled

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Cover pictures:

Image 1: Canterbury WBC Coordinator, Kirsty Brennan, briefs students on before their Īnanga Spawning Habitat Assessment session.

Image 2: Gisborne WBC Coordinator, Amy Hardy, engages a group of students on the awa.

Image 3: WBC Director, Kim Jones, and Wellington Regional Coordinator, Zoe Studd, conduct a night-time spotlighting mission!

Prepared by:

Kim Jones, updated by Patricia Clark (2023)

Go to our website for Our Safety Management Plan (SMP) version 12 2023 and for additional policies and H & S forms.

whitebaitconnection.co.nz/about-us/health-and-safety

Date: 30th October 2023

The Whitebait Connection (WBC) is a programme of the Mountains to Sea Conservation Trust (MTSCT). We are a non-profit charitable trust whose mission is to offer concrete and specific ways in which all New Zealanders can come to understand and become involved in the future health of our local streams, rivers, lakes and wetlands. www.whitebaitconnection.co.nz

Introduction

Purpose of this document

The purpose of this document is to clearly outline Whitebait Connection (WBC) role descriptions and what the WBC programmes Standard Operating Procedures (SOPs) and policies are in relation to WBC specific Health & Safety.

It is organised into four sections: 1. WBC Coordinator Role Description and Training Requirements. 2. WBC Guidelines and Policies. 3. Forms and Templates

MTSCT has a responsibility to ensure that WBC programme delivery, around NZ, meets best practice guidelines for Health & Safety and the obligations of the Health & Safety at Work Act 2015. The MTSCT Safety Management Plan (MTSCT SMP) (found on our [website](#)) covers all general Health & Safety items for all trust programmes, whereas this WBC SOP document covers things specific to WBC programme delivery. Therefore, WBC regional and programme coordinators need to familiarise themselves with both documents, be confident and trained in implementing them and sign the WBC Health & Safety declaration form every year. More information on what parts of the SMPs are particularly relevant for WBC coordinators can be found in [APPENDIX ONE](#). These are dynamic documents – always being updated and always open to suggestions – if you see any gaps or think of suggestions to improve our Health & Safety practices and policies please let your national coordinator know. It is our intention that we continually improve our practices and empower our coordinators to feel confident and professional when carrying the crucial responsibility of delivering the programme and vision to school staff, community members and students and being responsible for their Health & Safety when out in the field.



Figure 1. WBC Canterbury coordinator, Kirsty Brennan, assessing īnanga spawning habitat with young students by the river.

Section 1.0 Role Definitions and training requirements for WBC coordinators

1.1 Role definitions

Participant

A person who takes part in WBC activities and is not staff.

Supervisor (casual volunteer or volunteer staff)

Person or persons responsible for supervising a student group, assisting group with activities and following instructions of the WBC coordinator. Supporting the field activity (stream investigation/planting), by taking responsibility for others within the activity. The role of 'supervisors' is to assist and supervise the student's in and near the water and are expected to be fit and healthy and free from the influence of drugs or alcohol.

Staff identification and control – in field (including volunteers)

Person(s) 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.

1.2 WBC Coordinator Endorsement Criteria and Training Checklist:

Endorsement Criteria:

- Complete police vet form and achieved satisfactory police vet (see our vetting policy)
- CV's and background character references for new coordinators – Safety Check
- Attend Mountains to Sea Conservation Trust (MTSCT) National Marine & Freshwater Wananga within one year of starting (if appropriate regional training opportunity not available) then attend at least once every three years
- Sign most recent MTSCT Health & Safety Contract
- Complete the online training and fill in 'Training and Induction' checklist
- Complete "Are you ready quiz"
- Undergo peer review regularly – to be documented using peer review form at least once annually
- Receive endorsement certification from National Coordinator
- Completed annual H & S requirements (e.g. H & S quiz)

[Endorsed WBC coordinators and organisations providing WBC](#), are listed on our website.

WBC Coordinator Training Checklist (please also refer to [Training/Induction checklist](#))

1. Safety policy

Regional/Programme Coordinators/contractors/leaders must:

- Report all accidents to the Poutokomanawa/Co-director (marine lead), including near misses, whether or not these involve injury.
- Complete site safety checklists and safety plans as required (including Pre-Site assessments and Risk Assessment Forms).
- Practice safe work methods including adherence to safety plans and the proper use of safety equipment.
- Sign an annual declaration that states the coordinator has read and understood the most recent MTSCT SMP and WBC SOP. The declaration can be part of the annual, mandatory H&S quiz.

2. Field Trip Plans

Base your plan on the templates provided in the SOP – depending on what activity you are undertaking. Email to your regional coordinator for comment. You must also develop your own regional school agreement; outlining responsibilities of each party, based on the MTSCT/WBC template provided.

3. Safety Equipment

See equipment list in [this section](#). Ensure you have access to all items.

4. Inwater and Fitness Ability

Keep your fitness levels up! Get confident being in the waterways you will be delivering in.

5. Local Conditions Knowledge

Make sure you always know the area above and below the water level, knowledge of the area is essential to developing appropriate safety plans. Always gain permission when accessing private land and consider getting official permission/permit through local authorities if accessing via public land that is used by other providers or is in a heavily pedestrianised area.

6. First Aid Certificate

Please send your regional and national coordinators a copy of this for the national records. Must keep current. We require a comprehensive first aid course that covers unit standard 6400, 6401 and 6402 for WBC coordinators to ensure consistency with EMR First Aid cert requirements.

7. Driver's license

Must have a minimum of restricted license driver's license if driving to and from WBC delivery and full license if driving with passengers.

8. Teaching Experience/Ability

Must have experience working with children and be able to demonstrate effective teaching techniques.

9. Freshwater Biodiversity Knowledge

Skill yourself up with facts from the WBC freshwater monitoring & discovery handbook and field guide- be fully aware of catchment management issues on both a global and local context. Understand the different types of freshwater and catchment protection. Ideally coordinators have a minimum tertiary level qualification in Environmental Science and/or Teaching

10. Police Vetting and Drug and Alcohol Policy

The trust requires every new coordinator to undergo a police vet and safety check in order to endorse you as an approved coordinator and to agree to abide by the MTSCT Drug and Alcohol Policy (as described in the MTSCT SMP). Coordinators may be asked to be re-checked every few years.

11. Staff Code of Conduct

Acknowledgement of the staff code of conduct.

12. Google Drive Induction

Coordinator has been set up and inducted with a Google Drive account.

1.3 Expectations of a WBC Coordinator

1. Do I understand the WBC concept?

Whitebait Connection (WBC) is a national programme of experiential learning about freshwater conservation and catchment restoration. The programme is under the auspices of the Mountains to Sea Conservation Trust (MTSCT). WBC's independence, professional hands-on delivery, locally based focus and provision of a range of learning styles make it unique within New Zealand. Since its introduction in Northland in 2002, programme uptake has continued to increase throughout the country. The Department of Conservation (DOC) is a foundation partner of MTSCT, and has supported the development of the WBC programme since 2002.

The WBC concept is the essence of the programme:

- Introduction *about* the **freshwater biodiversity**.
- Investigation of the **local catchment**.
- Freshwater **discovery experience** *in* a freshwater environment.
- Freshwater **biodiversity monitoring**.
- **Action** *for* the freshwater environment.

In the final stage of the programme, it is time for the students to do something for the environment such as regularly monitoring their local waterway, sharing findings with the local community, running a public survey or making an official submission about water management in their area. This exercise empowers students to express their feelings and findings. 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 in front of assembly to presentations at public events.

2. Have I completed the documentation?

I have signed the relevant WBC documentation, including the Health & Safety Declaration, prior to delivery of any programme or services. Has your umbrella organisation signed the 'Organisation Agreement'? Do I have a contract so I am able to understand how I get paid?

3. Am I fully trained?

I am fully trained in WBC Health & Safety Procedures including but not limited to a) thoroughly reading and understanding the WBC Health & Safety SOP and MTSCT SMPs

(most recent version) b) Discussed and Understood the Health & Safety Document and discussed any questions with the WBC National Coordinator c) My training checklist has been signed off and I am able to develop appropriate risk management for my local areas and emergency procedures.

4. Have I got all the gear required for inwater workshops (check WBC manual for full list, prices and where to get them)?

- | | |
|---|--|
| <input type="checkbox"/> 8 x Nets | <input type="checkbox"/> Identification books |
| <input type="checkbox"/> 8 x Pipettes | <input type="checkbox"/> WaiCare Invertebrate Field Guides |
| <input type="checkbox"/> 8 x Scoopers | <input type="checkbox"/> Clarity Tube (can order through NIWA) |
| <input type="checkbox"/> 8 x Magnifying Glasses | <input type="checkbox"/> pH strips |
| <input type="checkbox"/> 1 x Catchment Map | <input type="checkbox"/> Thermometer |
| <input type="checkbox"/> Waders or gumboots | <input type="checkbox"/> Tape measure |
| <input type="checkbox"/> 6 Gee-Minnow Traps (GMTs) and 1-2
Fyke Nets with exclusion chambers | <input type="checkbox"/> Stop Watch |
| <input type="checkbox"/> Eel bucket, fish bucket and fish
measurer | <input type="checkbox"/> Ping pong ball |
| <input type="checkbox"/> Whistle | <input type="checkbox"/> 9 x Clipboards |
| <input type="checkbox"/> Cones and safety throw rope | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Backpack and lifejacket | <input type="checkbox"/> Hand Sanitiser |
| | <input type="checkbox"/> Dishwashing Liquid (for cleaning) |
| | <input type="checkbox"/> Cellphone (fully charged) |

ALL GEAR SHOULD BE LABELLED 'WBC' AND WITH CHECK, CLEAN, DRY!

5. WBC Delivery Checklist

Pre delivery:

- Identify suitable site/area for field trip/s on map
- Prepare site Field Intentions Forms (FIFs) and recce the site/s
- Approach school or community group and organise planning meeting

At planning meeting:

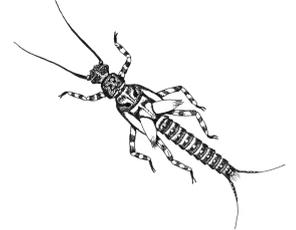
- Complete planning meeting checklist
- Complete WBC teacher pre-delivery evaluation.
- Plan and agree on delivery methods, learning outcomes, number of sessions, field trips etc.
- School to sign 'School agreement'

After the planning meeting:

- Prepare school itinerary and share with school
- Prepare RAF/s and share with school
- Plan and deliver presentation/s and activity session/s with school
- Agree on weather call communications procedure with teaching staff

Before the field trip - Print and take to complete on site:

- RAFs
- Pre WBC field activity operation risk assessment form
- Volunteer forms
- Incident report form
- Worksheets and data sheets
- Full set clean gear/first aid kit/safety gear/comms device
- Field safety briefing checklist (laminated)



On site at field trip:

- Follow field safety briefing checklist and school itinerary
- Take photos for media releases and social media (check permission)
- Report any incidents
- Collect a copy of any data collected

After the field trip/s:

- Check Clean Dry all waterway testing/discovery gear
- Record data on database/s– e.g. NZFFD, SHMAK or Waicare
- Deliver post field trip workshop with photo story and support creation of action plan
- Follow up on action and agree on media release with school
- Send evaluation forms to teaching staff and students (if over ten years old)
- Complete report and share with regional coordinator

Please note: It is not the responsibility of the National Coordinator to find funding or equipment for your area (however the national coordinator is available for advice and support). Local coordinators are responsible for insurance (public liability and equipment), kits and other programme related expenses/requirements such as a vehicle to transport your equipment for delivery. The details of how you get paid etc should be covered in your independent contract with MTSCCT or your umbrella regional WBC provider. Most WBC coordinators are self-employed and therefore responsible for their own TAX and should have an accountant.

6. WBC Document checklist

Make sure you have the digital versions of these.

1. WBC Health and Safety

- WBC SOPs
- MTSCCT SMPs
- Access to the WBC Google Drive

2. School Programme Info
 - WBC coordinator handbook
 - WBC Teacher handbooks
 - WBC Investigating Freshwater inquiry resource
 - WBC freshwater discovery and monitoring handbook for background knowledge and freshwater monitoring and biodiversity information.

'WBC Standards'

Briefing checklist and safety considerations

Sensible assessment of environmental conditions, clear instruction and adequate supervision are the keys to the WBC risk management policy. If participating in the programme with a WBC leader, then all risk management policies will be worked through with the teacher well before any field trips/camps commence. The leader undertakes pre-site inspection and obtains up-to-date weather reports before field trips commence. Leaders/coordinators will make recommendations to the teacher in charge, and decisions will be made cautiously. The school provides a first aid kit, and WBC also carries a specialised kit. All students must have permission from their parent/guardian to attend field trips. Medical conditions should be disclosed, especially since students with, for example, epilepsy, diabetes or asthma require special attention. WBC provides safety briefings and associated in-water leadership.

The Waterway Discovery/Investigation Area

The area for discovery/investigation should be well defined for students, adults and helpers, with cones to mark boundaries. The WBC coordinator should explain the safest entry and exit points and proposed study site. The WBC coordinator will also explain what they are likely to see. Hazards such as sharp rocks, soft sediments and slippery surfaces will be identified and any danger with currents or rips explained, along with an explanation of the need for caution. There must always be an adult on the lookout. This person can be the WBC coordinator unless you are working near deep water (see Deep Water Emergency Procedure). This person must be ready and equipped to handle any emergency (for example, knowing the location of first aid, medical and emergency information

1.4 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](#).

Section 2.0 WBC Guidelines and Policies

2.1 Water Quality Guidelines

For all MTS programmes

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.

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

2.2 WBC Gear Sanitisation and Biosecurity Policy

Protect New Zealand's waterways

We need help to stop freshwater pests reaching – and spreading within – New Zealand. Freshwater weeds can form dense mats, completely smothering waterways and badly affecting water quality. The mats can also kill native plants, cause flooding and disrupt recreational activities.

SNEAKY LITTLE BUGGERS

Stealth is the main way these freshwater invaders travel. Sometimes a stream is infected but the pest isn't visible yet, so unaware, we spread the organism somewhere else. These pests can start off microscopically small – just one drop of water on a bike spoke or one damp tramping sock can be its way in. Once you're in the habit, it's not hard to stop them spreading – it just takes a bit of dedication to the cause. Protect your patch – check, clean, dry.

Prevent the spread

Freshwater weeds are easily spread by people, diggers, boats and fishing equipment. Many of them grow from small fragments, rather than from seed. Before using your gear in a waterway please:

CHECK for plant fragments and pests

CLEAN using detergent (5% dishwash) or salt water (sea strength or 5% salt) until completely soaked through

DRY completely to kill freshwater pests.

Tell the Ministry of Primary Industries (MPI) about it

For more information about freshwater pests, or to report something unusual in a waterway, please contact MPI on 0800 80 99 66.

WHAT ARE THEY?

The list of invasive plants includes didymo, hornwort, lagarosiphon, salvinia and hydrilla. Please visit [MPI's website](#) for more information on freshwater pests.

WHAT DO THEY DO?

- Form mats over waterways, affecting water quality
- Endanger fish and crowd out native species
- Create drowning risks for people and animals
- Aesthetically damage our clean, clear waterways
- Have significant economic impact
- Make recreational activities in the waterway difficult
- Block dams and irrigation systems

FOLLOW THESE STEPS FOR EVERYTHING THAT'S BEEN WET, WHEN YOU MOVE BETWEEN ANY WATERWAYS IN NEW ZEALAND.

Remove any plant matter. Check anything that's been in contact with the water, especially things like the tread of your shoe.

Soak or scrub your equipment in water with detergent for at least a minute. Make sure the item is fully wet – without air-pockets or bits the water can't get to.

Wait till the equipment is **dry to touch**, and leave it dry for at least 48 hours to make sure any invisible pests are completely dead.

CLEANING TIPS

- If you're cleaning something made of absorbent material, soak it for longer to make sure it's wet right through.
- Tip the cleaning water out well away from waterways. If you can, use a biodegradable detergent, and make sure it's safe for your equipment too.
- Freezing until solid is an effective alternative to cleaning.
- Use quick-dry or non-absorbent equipment where you can – you'll save on drying time.
- If there are two different waterways you use frequently; it might be easier to have a separate set of gear for each.
- For more cleaning tips go to www.mpi.govt.nz.

WHICH STEPS WHEN?

- I'm only using one waterway Great – you don't need to Check, Clean, Dry.
- I have several days between using one waterway and using another – **CHECK AND DRY**
As long as your gear is clear of plant debris and has been dry to the touch for at least 48 hours, you're ok.
- I'm moving between waterways – **CHECK AND CLEAN**
This is the prime time for spreading pests. Check and clean every item that has been wet. If possible, leave to dry as well to be really sure.

If you ever catch **pest fish** as part of your stream studies you **MUST NOT return them to the stream – it is illegal**. You must dispose of them humanely – either put them in the freezer straight away if possible or 'release them' onto the grass away from the waterway and try to squish or icky them quickly to minimise any suffering.



Kauri Dieback policy

Background: Kauri dieback can kill kauri of all ages. It's a disease caused by a microscopic fungus-like organism, called *Phytophthora agathidicida* (PA). Kauri dieback spreads through the movement of contaminated soil and soil water. It is possible that it also spread by streams and rivers particularly in times of flooding.

There's currently no proven cure or treatment and nearly all infected kauri die. The disease is easily spread through soil movements e.g. when soil is carried on dirty footwear, animals, equipment and vehicles. A pinhead size of soil is enough to spread the disease.

Guidelines for Whitebait Connection (adapted from www.kauridieback.co.nz)

1. AVOID

- working or holding events around kauri where possible (events, planting, survey work)
- leaving formed tracks
- Working in wet conditions
- Propagating or planting kauri - if particular projects require this, follow best practice guidelines
- PREVENT the spread
- Arrive clean - leave clean
- Scrub, Spray and Stay

Hygiene practices and how to clean equipment:

Ensure all equipment is clean and soil-free - Boots, spades, or any other equipment which has been in contact with any soil - be also mindful of equipment like stakes for fish traps!

Kauri dieback spores can be removed from footwear and equipment simply by scrubbing them with clean water to remove all soil then allowing gear to dry. However, it is also recommended to use Sterigene to increase the effectiveness of these hygiene measures.

2.3 Animal Ethical Considerations and our Kaupapa Policy

All of our WBC experiences are to be of the 'no-take' kind! We think it's important for us to role-model the ethic of kaitiakitanga and utilise our resources for conservation purposes to be able to effectively communicate our messages. All native animals caught or handled during field trips or classroom experiences must be returned to the stream alive after observation and being photographed.

However, If you ever catch **pest fish** as part of your stream studies you **MUST NOT return them to the stream – it is illegal**. You must dispose of them humanely – either put them in the freezer straight away if possible (great if you can then use as plant fertiliser) or 'release them' onto the grass away from the waterway and try to squish or icky them quickly to minimise any suffering. Please see the [section 2.2. on gear sanitisation and biosecurity policy](#) for more information.

When trapping fish please follow best practice guidelines outlined in our WBC Freshwater Monitoring Handbook, keep the fish alive in well oxygenated fish tanks for observation and return to the stream alive no later than two hours after capture.

When netting and collecting macroinvertebrates, please model best practices and keep the invertebrates in the shade when they are in the trays. Return ALL invertebrates to the waterway after study, even if they have perished during observation.



Figure 2. Please keep invertebrates in the shade during observation and return to the stream afterwards.

2.4 Cancellation Policy

WBC coordinators reserve the right to cancel any activity if participants have not met their obligations, as prior outlined, or if Health & Safety is being compromised on the day.

On some occasions, events may need to be cancelled or postponed at the last minute, due to weather or other unforeseen circumstances. Always have on hand the mobile phone number of the teacher/group leader and any other parties (e.g. volunteers) that you are working with (best to get these at initial planning meetings). Ensure that any cancellations or

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postponement messages are made directly to the teacher/group leader responsible for communicating the message to the wider group so that you can be sure they have received the message. If they don't pick up the phone, leave a message explaining the decision with a request that they answer back via text or phone by a specified time (prior to when the event was supposed to start) to confirm they have received the message. A follow up phone call should be made if they do not ring back within the specified time and contact efforts should be continued until confirmation is received – this avoids messages not getting through and people getting very upset and let down!

2.5 Dangerous Animal Policy

If an uncontrolled animal is encountered, the WBC leader should immediately assess whether the animal poses a potential risk to the coordinator or group. Examples of dangerous animals include uncontrolled dogs off-leash, cattle, wild pigs or swans.

If the animal poses a potential risk and the risk can not be mitigated or eliminated (f.ex. by walking around a paddock where stock is present), the WBC activity has to be terminated or halted until the situation is resolved. If the animal encountered is acting in a threatening way, and cannot be immediately removed or contained, all children should be gathered together with adults on the outside protecting them whilst moving slowly towards a safe area e.g. bus.

If the dog owner is present, they can be asked if the dog is a threat (temperament) and asked to put on the lead if in a public area where dogs must be on a lead. If the owner is not present, or is not being helpful, and the dog is a threat, local animal control services should be rung immediately.

Potential hazardous animals should be recorded on the pre-site assessment. Site selection for field trips should always be sensible.

2.6 Dangerous People Policy

Schools have their own policies on how to deal with dangerous people, bullying, abuse etc. based on [NZ Police guidelines](#). However, if a dangerous person arrives on a site where a WBC leader is leading an outdoor experience, the school may look to the WBC leader for guidance. If a person is acting in an inappropriate or threatening way, will not leave and cannot be immediately removed or contained, all children should be gathered together with adults on the outside protecting them whilst moving slowly towards a safe area e.g. bus, and WBC leader phones the police.

2.7 Gazebo Policy

In response to a series of gazebo related incidents we have created the following policy Gazebo policy:

- Gazebos supplied by WBC **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 WBC gazebos **MUST not be left unmanned** at any time

2.8 Wader Policy

Definition

Waders are a key piece of equipment used by Whitebait Connection (WBC) coordinators to stay warm and dry during field work. They are high waterproof boots, or a waterproof garment for the legs and body, used especially by anglers when fishing.



Chest Waders



Thigh Waders

Purpose

To provide informative safe operating procedures and important Health & Safety points which local/regional/national coordinators need to consider when undertaking wader activities, particularly the use of waders by students.

Background

Wading in stationary or flowing water is hazardous, particularly when the depth and/or water flows are excessive. The likelihood of drowning is increased when wearing waders, compared to when you're not wearing waders. In the event of a fall, waders are likely to quickly flood with water, reducing your buoyancy. Hypothermia is also a potential hazard if your waders fill with water. It is always best practice to have at least one other person on site with you when wearing waders.

Preparation

Careful preparation is necessary to ensure the Health & Safety of all persons when using waders. Prior to using waders:

- Check the forecast for any potential adverse weather.
- Ensure you inform the school and/or manager of the planned schedule, and when you expect to return.
- Construct a robust communication plan and itinerary and stick to it, within reason.
- Always plan your route of entry and exit.

Safe Operating Procedure

There are a variety of important factors which should be considered before entering a stream wearing waders. It is strongly recommended that anyone wearing waders for WBC delivery undertake Wader Safety training with a professional provider such as [OENZ](#) and wear neoprene waders. If PVC chest waders are worn, then a chest belt should be worn too. These factors include:

- Stream depth – only enter the water in waders if the water is no higher than mid-thigh level. If a coordinator wears waders in the stream and wades deeper than mid-thigh depth, they must also wear a PFD e.g. lifejacket.
- Stream velocity – only enter the water in waders if the water in the stream has a calm/low flow, it is also important to ensure there is **no swift flow**.
- Local conditions
- Recent weather conditions (heavy rainfall, flooding etc)
- The user's physical fitness and competence with waders
- Prior knowledge of the stream
- Substrate of the stream (e.g. soft sediment, cobble, bed rock etc). Cobble can be very slippery and silt can be a lot deeper than you initially think.
- Proximity to emergency services in the event of an incident
- Ensure there is a safety person onshore watching the entire time ready to initiate emergency response procedure if a participant gets into trouble.
- Wader use is incorporated into the Risk Assessment Form (RAF).

In the event of any persons falling into deep, fast-flowing water:

- **Immediately** tuck up. In a tuck position, less water is likely to leak in and the air in your waders will be trapped maintaining your buoyancy and keeping you drier.
- **Roll** onto your back keeping your knees tucked. You will need to put your arms in the water to balance yourself.
- **Do not panic**. You must not try to swim, tread water or float in an upright position. If being carried by the current, face downstream (feet first).

In the event of an emergency, follow emergency procedure/response and dial 111.

2.9 Site Recce and working alone in the field Policy

Definition

A site recce is described by MTSCT as “when a site is visited and assessed by a coordinator for its suitability for a group experience/field trip”. ‘Recce’ is the informal term for ‘reconnaissance’.

Purpose

To provide informative safe operating procedures and important Health & Safety considerations that local, regional and national WBC programme coordinators need to consider when undertaking any WBC site recce's or activities that don't have a researched Health & Safety Risk Assessment Form (RAF), such as; a site recce, collecting samples for a classroom session, or setting fish traps in preparation of a field trip.

Background

Undertaking any WBC activity that isn't a group activity with a RAF could include; performing a site recce, collecting samples for a classroom session, or setting fish traps in preparation of a field trip. In this case, the coordinator must fill in a Field Intentions Form (FIF) (unless using a location sharing app) prior to conducting the site visit. Ideally, a coordinator should not undertake any of these activities on their own. However, there may be times when a coordinator must do so. In this case, there are a number of factors which should be considered before heading out and undertaking any WBC activity on their own.

Preparation

Careful preparation is necessary to ensure the Health & Safety of all persons when undertaking any WBC activity on their own. Prior to doing so:

- Ensure you have obtained permission from the appropriate person to enter the site, whether it be privately or publicly owned.
- Ensure you inform a colleague of your whereabouts (use a buddy system or Find Friends App).
- Check the forecast for any potential adverse weather.
- Try to research the site first to gain prior knowledge.
- Ensure you inform the school and/or manager of the planned schedule, and when you expect to return.
- Construct a robust communication plan and itinerary and stick to it, within reason.
- Always plan your route of entry and exit.
- The [Field Intentions Form](#) will guide you through this process in the form of a checklist.

Safe Operating Procedure

There are a variety of risks associated for a coordinator when undertaking any WBC activity on their own. These include getting lost, injury, drowning, hypothermia, and in the worst possible case, death. The following control measures should be considered to reduce and mitigate these risks.

Communication

In the event of a coordinator undertaking any WBC activity that isn't a group activity, and not having another person with them, they must have a **fully charged cellphone and/or VHF (communication device) with them.**

The buddy system is recommended whereby a nominated person (colleague) should be informed of all planned activities. This will be done via face-to-face conversation, cell phone call, text message or email. The information must be confirmed as received and understood before the coordinator departs. A FIF should be completed when going to remote areas or potentially dangerous areas, even if there are more than one of you in case of getting lost or injured.

All trip reports made should include:

- Proposed time of departure and where
- The planned destination or area of operation

- The expected time of arrival (ETA) and next communication and/or expected time of return (ETR)
- The total number of people involved

It is recommended that a map is shared with your nominated person which details your planned destination and/or area of operation, proposed entry and exit points, and proposed route. This can be marked on a google map or by using the Find Friends app (iphone only) or something similar.

Subsequent communications must be made no later than the original planned time and substantial changes to the coordinator plans must be communicated before departing from the original plan.

The information above may also be provided to the Coastguard or Maritime Radio using VHF radio if deemed necessary (e.g. if doing a tidal river survey by boat or kayak). Changes to planned movements after departure **MUST** be notified to the WBC National Coordinator, Coastguard or Maritime Radio, should attempts to contact the nominated person ashore be unsuccessful.

All planned communications must be made at or before the agreed time and all trip reports to the nominated person ashore and Coastguard or Maritime Radio must be closed when/if appropriate.

If the coordinator is overdue and misses a scheduled call in time, the nominated person ashore will do the following:

1. If more than 15 minutes late, try to contact the coordinator by mobile telephone.
2. If there is no answer then, try again in 5 minutes.
3. If there is still no answer, attempt to make contact via other means such as through other operators known to be in the area, the marina office or harbour master.
4. If there is still no contact with the coordinator, call the Coastguard and/or Maritime Radio. Check with them to see if updates have been made or if the vessel can be contacted via VHF. If unable to raise Coastguard or Maritime Radio, go to step 5.
5. If concerns for the safety of the coordinator still exist, call 111 and ask for the Police. Advise them of the situation and follow their instructions.

2.10 Personal Flotation Device (PFD) Policy

In the event of a coordinator undertaking any WBC activity that isn't a group activity, and not having another person with them, they **must wear a PFD such as a lifejacket when close to or in a waterway**. This applies even when the waterway is shallow in case of the coordinator slipping on a rock and becoming unconscious. A lifejacket will be provided as part of your coordinator's kit.

2.11 Walking Pole Policy

When undertaking site recces, Whitebait Connection coordinators should use a walking pole particularly when close to or in a waterway, or in dense vegetation where the ground level is

Whitebait Connection WBC (SOP) V.1.8. Updated October 2023. Note: Once printed documents are uncontrolled.

uneven and obscured. The walking pole should be used to test the depth of water in front of you and/or to detect any holes which are obscured by water or dense vegetation. The walking pole can even be a stick which is long and sturdy enough for the purpose. Any participants (E.g. landowners or teachers) should also use a walking pole, particularly if they are unfamiliar with the terrain.

2.12 LittaTrap Health & Safety Policy

LittaTrap Description

The LittaTrap is a low cost, hand-maintainable storm drain catch basin insert; designed to stop plastics and other gross pollutants from reaching waterways, beaches and harbours. The 1000 micron gross pollutant bag insert catches at least 95% of gross pollutants at a flow rate of up to 100 l/sec.

There are two standard sizes to fit most precast regular and kerb entry catchpits.

Site Selection

LittaTraps can be installed either in a catchpit in the school itself, or in a catchpit on a nearby road.

Equipment required for site selection:

- LittaTrap installation instructions
- Tape measure
- Gloves
- Safety boots
- Road Cones
- Special grate lifting tool or crowbar optional

Procedure for site selection:

1. Choose a catchpit close to the school in consultation with the Drains To Harbour programme lead school teacher, at a location with low traffic volumes.
2. Choose a time of day for installation when traffic volumes are low.
3. Park in close proximity to the catchpit.
4. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
5. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
6. Inspect and measure the catchpit to ensure a LittaTrap will fit. If the catchpit requires maintenance before a LittaTrap can be installed, contact Whangārei District Council to arrange this.
7. Replace grate using special grate lifting tool.
8. Recover road cones
9. If catchpit is unsuitable, begin at Step 1.
10. Mark catchpit location on Whangārei District Council stormwater GPS map.
11. Print location map, attach to school maintenance agreement.
12. Email proforma LittaTrap school maintenance agreement with attached location map, to Drains To Harbour programme lead school teacher for them to sign.

13. Follow up with lead school teacher to obtain signed copy of LittaTrap school maintenance agreement and attached location map.

Installation

Installation is by a WBC contractor, following Stormwater360 LittaTrap installation instructions. A signed copy of the LittaTrap school maintenance agreement is required before installation can commence.

View the [instructional video](#) and follow the installation instructions before attempting installation.

Equipment required for installation:

- High visibility jacket
- Eye protection
- Ear protection
- Gloves
- Road cones with barrier arms
- Aspiration protection
- Measuring tape and floor mat to lie on
- Box knife or tin snips
- Rotary hammer drill, bits, charged battery
- Paperwork (RAFs, Incident Forms)
- First Aid Kit and Hand Sanitiser
- Hammer
- Marker Pen
- Battery Impact Driver and bits
- LittaTrap kit
 - Bracket with masonry bolts
 - Filter box with 4 plastic seals
 - Self driving screws
 - Filter bag
 - Installation guide
- Special grate lifting tool or crowbar (optional)

Procedure for installation:

1. Choose a time of day for installation when traffic volumes are low.
2. Park in close proximity to the catchpit.
3. Cone off and neutralise hazard: Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge. Put up barrier arms between road cones
4. Hook and pull up the grate using special grate lifting tool or crowbar (if the grate is missing, report immediately to your local council). Working with another person, lift grate onto kerbside. Take care to avoid falling or dropping anything into the catchpit.
5. Install LittaTrap as per Stormwater360 supplied instructions or instructional video.
6. Replace grate by working with another person to lift it into place.
7. Recover road cones and barrier arms

Maintenance

Maintenance is by the school, led by the school's Drains To Harbour programme lead teacher. Children participating in the programme should be present when the LittaTrap is lifted out for inspection.

Equipment required for maintenance:

- Gloves
- Safety boots
- Road Cones
- Special grate lifting tool
- Container to transfer contents of LittaTrap into
- Groundsheet for sorting contents of LittaTrap.

Procedure for maintenance:

1. Choose a time of day for maintenance when traffic volumes are low.
2. Ensure school children are located on kerbside, at least 1.5m from the catchpit.
3. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
4. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
5. Lift LittaTrap out of pit using handles.
6. Tip contents out of LittaTrap into suitable watertight receptacle.
7. Replace LittaTrap securely back into surrounding frame and seal.
8. Record the date of the maintenance event and the specific quantities of plastics, organics and other debris found in the LittaTrap. Take photos of the sorted contents of the LittaTrap. Provide this information to your Whitebait Connection Coordinator.

Material disposal

Material recovered from LittaTraps is intended to be sorted and audited by students for educational purposes.

Organic material

Organic material such as sediment and leaves should preferably be composted onsite by the school.

Recyclable material

Recyclable material must be put out for recyclable collection.

Landfill waste

Non-organic or recyclable material must be disposed of to landfill. The school is responsible for disposing of this material appropriately during the period the school has agreed responsibility for maintaining the asset.

2.13 Ratio Policy

Adequate supervision is crucial to the Health & Safety of all participants of the WBC programme, particularly when participating in activities in or near a stream. WBC strongly recommends the following supervisor to child ratios:

Age Group	Ratio – in/beside water	Ratio – not near water
Early Childhood/ Preschoolers	1:1	1:4
Year 0 to Year 8	1:4	1:4
Year 9 and above	1:6	1:8

Coordinators also need to adhere to the maximum coordinator:group ratio for each activity:

Activity	Ratio - Coordinator:group size
Instream	40:1
Beside Stream	60:1
Night-time spotlighting	30:1
Īnanga spawning survey	40:1

2.14 Overlapping Duties – Collaboration and Health & Safety Responsibilities

Collaboration is an important part of WBC delivery. Working with other stakeholders is encouraged and often leads to much greater project outcomes. Whenever you share responsibilities with another operation, be clear on who is responsible for what. This may take shape in the form of a clear outline on an event plan if the collaboration is a 'one-off' for a specific event. However, if the collaboration is part of an ongoing relationship you may like to also consider creating an MOU to formalise the relationship and clearly define how and why the partnership works (see [example](#)). It is crucial the overlapping duties of care are documented on Health & Safety planning paperwork and discussed between providers prior to and during the collaboration.

Section 3.0 Forms and Templates

3.1 WBC Training Induction Checklist Form

I confirm that I have taken this coordinator through the above information and I am confident they understand the material.

Inductor: _____(Name) _____ (Date) Signed:_____

I confirm that I have been taken through the training material by the above and that I am confident in my understanding of the material listed below.

Coordinator:_____ (Name)_____ (Date) Signed:_____

Induction Component	Instructions	Date Achieved	Coordinator Initials	Inductor Initials
1. Safety Policy	Go through Health & Safety policies and procedures (WBC SOPs and SMP)			
2. Field Trip Plans	Discuss the safety plans and the field trip plan template. Ensure coordinator is competent in applying the templates for RAFs and PSAFs.			
3. Safety Equipment	Make sure coordinator has access to and is familiar with all safety equipment required for the activity.			
4. Inwater and fitness ability	Check ability/confidence/fitness in the water whilst monitoring.			
5. Local Conditions Knowledge	Check that they have good knowledge of the area.			
6. First Aid Certificate	Take copy of first aid certificate. Note expiry date for reminder of refresher. Unit standards 6400, 6401 and 6402 required.			
7. Drivers Licence	If the coordinator is required to travel to sites, check that they have a current driver's license.			
8. Teaching ability	Teaching experience with students.			
9. Freshwater biodiversity knowledge	Good freshwater biodiversity/conservation knowledge.			
10. Police vetting	Signed police vetting authorization form and sent to MTSCCT Programme Director for processing every 3 years.			
11. Code of Conduct	Coordinator has read and signed the MTSCCT CoC			

12. Google Drive Induction	Coordinator has been set up and inducted with a Google Drive account			
13. Able to deliver a health & safety debrief	Able to deliver a health & safety debrief confidently - covering all of the key items in the Whitebait Connection waterway investigation safety briefing checklist.			
14. Attend a MTSC national marine & freshwater wananga within one year of endorsement (when equivalent regional training opportunity not provided) and then once every three years.				

3.2 WBC SOP – Peer Appraisal

Whitebait Connection (WBC) - Coordinator Appraisal

(please send copy to patricia@whitebaitconnection.co.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

<p><u>Field Intentions Form Completed</u></p> <p><input type="checkbox"/> Weather check</p> <p><input type="checkbox"/> Pre-site assessment</p> <p><input type="checkbox"/> Communication plan etc.</p>	<p>Comments:</p>
<p><u>Site Set Up</u></p> <p><input type="checkbox"/> Throw rope and/or rope across river if water overly swift and it's deemed necessary</p> <p><input type="checkbox"/> Boundaries suit site and conditions</p> <p><input type="checkbox"/> Site specific RAF and emergency procedures</p> <p><input type="checkbox"/> Box with first aid</p> <p><input type="checkbox"/> Check coordinator has whistle and cellphone and/or VHF, and Personal</p>	<p>Comments:</p>

Flotation Device, Walking Pole (if appropriate)	
<p><u>Volunteer Forms and Briefing completed (if volunteers present)</u></p> <p><u>(before school arrival)</u></p> <p><input type="checkbox"/> Volunteers clear on their role for the day</p> <p><input type="checkbox"/> Given tasks appropriate to skill/comfort level</p> <p><input type="checkbox"/> Volunteer emergency numbers at hand</p>	
<p><u>Adult supervisors (school)</u></p> <p><input type="checkbox"/> Briefing complete if required</p>	
<p><u>Teacher checks Pre-site Assessment Form</u></p> <p><input type="checkbox"/> Identifies Medical conditions/noted on form</p> <p><input type="checkbox"/> Signed by Coordinator and Teacher</p>	
<p><u>Student Briefing</u></p> <p><input type="checkbox"/> Follows laminated WBC checklist</p>	
<p><u>Safety Observations/Ideas for improvement/ Positives.</u></p> <p>Things you did well:</p> <p>Things that could be improved on:</p>	

3.3 School Agreement

WBC Coordinator / School Responsibility Agreement

The Whitebait Connection (WBC) programme empowers schools and communities by providing hands-on experience in the environment. The programme focuses on learning experiences in the natural environment by offering enquiries into freshwater biodiversity, human impact and catchment management issues. The programme aims to assist in developing participant's skills, attitudes and values, thus preparing the next generation of New Zealanders for their stewardship or kaitiakitanga role. After their experiences in the environment, students are able to put their knowledge into action within the community. WBC is a professional freshwater education provider and a programme of the charity (CC #23406) - Mountains to Sea Conservation Trust.

This is an agreement between:

Whitebait Connection (WBC) (coordinators listed below) 'the provider'

Names/s:

Address:

Phone:

Mobile:

Email:

And:

.....

.....

.....

**(School principal
or lead teacher/s)**

Address:

Phone:

Email:

Quotes and fees for the WBC programme are based on the cost models available approved by the governing body. The provider will provide you with a written quote (if applicable) or an invoice for the services outlined in your personalized itinerary (if applicable)

It is agreed that WBC will provide a freshwater education outside the classroom (EOTC) service to your school. This role is within our experience and expertise.

The School and WBC provider have discussed and documented:

- How the two organisations' Safety Management Systems (SMS's) 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 WBC 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 & Safety of the school students, whānau and staff while participating in the WBC programme freshwater EOTC operations (Health & 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 and Police Vetting Policy can be found in our Safety Management Plan on our website [here](#).
- WBC coordinators with relevant, current skills and qualifications to deliver WBC activities and meet accepted best practice for freshwater EOTC (coordinator profiles are available on our website). WBC coordinators have been successfully police vetted. We agree to additional vetting or names of referees on request.
- Preparation required for students/participants and supervisors to participate safely in the freshwater EOTC activity, including but not limited to, an itinerary for the services to be provided, templates for student permission forms and freshwater study 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 WBC 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 (RAFS) and emergency procedures for freshwater EOTC activities and make available our WBC Standard Operating Procedures, including our overarching Safety Management Plan, which is externally audited and meets the requirements of the Safety Audit Standards for adventure activities and is available on our website www.whitebaitconnection.co.nz

- Provide freshwater discovery and monitoring and safety equipment that is fit for purpose and instruction for freshwater EOTC activity, including all in/beside water leadership and decisions with regards to safety around freshwater EOTC activity and the identification of any dynamic hazards.
- First aid kit (freshwater EOTC operations)
- Agree there is no place for alcohol or non-prescribed drugs on any school event.
- Freshwater education resources and freshwater biodiversity and conservation presentation in classroom (Subject to availability, funding & extent of participation)
- A safe experience free from bullying and harrassment

We declare our school will provide WBC 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 Aotearoa
- Name and contact numbers (including after hours) for teacher in charge/person responsible for schools Health & Safety on the day and agreement to respond to communications in a timely manner.
- Appropriate parental/community/teacher supervision for activities and the supervision of students while undertaking freshwater EOTC.
- Recognise that risk planning and management, other than that associated with freshwater EOTC, remains the official responsibility of the school. WBC is not responsible for activities or people away from the freshwater EOTC site; behavior management remain under the control and responsibility of the teacher/parent in charge.
- Adequate ratio for freshwater EOTC, WBC strongly recommends 1:4 ratio for year 8 and below (or 1:6 (1:8 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/beside water. The role of 'supervisors' is to assist and supervise the student's in/beside water and are expected to be confident, fit and healthy and free from the influence of drugs or alcohol.
- In some cases, provide a 'watch' person that will have responsibility for keeping an overall lookout over the whole group during the freshwater EOTC experience.
- Obtain all student participation consents, ability, medical and behavioral information. Obtain all student participation consents, ability, medical and behavioral 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 activity to the WBC coordinator 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, anxiety 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 freshwater EOTC. We fully understand and have read and **AGREE** with the potential risks and risk reduction strategies identified in the WBC risk assessment forms (RAFS) - Risk register and hazard ID EOTC Risk Assessment Form Part 1 and Part 2 provided by WBC.
- Parents, supervisors and teachers to comply with WBC instructors directions while in/beside 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 WBC leader or any provider of WBC for any claims, costs, damage and expenses that may result from the failure of the school to follow instructions or fulfill its risk management obligations.
- Permission for WBC and sponsors to use work, images and/or video footage of your children, produced as a result of participation in the WBC programme for educational purposes and the promotion of the WBC programme, on internet, programme websites, resources, newspapers and publications. WBC will assume permission is granted in relation to the above. The school must notify WBC of any students that cannot be used for this purpose.
- School covers all other associated costs such as transport, food, accommodation. Refer to the programme as 'Whitebait Connection' or WBC wherever possible, especially with regards to student action projects. Promote the WBC brand whenever possible (this helps WBC to obtain funding and support).
- Recognise that last minute cancellations due to non-weather related circumstances may result in a cancellation fee.
- 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.whitebaitconnection.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 WBC coordinator reserve the right to withdraw any or all participants from the programme if safety is compromised.

The supervisor for this agreement is the WBC National coordinator patricia@whitebaitconnection.co.nz. The complaints policy is on our website, Health and safety feedback and/or comments can also be submitted via our website.

We have read and understood this 'Contract for Service'

Signed: (School)

Date

Signed: (WBC)

Date

Planning notes:

List any other activities (if any) other than freshwater EOTC that WBC will take responsibility for (e.g. storm water activity):

School responsibilities – Full WBC programme only – provide WBC with the following:

- School to provide WBC with \$1 per student per equipment use (for equipment maintenance), when WBC has funding to provide free services (if applicable)

Our school staff and students undertake to:

- Recognise that the use of the WBC programme and resources is restricted to educational and nonprofit purposes. The WBC resources are protected by copyright but can be reproduced in their entirety for educational non-profit use.
- Incorporate the WBC concept (information, experience and action) in the school programme and curriculum, for example by incorporating an introduction to freshwater species, investigation of a local waterway (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 freshwater reserve or restoration area would go, sharing findings with the local community, running a public survey or making an official submission about freshwater 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 WBC action planner for further ideas on our website.

- Acknowledge the Whitebait Connection (WBC) brand as much as possible on school notices, newsletters, school websites/social media and student ACTION projects.

Signed: (School) _____

Date: _____

3.4 Field Intentions Form (FIF) – Whitebait Connection

To be used when conducting any Whitebait Connection (WBC) field work that does not have a detailed Risk Assessment Form (RAF) e.g. site recce, setting fish traps, collecting samples for classroom work:

1. Please follow this link <https://drive.google.com/open?id=1cD3zYo43xQ2cM0S6deL7fBOXHAFOZouWRzqpgsdH4FU> to complete FIF in google form format. Please also share your location using a location sharing app such as Find My Friends, Google Maps, WhatsApp.

2. ALTERNATIVELY, please complete the below form and share with a nominated colleague. DO NOT forget to notify your colleague once you have returned safely.

1. LET SOMEONE KNOW BEFORE YOU GO

Nominated person: _____(Name)

Leave or share this form with a contact person to advise them when and where you are going. This person will be responsible for notifying emergency services if you are not back by your intended date of return.

EXPECTED DATE OF RETURN:		EXPECTED TIME OF RETURN (APPROX):	
--------------------------	--	-----------------------------------	--

2. CONTACT DETAILS

Activity Leader:

Name:	
Address:	
Email:	

Leader's Emergency Contact Info:

Name:	
Relationship:	
Address:	
Contact no. (pref mobile):	
Address:	
Email:	

Other Recce Group Members (if any):

<u>Name:</u>	<u>Contact Phone Number:</u>	<u>Emergency Contact Name and Phone Number:</u>	any medical conditions and action plan/medication

Landowner Contact

Name:	
Address:	
Contact no. (pref mobile):	
Address:	
Email:	

3. WHAT ARE YOU DOING AND WHERE ARE YOU GOING?

Destination (try to be as specific as possible)	
Date and time of departure	
Departure location	
Entry and exit points	

Insert map of intended track to destination (include alternative route/s and entry and exit points if possible)

Have you left a vehicle at the entry point? Yes/No (please circle or highlight)

If you have left a vehicle at the entry point, please provide details:

Registration No:

Make & Model:

Colour:

Field Activity

Activity to be undertaken:

List any known hazards in the area and how these will be mitigated/managed:

Equipment taken:

✓ / X	Item	Details
	Cellphone	
	VHF Radio	
	GPS/Map	
	First-Aid Kit	
	Protective Gear (e.g. wet weather gear, safety or sunglasses, high vis vest)	
	Coordinators Kit (e.g. nets, traps etc)	
	Other	

4. WHERE WILL YOU BE GOING AFTER LEAVING THE AREA?
(e.g. address/name of accommodation)

REMEMBER TO TELL YOUR TRUSTED CONTACT AS SOON AS YOU HAVE RETURNED SAFELY

3.5 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID) EOTC Risk Assessment Form (WBC SOP Manual October 2023) PART 1

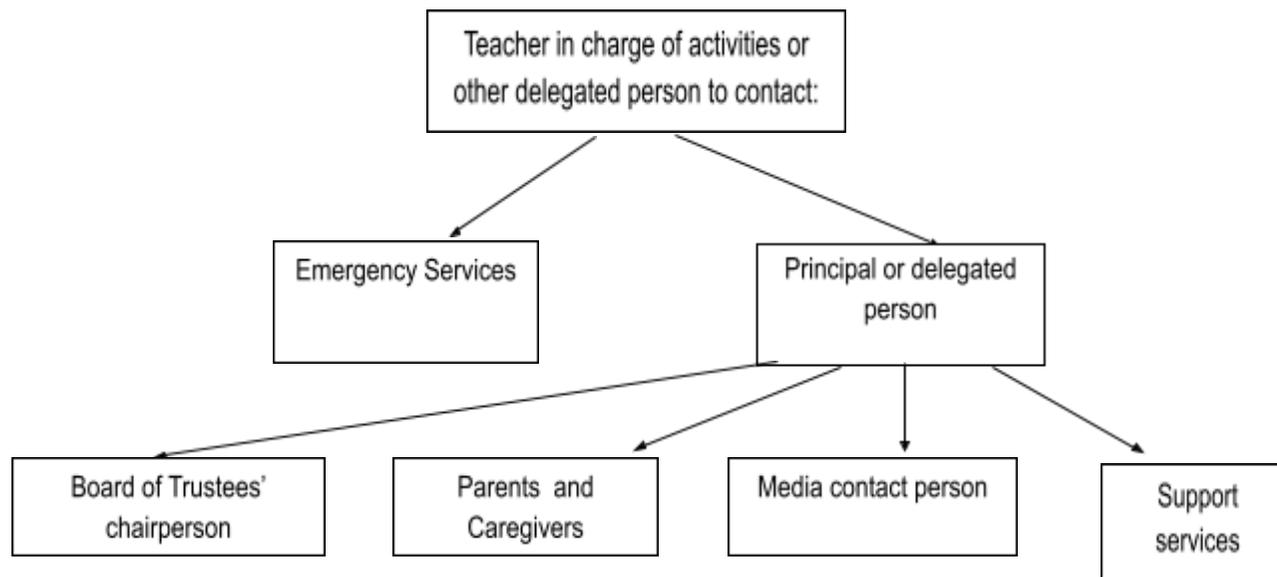
WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID)		
Activity Leader:		Site Map Here
Time and Date:		
Site name:		
Site location and name of road:		
Closest ambulance access point:		
Site description (include local conditions e.g. tide times, rainfall, waterbody type):		
Description of facilities (toilets etc):		
Supervision structures (ratios):		
Location of nearest landline:		
Strength of cellphone reception:		
Nearest A&E or hospital:		
Nearest defibrillator:		
Phone no. for nearest police station:		
Phone no. for nearest Department of Conservation office:		
Additional equipment or services for the site:		
Evacuation meeting point: (AND, if applicable: nearest tsunami evacuation point)		
Previous incidents at this site:		
Coastguard (if by boat only e.g. inanga spawning sites):		
24 hr Poison Control: 0800 764 766 24 hr Healthline: 0800 611116		
Refer to WBC SOP for policies, emergency procedures and field intention form		

Site specific emergency consideration	Site specific procedures

EMERGENCY PROCEDURE

1. Adult streamside observer based on streamside with first aid and cell phone.
2. In the event of unforeseen dangers in the outdoors, for example environmental conditions changing, calmly organise evacuation to the nearest safe landing point.
3. Three whistle blasts for everyone to come back in with buddies and assemble at designated area. Apply first aid where appropriate.
4. Medical records and medication known and on hand.
5. Safety person on shore to call **111** if urgent. Ask for first response. Advise emergency service of whereabouts, using name of the road and area – *insert name of road here*
6. Get someone to wait by road and direct emergency services to problem.
7. On-site cell phone – *insert number and name of coordinator here*

DELEGATION FOR EMERGENCY PROCEDURE



3.6 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID) EOTC Risk Assessment Form PART 2

■ [MTSCT Risk Assessment Form Part 2 2023 .pdf](#)

3.7 Whitebait Connection Waterway Investigation Safety Briefing Checklist

To carry out before waterway investigation:

- Site pre visit – identify hazards
- Consult or notify land owners
- Weather check – keep in mind rivers and streams may be in flood the days following rain
- Ratio's check – ensure you will have enough people on the day and that they know the details of when, where, why how and who

Items to carry whenever carrying out a waterway investigation:

- Hand sanitiser
- Sunblock
- First aid kit
- Mobile phone and/or VHF radio – or knowledge of closest landline
- Rope to throw to people – especially in fast flowing streams
- Whistle to be carried by leader

At site:

- Be aware of who is on-board and of their skill/experience level
- Clearly identify the plan and identify any hazards and how these will be managed

On site safety briefing:

Welcome and objectives

- Welcome. Introduce kaupapa
- Go over the objectives

Health & Safety

- Identify hazards for the group to be aware of as you see fit – e.g. flowing water, warmth, contaminants in the water, slippery surfaces, getting lost, sun/wind/rain, any site specific hazards, do not drink the water, Take care on rocks
- Identify equipment policy for the day – which are appropriate for the planned activities
- Boat H&S to be explained by skipper – hold on at all times and all to wear lifejackets and follow instructions.

What to look for

- Outline what they may see and what to look out for e.g. signs of spawning etc.

Logistics and biosecurity

- Ensure the group has enough hats/sunblock/warm clothes
- Everyone given opportunity to sanitise hands before eating if have been touching water or equipment used in water.
- Check, clean & dry – importance on participants not transferring invasive plants & animals between waterways
- Equipment briefing – including how to care for equipment.
- Grouping – nobody to go off by themselves.
- Outline the time they have and when to regroup
- Karakia if appropriate

After study:

- Head count
- Wash or sanitise hands
- Ensure you have all stream equipment
- Checked, cleaned & dried all stream equipment – prevent the spread of any unwanted organisms.
- Ensure you have returned all life to the waterway.
- Go over what was found and the objectives of the day.

Questions

- Give participants time to ask questions

After everyone leaves site:

- Ensure all gear has been picked up from the study site.
- Leave the area as or better than you found it e.g. pick up rubbish etc.



3.8 Whitebait Connection Night-time Spotlighting Event Safety Briefing Checklist



To carry out before waterway investigation:

- Site pre visit – identify hazards
- Consult or notify land owners
- Weather check – keep in mind rivers and streams may be in flood the days following rain
- Ratio's check – ensure you will have enough leaders on the day for ratio (depending on ages)

Items to carry:

- At least two high powered torches per group of 30 = fully charged batteries
- Glow sticks for each participant
- Hand sanitiser
- First aid kit
- Mobile phone – or knowledge of closest landline
- Rope to throw to people – especially in fast flowing streams
- Cones or flashing lights or solar lights to clearly mark boundaries
- Whistle and mobile phone to be carried by leader
- Sign in sheet that includes identification of pre-existing medical conditions and shows ages of children and which adults they are assigned to.
- Check, Clean, Dry equipment

At site:

- Carry out head count – including adults
- Clearly mark boundaries and identify any hazards

On site safety briefing:

Welcome and objectives

- Welcome.
- Go over the objectives:
 - Learn about local waterways at night,
 - Identify freshwater animals,
 - Conservation week – healthy nature, healthy people. WBC
 - Introduce kaupapa – look and learn only. No harming stream life, their habitats, or the surrounding environment. Leave the area in a better state than you found it – not worse! Be kaitiaki.

At stream site:

Health & Safety

- Check all are on sign in sheet – total head count.
- Outline timeline – head off at 8:15pm – at stream until 9:30pm. Once back need to check in with _____ and fill in evaluation board
- Identify hazards for the group to be aware of as you see fit:
 - Limited visibility - torches,
 - Flowing water and slippery surfaces – gumboots/waders – no public in water unless supervisor says so.
 - Warmth – stay dry, warm clothes
 - Contaminants in the water – wash hands afterwards.
 - Getting lost – stay together – tail end Charlie and leader – check in/out sheet
 - Wind/rain,
 - Holes at stream site – caution tape and no running
- Identify how boundaries will be marked.
- No members of public are to go into the water above the knee
- Whistle – 1 blow on whistle means to stop and listen, 3 blows on whistle means to pack up equipment and regroup

What to look for

- Outline what they may see e.g. fish, eels, kōura, macroinvertebrates, plants, morepork, duck.

Logistics and biosecurity

- Ensure the group has enough torches and warm clothes
- Everyone to sanitise hands after touching water or equipment that has been in the stream
- Check, clean & dry – importance on participants not transferring invasive plants & animals between waterways and Kauri Dieback risk.
- Equipment briefing – including how to care for equipment.
- Groupings – ensure all participants know which group they belong to and their adult. No students to go outside their groups designated area, or leave view of their adult.
- Outline the time they have and when to regroup – what is expected then e.g. check in with check out person at start of track before leaving!
- Karakia

After waterway study:

- Head count
- Wash or sanitise hands
- Ensure you have all stream equipment
- Make sure everyone has checked, cleaned & dried all stream equipment – prevent the

spread of any unwanted organisms.

- Ensure you have returned all life to the waterway and released all fish from traps.
- Go over what was found and the objectives of the day.

Questions

- Give everyone time to ask questions

After public leave site:

- Ensure all gear has been picked up from the study site.
- Leave the area as or better than you found it e.g. pick up rubbish etc.

REGISTRATION FORM	
Whitebait Connection Community Guided Night Walk	SURNAME: _____ Or Group Name :
<i>Date:</i>	<i>Location:</i>
I hereby acknowledge that there are risks associated with the river night walk activity. I fully understand and 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 if I require special medication e.g. Asthma Inhaler, EpiPen. I agree to listen to the Health & Safety briefing and follow the instructions of my guide. I also agree for my photo to be taken and that it may be used for non-profit educational use. 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.	
Surname/group	
No of participants in your group	
No under age of 15	
Medical conditions	
Emergency contact person name and number:	
Signature of group leader	
Contact email if you wish to receive info on future community events	
Contact email if you wish to receive info on future community events	

3.9 Whitebait Connection Night-time Stream Spotlighting Event Registration and Check In and Out Form

Insert Name of event here:

WBC CHECK IN/OUT FORM

Assigned Land based H&S Person Name: _____

I have received a briefing and feel confident that I am able to undertake the responsibilities of this role.

Signature: _____ Date: _____

- Write down participant’s names and any relevant medical conditions when they arrive.
- Check all children/adults IN/OUT of the activity (from start and finish of walking track to site).
- Assist WBC leader to reinforce instructions that were given during H&S briefing and onsite and ensure they are followed.
- Alert the WBC leader immediately if change in conditions, or other difficulties – 1 whistle for attention. 3 whistles for Emergency then follow **Emergency Procedures**.

Time in (track) _____ Time out (track) _____

WBC Event Leader Name: _____

	Participants Name (children and adults – note age of children and draw arrows to show which adults they are with). Include crew names so we have a total list of people onsite.	Medical Notes and Info.	IN (tick)	OUT (cross)
1		-		
2		-		
3				
4				
5				
6				
7				
8				

9				
10				
11		-		
12				
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38				
39				
40				

WBC advises to have maximum participant groups (not crew) of 30, while maintaining an adequate adult:child (under 13) ratio of 1:4. Adults that bring children along are responsible for the behaviour management and supervision of their own children, including ensuring that they follow the WBC leader's instructions.

3.10 Pre WBC Field Activity Operation Risk Assessment Form

WBC weather assessment (completed at least 3 hours prior to the planned activity start time).

Forecast notes: (use internet search such as met service and LINZ appropriate for your site to determine information on, rain, tide, temperature, visibility and flow - *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*)

.....

Maramataka:.....

Weather assessment decision (circle one) Proceed or Delay or Relocate

Water quality assessment for brackish waters, waters proximate to sewage and run-off inlets, at places of animal access and at populated waterways/city ports. Refer to water quality guidelines.

Water quality assessment decision (circle one) Proceed or Delay or Relocate

Once on site. *This form must be completed at the start of any guided field operation. 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. Tick your score in each column and then add your score up.*

Enter any notes about weather or water quality assessment decisions here:

.....

Site name: Date:

Name of school/group:

Event type: School delivery Fieldwork Event Other:

Score	Age (of youngest)	Experience of supervisors and/or volunteers	Environment (stream depth and flow, tidal movement)	Weather (variable on the day)
1	Adult group (18+)	Majority of parents are experienced people (have come fully prepared etc.)	Safe access to water No swift flow Good visibility - easy to watch group	
2	13 – 18 (Year 9-13)			Weather fairly suitable for the day
3	11 – 12 (Year 7-8)			

4	9 – 10 (Year 4-6)		Wrong tide for site	
5	7 – 8 (Year 2-3)	Never met the adult supervisors	Deep pools	
6	5 – 6 (Year 0-1)	Adults not well briefed or prepared e.g. wearing unsuitable footwear	Strong flow	
7	0-4 (Early childhood)	Adults challenging the processes and instructions of the leader	Rapids, deep pools and a high tide	Heavy rainfall and flooding
Score				

Total score (all 4 columns):

Low risk 4 – 9 Conditions suitable	Medium Risk 10 – 17	High Risk 18 – 22 Hazards beyond the experience of the group. Consider and document additional procedures	Unacceptable Risk 23 + Hazards beyond the experience of the group. Alternative location should be assessed.
--	----------------------------	---	---

Notes on any extra management steps taken to minimise any risks for the day:

Name of WBC leader:

Signature:.....

Once participants arrive

- Total number of participants present on the day (for head count in emergencies)

Personnel Onsite:	Group One:	Group Two:	Group Three:
WBC Coordinators:			
Teachers/teacher aides:			
Adults (parents/whanau):			
Students:			
WBC Volunteers			
WBC Field Technicians			
Members of public (if known)			

- Medical conditions should be discussed and documented;
- If school delivery - teacher declaration needs to be signed on the back of this form
- Volunteer forms filled in (if you bring any).
- Record additional first aid and rescue training from participants/adult helpers

Procedures to be activated (if applicable but not limited to)

- Increased supervision
- Boundary restrictions
- limiting extent of participation (depth and distance)
- Extended briefing for supervising adults - site specific and/or dynamic hazard management
- Provide specialised equipment, i.e. rope strung up along downstream end of study site.
- In some cases withdrawal from activity if safety is compromised

Medical condition and ability management notes (for events this information will be on the registration form): (epilepsy, diabetes, asthma, heart condition, allergy/anaphylaxis, seizures of any type, anxiety issues around water/crowds etc. for example)

.....

.....

.....

First Aid and Rescue training from Participants/Adult helpers:

.....

.....

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

Teacher/group leader medical, supervision declaration and risk acknowledgment

As the school teacher in charge/representative on the day responsible for the schools Health & Safety, I confirm that I have collected the relevant consent forms for the students to participate in the activity today. I can confirm that I have disclosed any medical conditions/ability issues to the WBC leader and discussed the management of any of these conditions and that all students/group are in my opinion fit to participate. I can also confirm that the adults and volunteers that the school has provided are suitable for the supervision role¹ .

Risk disclosure statement

I hereby acknowledge the risks associated with this activity. I fully understand and have read the potential risks and risk reduction strategies identified in the Site Specific RAFs provided by WBC for the planned activity.

Name of school/group: Date:

Name of school H & S representative:.....

Signature:

Name of WBC leader:.....

Signature:

¹ The role of ‘supervisor’ is to assist and supervise the student’s with the activity and are expected to be confident, fit, healthy and free from the influence of drugs or alcohol.

Safety briefing record (please tick)

- Participant briefing and karakia complete
- Separate briefing for 'supervising' adults and 'streamside observer' (if applicable) complete

Name of WBC leader:.....

Signature:.....

WBC leader post activity review notes:

What went well?

What went wrong?

Ideas for improvements?

Any incidents, accidents, near misses to report? (if yes, please fill in the incident form ASAP (no later than 3 days after the event and email to the Co-director (marine lead)). Please note in the event of a serious accident, death or near miss that could have caused serious harm you must let the Co-director (marine lead) know immediately). Any free lessons?

Yes/No

If yes, detail key notes below if you can't fill in the form immediately – to refer to later.

Name of WBC leader:

Signature:

3.11 Incident Report Sheet – Mountains to Sea Conservation Trust

2023 MTSC 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 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		Cut/laceration, insect bites, stings	Minor irritant	Temporary stress or embarrassment	Littering	Minor cost
2	Minor/short term impact on individuals without a large effect on participation in activity	Sunburn, scrapes, bruises, minor cuts	Minor cold/ infection, mild allergy	Temporary stress or embarrassment with participants	Minor damage to equipment that will quickly recover	<\$50
3		Blisters, minor grazes, minor abrasions, cold, heat stress	Minor asthma, cold, upset stomach, etc	Stressed, nervous, control of gear/SD can slip in front of you	Scorched cigarette, paint damage	<\$100
4	MEDIUM IMPACT on individuals that may prevent participation in the activity / programme for a day or two.	Lacerations, frostbite, minor cuts, mild dehydration, hyperthermia, sprains & ligament damage, minor fractures	MMT flu, migraine	Stressed, unable to leave activity, a lot of work to bring back to	Burnt shrubs, cut tree, damage to equipment, group damage to stream	<\$500
5		hospital stay < 12 hours requires doctor's care, frostbite, major burns, concussion, allergic reaction, minor fractures, moderate hypothermia	Flu food/hygiene, vomiting	Distressed, freezes on activity, requires transport, stress, does not want to participate again	Walked through sensitive ecology of riparian zone, some gear left, burning, closed & water source	<\$2000
6	MAJOR IMPACT on individuals that cannot continue with large scale of the activity / programme.	hospital stay > 12 hours requires hospital care, frostbite, major burns, concussion, allergic reaction, moderate hypothermia	Very distressed, leaves activity and requires care, counselling, unwilling to participate in activity ever again	Medical treatment required, hospital stay > 12 hours e.g. serious allergic, allergic reaction	Distressed, killed some shrubs, cut tree, damage to equipment	<\$8000
7		hospital stay > 12 hours e.g. stroke, bleeding, severe dehydration, loss of consciousness	Therapy, counselling, required or professional	Very distressed, leaves activity and requires care, counselling, unwilling to participate in activity ever again	Distressed, killed some shrubs, cut tree, damage to equipment	<\$20,000
8	LIFE CHANGING impact on individuals or groups	Major injury, concussion, spinal cord injury, head injury	Major illness, hospitalisation, e.g. heart attack	Long term counselling, therapy required after incident	Killed, destroyed or polluted small area of environment	<\$50,000
9		single death	single death	Post-traumatic stress, possible changed profession because of incident	Fire or pollution etc results in loss of wilderness being protected, land lost or pollution, resulting in loss of environment or life	>\$200,000
10		multiple fatality	multiple fatality			>\$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?

First Aid Describe treatment: (continue over if required)

Physiotherapy

Massage therapy

Doctor (GP)

Hospital

Emergency services

Other

Body Part Injured: (please indicate which side of the body e.g. right or left)

Type of Injury: (e.g. break or sprain)

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:

New Hazard Identified: YES NO

Significant: YES NO

Why did this occur?

If YES identify the hazard management process to be done eg. update hazard register and put in recommended actions below

Recommended Actions	Person responsible for this	By when	Date completed
Has the Hazard Management Process been undertaken? YES NO (please circle)	What has been done?		
Is a review of the Safety Management System required? 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)
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

Overall comments (once investigation complete):
eg. Health and Safety committee review actions

Postokomanawa/Co-director name (please print) Signature Date

3.12 Whitebait Connection (WBC) Programme Complaints Form

WBC aims to continually improve Health & Safety management. We would like your feedback or complaint with regards to the WBC programme's effectiveness of safety management.

Date and location of the complaint:

Complaint taken by:

--

Complainant contact details:

Describe the situation around your complaint:

What went wrong? What was the problem?

What went well?

Do you have ideas for improvements to avoid the problem in the future?

Please email completed form to info@whitebaitconnection.co.nz with the word 'complaint' in the subject line. Alternatively print and post to Whitebait Connection, 1 Lort Point Lane, RD 4, Whangārei 0174.

3.13 Collaborative Events (where WBC is leading the event)

There are many reasons for holding a collaborative event - it might increase the reach and success of the event or provide additional opportunities for both parties.

Careful planning and good communication between organisations is needed to ensure a successful and safe event.

Generally, each activity provider (including WBC) is responsible for the Health and Safety of their own activity, but an MOU can help to clearly outline responsibilities and overlapping duties of care.

Examples of previous collaborative events can be found on the Google Drive.

The documentation in the Google Drive can help to inform the planning process as well as providing useful resources for event plans, stakeholder engagement, communication and marketing.

3.14 Stakeholder Partnership MOU Example

Memorandum of Understanding between the Whitebait Connection (WBC) and *Insert other organisation name here*

Insert date here

Purpose

This Memorandum of Understanding (MOU) aims to set out the working relationship/collaboration between the *(insert name of your umbrella organisation here e.g. Mountains to Sea Conservation Trust's)* Whitebait Connection Programme and *(insert name of other organisation here)*.

Principles *(below is an example of why an MOU may be formed – please adapt to suit your partnership)*

The principles underlying this MOU is a goal of a collaborative approach towards community education in a bid to benefit whitebait conservation through habitat restoration in Waitakere (Henderson Creek).

The Whitebait Connection programme (WBC) has a proven track-record of success in coordinating and delivering an environmental/community engagement programme throughout New Zealand.

WBC acknowledges and accepts the positive support we have been offered from Community Waitakere in helping us to achieve our programme vision to promote caring and understanding attitudes and actions towards our freshwater environments, to the Waitakere communities we engage with.

The Whitebait Connection and Community Waitakere are a good strategic fit as:

- Both are focused on community engagement in catchment restoration, freshwater conservation and science.
- Both want to involve local community in Īnanga spawning site identifications and restoration in Waitakere.
- Community Waitakere have strong existing networks within this community.
- Whitebait Connection have expertise and developing resources around Īnanga Spawning Site identification and restoration with community.

Whitebait Connection Role

The Whitebait Connection programme is a non-profit environmental education programme run under the auspices of the 'Mountains to Sea Conservation Trust' (MTSCT). Whitebait connection website www.whitebaitconnection.co.nz

WBC is committed to the following:

In consideration of this collaboration, Whitebait Connection agrees to associate themselves with Community Waitakere for the purposes of the delivery of the WBC National Īnanga Spawning programme delivery in the Waitakere area, including associated school and community engagement events and programmes, resources, training and research. Whitebait Connection may adjust such benefits, substitute benefits or provide other benefits with the approval of Community Waitakere.

WBC agrees to advise Community Waitakere of opportunities to be involved in programme delivery when it is considered beneficial to both parties e.g. Waitakere school or community group delivery.

Whitebait Connection will keep Community Waitakere informed about what work is planned in the area and aim to work collaboratively on planning and implementing it to ensure efficiency for both parties and the schools and community groups involved.

(Other organisation) Role

Community Waitakere is a community development organisation committed to achieving their vision of connected, thriving and sustainable West Auckland communities. Their organisational values are to act with integrity; grow sustainability; inspire; partner; be inclusive.

Community Waitakere are committed to the following:

In consideration of this collaboration, Community Waitakere agrees to associate themselves with Whitebait Connection for the purposes of the delivery of the WBC National Īnanga Spawning programme delivery in the Waitakere area, including associated school and community engagement events and programmes, resources, training and research.

Community Waitakere will endeavour to advise WBC of opportunities to be involved in programme delivery when it is considered beneficial to both parties.

Whitebait Connection will keep Community Waitakere informed about what work is planned in the area and aim to work collaboratively on planning and implementing it to ensure efficiency for both parties and the schools and community groups involved.

Communication

It is vital that a good line of communication remains consistent between WBC and Community Waitakere. The main points of contact for this MOU are listed below and all should be copied into any email correspondence. If either party should change their points of contact, they will let the other party know.

Both parties agree that before any beneficial marketing material with the other parties logo or name featured, is made public that either party have a right of review.

Both parties agree to support each other whenever possible by way of linking to each other's programmes and organisations and telling each other's stories.

The specifics of the relationship can be clarified more once both parties have a better idea of the level of collaboration following this initial project delivery starting July 2016 and ending December 2016.

Termination

Both Whitebait Connection and Community Waitakere have the right to cancel this MOU provided 30 days' written notice is given.

WBC Contacts:

Insert contact info here

(Other organisation) Contacts:

Insert contact info here

MOU Review Date: **(Enter review date here)**

(Other organisation) Representative:	Whitebait Connection Representative:
Name: _____	Name: _____
Signed: _____	Signed: _____
Dated: _____	Dated: _____

3.15 MTSCT - Whitebait Connection Volunteer Registration Form

Thank you for volunteering for MTSCT - Whitebait Connection! We, and your local waterways, value your contribution so much. We hope you enjoy your time with us and that you meet other great people and have great experiences! Please fill in these details carefully so we can make the most of this opportunity.

Name of the programme or event: (e.g. WBC programme, Planting day, spotlighting)

Role on the programme or at the event: (e.g. in-stream observation, promotion).

Family Name: _____ First Name: _____

Date of Birth: _____ Region: _____

Male / Female / Gender Diverse (please circle) Phone: _____ (mobile)

Email: _____

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

Emergency contact:

Name: _____ Phone number(s): _____

I have volunteered with MTSCT before: Y / N (please circle)

If yes, in what capacity: _____

My relevant skills/experience is in _____

Fitness: Low Medium High

Comment:

Licenses / Certificates:

- Car Boat Masters Teaching
 Dive/snorkel qualifications Day skippers Marine/freshwaterbiology degree
 First Aid Other Relevant _____

Medical Conditions (Please circle if you have any of the following):

Asthma Allergies Disabilities Seizures of any type Epilepsy Heart
condition Diabetes

Other (please specify): _____

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 (please circle)? Yes
No

If yes please state injury/illness:

Are you currently taking medication? Yes No

If yes please state ailment and medication/s:

Are you allergic to any of the following?

Insect bites/stings/jellyfish/seawater: Yes No

Other allergies: Yes No

If yes to insect bites/stings what happens during an allergic reaction:

What treatment is required?_____

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

Please note

If you are over the age of 75 we may increase regularity of medical screening to ensure suitability for assigned volunteer role . If you are under the age of 18 you will need a parental/guardian consent

VOLUNTEER TERMS

Medical conditions: On the day of event participation - Please advise the supervisor if there has been any change to your medical situation

Police Vet Policy:

MTSCT 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 the age of 18. MTSCT will conduct police vets 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 signing this form you confirm that you do not have any criminal convictions relating to sexual offence, offence relating to children or act of violence. By signing this form you further consent to a police vet if requested by MTSCT. 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 MTSCT.

Drug and Alcohol Policy: By signing this form you agree to abide by MTSCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSCT 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 MTSCT activity. If you choose to withhold information from MTSCT you may not be able to participate in any MTSCT activity (f.ex. medical information). We will share this information with MTSCT staff where deemed necessary for H&S purposes. By signing this form you agree to the MTSCT privacy policy which is found on our [website](#).

Code of Conduct: By signing this form you agree to abide by the volunteer Code of Conduct, which can be found on our website or in the streamside box.

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 (Health and Safety Work Act) and the regulations.

Risk Disclosure: I hereby acknowledge the risks associated with the activity. I understand that the WBC 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.

Name: _____ **Date:** _____

Signed: _____ (volunteer)

Name: _____ **Date:** _____

Signed: _____ (trust representative/supervisor)

–

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 term of work.

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

This includes:

<i>Task</i>	<i>Anticipated hours</i>	<i>Location</i>	<i>Travel arrangements</i>	<i>Supervisor</i>	<i>Date</i>

Appendix One: Safety Management Plan (SMP) for WBC Coordinators

As outlined in the Introduction, the MTSCT Safety Management Plan (MTSCT SMP) (found on our website) covers all general Health & Safety items for all trust programmes, whereas the WBC SOP document covers things specific to WBC programme delivery. WBC coordinators will need to familiarise themselves with both documents - however, this section is aimed to provide more guidance around which sections are particularly relevant to WBC coordinators.

General Information:

- ❖ Chapter 2 - Introduction and Purpose
- ❖ Chapter 3 - Information about the business
- ❖ Chapter 4 - Safety Management Plan
- ❖ Chapter 5 - Legislation, standards, codes of practice and guidelines

Health and Safety:

- ❖ Chapter 7 - Risk and hazard management
- ❖ Chapter 8 - Drugs and Alcohol
- ❖ Chapter 9 - Emergency Preparedness and Response Plan
- ❖ Chapter 10 - Incident Management
- ❖ Chapter 11 - Document Control
- ❖ APPENDIX 3 - Police Vetting
- ❖ APPENDIX 6 - Complaints Policy
- ❖ Appendix 8 - Health & Safety Contract
- ❖ APPENDIX 9 - Child Protection Policy
- ❖ APPENDIX 10 - MTSCT Staff Code of Conduct
- ❖ APPENDIX 11 - MTSCT Privacy Statement

Appendix Two: Summary of Changes to our Whitebait Connection (WBC) – waterway investigation/restoration activities

Added the following sections/content to the WBC SOP in November 2016:

- Page 84-89 - **SOP - Overlapping Duties** – when collaborating on events. MOU example (For ongoing collaborative partnerships) and a collaborative event plan example (when WBC is leading the event)
- Page 90-91 - Community Event Evaluation Form/Template
- Page 92 - Complaints Form
- Animal ethical considerations and our kaupapa Policy
- Cancellation Policy
- Uncontrolled Dog policy
- Dangerous People Policy
- Gazebo Policy
- Drain Stencilling RAMS

Added “Purpose of this document” section to WBC SOP.

Page 4-6 – Updated Role Descriptions and added new images

Page 10 – updated tangata whenua communication policy

Page 16 – School Agreement – updated reference to new H&S legislation

Page 21 – Organisation Agreement – updated reference to new H&S legislation

Page 42 – Took out reference to isolation of risks as no longer relevant in new legislation.

Page 47-48 – Took out risk isolation column in table.

Page 64 - Took out risk isolation column in table.

Page 97 – Added in WBC Hazard register

Page 72-74 – Update pre-site assessment form – added table for headcount details and ‘anxiety issues’ to example list of things to ask teacher about. Added more detail to post event notes page.

Page 80 – Updated reference to new H&S legislation on WBC H&S declaration.

Page 83 – took out reference to Supervisor form on peer review form.

April 2017:

Page 69: Stream Study RAMS template – edited and added some risks and notes on management.

Updated all Health & Safety documentation on WBC website and WBC Google Drive.

April 2018:

Page 22 – Added ‘Waders’ and ‘Walking Pole’ to Hazards Register

Page 37 – Inserted Wader Policy (Section 3.9)

Page 39 – Inserted Site Recce and Working Alone in the Field Policy (Section 3.10)

Page 41 – Inserted Litta Trap Health & Safety Policy (Section 3.11)

Page 56 – Updated Peer Appraisal Form (Section 4.4)

Page 77 – Inserted Field Intentions Form (Section 4.11)

Page 81 – Replaced all RAMS with one RAFS table

Page 92 – Inserted emergency procedure for falling into deep water

Page 2 – WBC National Coordinator (Kim’s) landline contact phone number updated

Page 4 and throughout – change reference to SMS (Safety Management System) to SMP (Safety Management Plan)

Appendix One - Replace Appendix One 2016 Annual Safety Review with 2017 review.

Updated school agreement

Updated students evaluation form to ask if they felt safe on field trips.

Updated pre-site assessment form (group numbers and reference to RAMS to RAF

Update organisation agreement – term to 36 months and address for service

January 2019

Page 127 – Addition of MTSCCT Volunteer Registration template for regional provider adoption.

June 2019

Page 21 - Added peanut butter in chew cards and magnifying glasses left lying in the sun and chemical powder in SHMAK to hazard register.

August 2019

Page 81 – Updated Field Intentions Form (regarding location sharing)

Page 84 – Inserted revised RAF template

October 2019

Whole document – Updated headings and table of contents

- Changed font to Signika

Updated Kim’s address on Organisation Agreement

Added GMT tripping hazard to RAF

Updated Risk assessment matrix on PSAF to include level 7 risks (ie. Extreme conditions, difficult adults and early childhood) as well as add year levels correlating to ages.

Added role descriptions to 1.1 Role Descriptions for WBC Coordinators: Co-Director, Deputy National Coordinator, Field Technician, Assistant Coordinator, Specialist Contractor.

Updated Section 1.2 'WBC Coordinator Endorsement Criteria and Training Checklist' in relation to: Require online training, national coordinator endorsement certificate, check fitness ability, minimum drivers license for driving and driving passengers, experience and qualifications.

Updated gear list in 1.4 'Expectations of a WBC Coordinator'

Add GMT string line to hazard register

Added wording around Overlapping duties of care in Section 3.13 'Overlapping Duties – Collaboration and Health & Safety Responsibilities'

Updated references to WBC SOP year in Section 4.1 'Organisation Agreement'

Updated Section 4.2 'WBC Training Induction Checklist Form'

Updated Kim's address on Section 4.3 'Health & Safety Declaration Form'

Updated Section 4.4 'WBC SOP – Peer Appraisal'

Updated Section 4.9 'Whitebait Connection Teacher Evaluation – post programme'

Added Section 4.17 'Pre WBC field activity operation risk assessment form – for fieldwork and events'

Updated Kim's address on complaints form

Updated Appendix One 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' to most recent objectives.

Added Ecosourcing Policy (Section 3.15, page 48)

[SOP review November 2020](#)

Section 1.1 - Added requirement for regional coordinators to have training around child protection

Section 1.1 - Updated field technicians job description

Section 1.1 - Added WBC volunteer/intern role description to SOPs including trial of police vetting

Section 1.2 - Included mandatory H&S quiz as a requirement for endorsed coordinators

Section 3.13 - Updated Littatrap equipment checklist

Section 3.14 - Updated Ratio policy

Section 3.6 - Updated Dangerous animals policy

Section 4.12 - Added new hazards to RAFs: Dangerous animals

Section 4.12 - Updated wording of training around power tools in RAFs

Section 4.12 - Added new hazards to Whitebait Run Game

Section 4.1, 4.3 and 4.19 - Updated Kim's address on Organisation Agreement and H&S Declaration Form and complaints form

APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' with most recent objectives (2020) -

APPENDIX TWO - Updated annual safety objective

Added macrons to Te Reo/Māori words

Updated Links to websites

SOP review October 2021

[Section 1.2 Role Descriptions](#) - inserted staff definition

[Section 1.3 WBC Coordinator Endorsement Criteria and Training Checklist](#) - added potential requirement for new coordinators to be safety checked as well as police vetted. Long term coordinators may be required to be police vetted every few years.

[Section 3.1](#); Removed Performance monitoring and evaluation framework guidelines from SOPs and added to Policy/Guidelines folder on Google Drive. Re-wrote section to reflect requirements for National Reporting.

Removed 3.15 He Kākano Ecosourcing policy from SOPs and moved to Regional Policies folders on Google Drive

[Section 3.3 WBC Gear Sanitisation and Biosecurity Policy](#) - added Kauri Dieback

[Section 4.2 WBC Training Induction Checklist Form](#) - added Staff Code Of Conduct to Checklist

Removed section 4.6 Reporting format for individual projects and merged with 4.7 Reporting format for regional WBC projects.

[Section 4.10 WBC Site Specific Risk Assessment Form \(RAF\) and Emergency Procedures \(Risk Register and Hazard ID\)](#)

- ❖ Added tsunami evacuation point in site specific RAFs
- ❖ Added tsunami to hazard list
- ❖ Add fungicide to RAFs:
- ❖ Added Kauri Dieback to RAFs
- ❖ Added Dog poo to RAFs
- ❖ Added Kayak Collision or capsized to RAFs
- ❖ Added Duck Shooting as hazard to RAFs

- ❖ Added Uneven ground as hazard to RAFs
- ❖ Added Hand sanitiser to hazard list and RAFs (as a hazard)
- ❖ Updated Deep Water Emergency Procedure
- ❖ Updated definition for Streamside observer (made sure it's consistent throughout document)
- ❖ Added requirement to wear closed-toe shoes when handling spades (planting days) and stream investigations (unless in pristine stream)
- ❖ Removed reference to adult supervisor forms and sanitisation policy

[Section 4.14 Pre WBC field activity operation risk assessment form – for schools](#)

- ❖ Added QR code and contact tracing requirements
- ❖ Added requirements for daily health screen under level 2
- ❖ Added reference to water quality guidelines
- ❖ Added additional first aid and rescue training question
- ❖ Changed wording on risk matrix scoring for more clarity
- ❖ Added anaphylaxis in medical section

[Section 4.15 Pre WBC field activity operation risk assessment form – for fieldwork and events](#)

- ❖ Added QR code and contact tracing requirements
- ❖ Added requirements for daily health screen under level 2
- ❖ Added reference to water quality guidelines
- ❖ Added additional first aid and rescue training question
- ❖ Changed wording on risk matrix scoring for more clarity
- ❖ Added anaphylaxis in medical section

[Section 4.18 Collaborative Event Plan example](#) - replaced Kai Iwi Lakes Open Day event plan with resources from Google Drive

[Section 4.20 Community Engagement Event Evaluation Board](#) - removed Figures 9 and 10

[Section 4.21 Volunteer Form](#)

- ❖ Removed asking for address
- ❖ Added indication of level of fitness for volunteers
- ❖ Inserted reference to Police Vet Policy
- ❖ Inserted reference to staff code of conduct
- ❖ Inserted reference to Privacy Policy

APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review with 2021/22 objectives

APPENDIX TWO - added section about SMPs

Added recommendation for First Aid Requirements (Unit standards 6400)

Changes to SOP between Oct 2021 and Oct 2022:

- Section 1.0 - added "All coordinators must provide programme and project reporting information back to their direct report as soon as possible, which is then fed back to MTSCT."
- Section 1.3 and 4.2 - update coordinator induction requirements to include requirement for First Aid Certification of unit standards 6400, 6401 and 6402.
- Section 1.4 - Change 'Treaty of Waitangi' to 'Te Titiri O Waitangi'.
- Section 1.5 - change on gear list recommendation of '2 Fyke Nets' to '1-2 Fye Nets'.
- Section 3.9 - update Wader policy to include strong recommendation for coordinators wearing waders to have formal training and use neoprene waders. If using PVC chest waders wear a chest belt.
- Section 4.5 - Updated School Agreement to add reference to COVID-19 safety plan: Read our Health and Safety plan, including the COVID-19 safety plan which follows the government COVID-19 guidelines. The school agrees to follow these guidelines including parents and volunteers that they bring along to field trips.
- Section 4.10 - Updated RAF on page 75 to include "don't kayak in rivers in times of high flow" as a mitigation measure for the risk of kayak capsizes or collision. Updated on page 84 the risk of COVID-19 - updated to reflect the removal of the COVID-19 Traffic Light System.
- Sections 4.14 and 4.15 - PSAF forms - updated self-screening advice. Added a section to record what maramataka the day is.
- Appendix One updated - Annual Safety Review new 2022/23 Objectives.

Changes to SOP between Oct 2022 and Oct 2023:

- The pre-site assessment forms were combined into one document for school delivery, events and fieldwork. The checklist for contact details for attendees for contact tracing (covid level 2) in this document was removed. A section for notes on weather or water quality decisions was 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 In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted."
- The following sections were removed from the SOP:

- Role descriptions
- Learning approach
- Organisation agreement (is found in the SMP)
- Teacher & student evaluation
- WBC performance monitoring and evaluation framework
- WBC Survey Guidelines
- 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 site in the overall MTSCT risk assessment and hazard ID)
- Community Engagement event evaluation board example removed
- 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)