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| Work/Activity: SCUBA Diving | | | |
| The club undergoes SCUBA diving in a wide range of different locations and conditions. During each of these activities, the club follows the BSAC safe diving recommendations. These cover the general situations that may be encountered whilst diving and provide standard procedures to be followed to ensure the safety of all individuals involved. Diving in sheltered water will only be undertaken by trainees and their instructors. Sheltered water may be cold and a subset of a larger body of open water but should have clearly defined sides and be of highly limited depth (ideally a maximum of 4m). A dive manager is not necessary, but if one is available it would be beneficial. | | | |
| Group: Southampton University Sub-Aqua Club | **Assessor(s): James Mudge (Diving Officer)** | | **Contact: do@susac.org.uk** |
| Guidance/standards/Reference documents | **Competence requirements** | | |
| All diving activities carried out by the club follow BSAC safe diving recommendations which can be found here:  <https://www.bsac.com/safety/bsacs-safe-diving-guide/>  This document is produced by a highly qualified and experienced team from BSAC (the National Governing Body for Scuba Diving and Snorkelling in the UK). As such it shall be considered the minimum benchmark for all diving practices. | **Role:**  Diving Officer  Dive Manager | **Skills, experience or qualifications:**  The Dive Manager will have a minimum qualification level of BSAC Dive Leader or equivalent. This ensures that they are competent in first aid and oxygen administration. The Dive Manager is appointed by the Diving Officer, who shall be of at least this qualification if not higher and has the final say on all diving activity and is ultimately responsible for all club trips. The diving officer appoints the Dive Manager to ensure that the trip conforms to BSAC safe diving. The Dive Manager may dive, but they must hand over the responsibility to an Assistant Dive Manager with the minimum qualification of BSAC Sports Diver or above. | |
| Linked Risk Assessments  Alterative risk assessments are provided for the following activities:  Open Water  Sheltered Water  Swimming Pools  Powerboat Use  Public Engagement Activities  SUSU Bunfight  Social Events | **Role:**  Training Officer | **Skills, experience or qualifications:**  The training officer is appointed by the Diving Officer, and it is the Diving Officers decision alone who at appoint as they carry his direct authority from the National Diving Officer. They must be competent and confident in the role. No prior experience is required, and no minimum qualification is stipulated. | |
| **Role:**  Instructor / Assistant Instructor | **Skills, experience or qualifications:**  Instructors are primarily nationally qualified individuals who have passed strict theory and practical examinations by national assessors. They will be highly qualified in their own diving and very experienced. The minimum grade is ‘Practical Instructor’. Assistant instructors will have attended national training but not have passed any examinations. They will require constant supervision from fully qualified instructors who are the only people who can sign off any elements of training. A fully qualified instructor must always be present if an assistant instructor is teaching and must have a fully qualified instructors’ permission to do so. | |

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| Task | Hazards | Affects Who? | Likelihood | Impact | Score | Current control measures | Additional control measures | Action by whom? | Likelihood | Impact | New Score |
| Diving | Ear damage from pressure changes whilst diving | All divers | 1 | 2 | 2 | Trainees are taught ‘ear clearing’. Divers are reminded to descent slowly and abort the dive if necessary. Divers are advised not to dive if they have a cold or other condition which may increase this risk. |  | Instructor | 1 | 1 | 1 |
| Diving | Mask squeeze | All divers | 1 | 1 | 1 | Only masks with eyes and nose in same airspace to be used. Trainees taught to equalise masks. |  | Instructor | 1 | 1 | 1 |
| Diving | Running out of air on a dive | All divers | 1 | 3 | 3 | Divers are equipped with a regulator with a pressure gauge. Divers are taught how to deal with an out-of-air situation in their training. Divers are reminded to leave 1/3 of the cylinder’s supply as a reserve. |  | Instructor | 1 | 1 | 1 |
| Diving | Decompression illness (DCI) | All divers | 2 | 3 | 6 | Although extraordinarily unlikely due to the limited depth involved in sheltered water, an oxygen administration kit will be kept nearby. |  | Instructor | 1 | 2 | 2 |
| Diving | Equipment malfunction | All divers | 1 | 3 | 3 | Equipment is serviced in accordance with manufacturer guidelines and any divers using their own equipment are advised to also have their equipment serviced regularly. | Equipment servicing and maintenance shall be the responsibility of the Equipment Officer who shall ensure it is up to standard or not used. A log will be kept of all equipment. | Instructor    Equipment Officer | 1 | 3 | 3 |
| Diving | Hypothermia from cold water temperatures | All divers | 2 | 2 | 4 | Divers will have suitable thermal protection whilst diving which will include at least a semi-dry suit or a dry suit and hood and gloves when diving in cold water. SUSAC has suitable thermal protective suits to hire out to divers who do not have their own. | First aid kits will be available and Instructors can administer. | Instructor | 1 | 2 | 2 |
| Diving | Illness from breathing contaminated air | All divers | 1 | 3 | 3 | The National Oceanography Centre compressor is regularly serviced and tested for air purity as required by law. When using the compressor, the air pump will be kept away from poor air sources and the filter replaced after a set number of hours as required. Only members who are trained to use the compressor will be allowed to fill club cylinders and any members that are newly qualified in use of the compressor will be supervised. If the club cylinders are being filled elsewhere, they will be sent to reputable sources with compressors of an appropriate standard. During the pre-dive equipment check every diver and their buddy will check the air taste and smell as well as their other equipment to check the air quality. |  | Instructor | 1 | 3 | 3 |
| Diving | Drowning | All divers | 1 | 3 | 3 | Instructors are able to provide air redundancy in the event of running out of air or equipment failure. Divers are trained and run through drills to safely ascend with their buddy to the surface with an alternative air source. | Divers are to be careful near the edge of water. Regulators should always remain in mouths when in water, particularly if climbing a ladder or on a lift. Sheltered water involved highly limited depths, but these steps are still necessary. | Instructor | 1 | 3 | 3 |
| Diving | Heart attack | All divers | 1 | 3 | 3 | All divers required to annually self-certify their fitness to dive. | Recommend that any divers over the age of 50 regularly get check-ups. Make sure nearest AED is known on all trips. | Training Officer | 1 | 3 | 3 |
| Diving | Reduced underwater visibility | All divers | 1 | 1 | 1 | Instructor will analyse the water conditions before undertaking any training in sheltered water | Instructor will not allow diving if visibility is too low. | Instructor | 1 | 1 | 1 |
| Diving | Being hit by surface traffic | All divers | 1 | 3 | 3 | Sheltered water should be contained and hence this is unlikely however some dive centres maintain rescue boats which may operate overhead. | Instructor to make sure sheltered water is away from any surface traffic and maintain watch / listen. | Instructor | 1 | 3 | 3 |
| Diving | Lack of control of students | All divers | 2 | 3 | 6 | All instructors to maintain full attention on students. No other activities (i.e. photography) should be engaged in. |  | Instructor | 1 | 3 | 3 |
| Manual handling | Musculo-Skeletal injury from lifting heavy equipment | All divers | 2 | 2 | 4 | Divers taught to lay down cylinders to prevent any damage or injury caused from falling. Also taught how to handle heavy weight belts and other equipment whilst assembling, disassembling or moving scuba units. | Make sure people are aware of correct manual handling procedures including lifting with a straight back and bent knees. Park vehicles as lose to water as safe. Instructors and students to help each other with lifting equipment. | Instructor | 1 | 2 | 2 |
| Water entry/ exit | Slips, trips and falls | All divers | 2 | 2 | 4 | Students are briefed of entry and exits before each dive and made aware of slippery surfaces, rough terrain etc. and advised to take care, move slowly and use any handrails provided for entries and/or exits that are more likely to cause a fall. | Monitor changing conditions as entry and exits may change with tides and their suitability with weather conditions. Remind divers not to walk in fins. Instructor to bring a first aid kit. | Instructor | 2 | 2 | 4 |
| Travel | Road accident on travel to/from dive sites | SUSAC members and the general public / other road users | 1 | 3 | 3 | Only people with a valid driving license and insurance are allowed to drive members to dive sites. Cars must be taxed, insured and have a valid MOT. | The training officer should ensure that anyone driving complies with the aforementioned. | Training Officer | 1 | 3 | 3 |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Reviewed By: | | Comments: |
| Responsible person: | Date: |  |
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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

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| Likelihood | |
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| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |