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| Work/Activity: SCUBA Diving | | | |
| The club trains all its divers in swimming pools if available, however sheltered water can be used as an alternative option. During this training, 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. Swimming pools are defined as enclosed bodies of water within an artificially created structure. They will have clearly defined walls on all sides and be of a highly limited depth. In most cases this depth will be under 2m, however it may be up to 4m in some pools. | | | |
| 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 | **Skills, experience or qualifications:**  The Diving Officer has ultimate jurisdiction at club level and delegates his / her authority from the National Diving Officer to the training officer to conduct training at branch level. The Diving Officer is responsible for the award of in club qualifications and is the only branch member with this authority. The Diving Officer is responsible for the conduct of divers within the club and therefore, although not necessarily present, should have an awareness of branch activity in swimming pools. | |
| Linked Risk Assessments  Alterative risk assessments are provided for the following activities:  Open Water  Sheltered Water  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. They will organise branch events that take place in swimming pools, in liaison with the branch committee. | |
| **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. | All divers abide by BSAC Safe Diving to mitigate risks as far as is reasonably practical. | 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 swimming pools, an oxygen administration kit will be kept nearby. | All divers abide by BSAC Safe Diving to mitigate risks as far as is reasonably practical. | 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 | Getting too cold | All divers | 2 | 2 | 4 | Most divers will wear swimming costumes; however, some people may find this too cold for extended periods. If so, divers can wear thin (3mm) wetsuits. | Remind trainees to tell the instructor if they are too cold. | 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. Qualified lifeguards should be on watch in swimming pools. | Instructor / Qualified onsite Lifeguard | 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 | Being hit by surface traffic | All divers | 1 | 3 | 3 | Divers will not ideally share the pool with other users who may hurt people on the surface (e.g. canoeing) | If no other alternatives, a marked off section for training should be created by the lifeguards at the request of the instructor. | 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 should be engaged in. |  | Instructor | 1 | 3 | 3 |
| Diving | Hard to observe areas | All divers | 1 | 1 | 1 | All pools in use by the club should have qualified lifeguards present. They should be placed in sensible positions | Reposition staff if they do not have a clear view. | Instructor / Qualified onsite Lifeguard |  |  |  |
| Diving | Water slides causing collisions | All divers / public | 1 | 1 | 1 | Water slides should not be in use while diver training is taking place. If they must, divers should only use a separate area of the pool well away from the water slides. | Ensure that any water slide use has been communicated by the pool staff to the instructor. | Instructor / Pool Staff | 1 | 1 | 1 |
| Diving | Chemical injury from incorrect pool chemical balance | All divers |  |  |  | Only reputable pools with properly maintained chemical balances should be used. |  | Pool Staff |  |  |  |
| Diving | Diseases such as legionaries from incorrectly maintained pools | All divers |  |  |  | Only reputable pools with high safety standards should be used. | Inform students that if they feel unwell following using a pool they should contact the instructor or Diving Officer. | Instructor / Pool Staff |  |  |  |
| Manual handling | Musculoskeletal 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. 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 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. | Remind divers not to walk in fins. Instructor to bring a first aid kit.  Pool staff should make sure all areas are kept as dry as possible. Clear signage to be used where wet underfoot conditions exist. | Instructor / Pool Staff | 2 | 2 | 4 |
| Water entry / exit | Ladder access causing injury | All divers | 2 | 2 | 4 | Ensure pool ladders are secure. Remind students to maintain three points of contact at all times and go down backwards. | Check steps are wide enough for divers and capable of the weight of a diver + equipment. | Instructor / Pool Staff | 1 | 2 | 2 |
| Water entry / exit | Musculoskeletal injury from jumping into a pool of unsuitable depth | All divers | 1 | 2 | 2 | Instructors should choose a sensible entry point to the pool with a water depth suitable for jumping. If non available, steps or ladders should be used instead. | Remind students that they may sink more while wearing heavy equipment and hence a greater depth of water may be required. | Instructor | 1 | 2 | 2 |
| Moving around the pool | Abrupt changes in floor level causing falls | All divers | 2 | 2 | 4 | Remind students to be careful over uneven floors. | Ensure pool has such areas well marked and ideally with non-slip surfaces. | Instructor / Pool Staff | 1 | 2 | 2 |
| Changing | Injury whilst getting changed | All divers | 1 | 2 | 2 | First aid kits and trained staff on site | Ensure there is at least two people of each gender on site with first aid qualifications to deal with any potential issues. | Training Officer / Instructor / Pool Staff | 1 | 2 | 2 |
| Teaching | Electrical shock | All divers | 1 | 3 | 3 | Instructors should not use electrical equipment (e.g. laptops or phones) near water for training purposes. | Ensure any required materials can be printed. | Instructor | 1 | 3 | 3 |
| Travel | Road accident on travel to/from the pool | 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 |
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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 |