

<p>Date assessment issued: May 2021</p>	<p>UNIVERSITY OF PORTSMOUTH SUB AQUA CLUB</p>
<p>Planned review date: May 2022</p>	<p>SCUBA Diving in a variety of locations at varying depth depending on Qualifications and experience. This includes pool training and in open water.</p>
<p>Retention period: Oct 2022</p>	<p>NOTE: Many inland sites in the UK have their own risk assessments specific to those sites. These are available online and used by UPSAC as needed. In addition, some sites mandate dive club's provide their own risk assessments and these are created as required.</p> <p>NOTE: UPSAC operates under the 'BSAC Safe Diving' Booklet. This booklet is an alphabetical guide to safe practices of sports diving as recommended by the British Sub-Aqua Club (BSAC), the governing body of the sport of sub-aqua diving and snorkelling in the UK. The ideas expressed within reflect the current thinking of the National Diving Committee (NDC) and the advice on which it is acting. It also contains the Diver's Code of Conduct and lists the current policies of the BSAC.</p>

Summary of assessment: The activity has been assessed against the existing control measures. The assessment has identified the below issues and any recommendations are detailed in the action plan.



Signature of assessor

Name (print): Andy Burns

Position: Diving (Safety) Officer

Date: 27-5-2021

Authorising Person's Approval:

I have reviewed this risk assessment in consultation with the assessor and accept the issues identified. The actions defined in this risk assessment will be taken in order to reduce residual risks to a level that is as low as reasonably practicable.

Signature of Authorising Person Name (print) _____ Position: _____
Date: _____

Subsequent assessment review: Risk assessments require review, and in some cases revision, to ensure the assessment continues to reflect current working practices e.g. a review should be initiated in response to significant changes to the area / activity or if an accident / incident has occurred.

Review undertaken on:

Comments:

UNIVERSITY OF PORTSMOUTH STUDENTS' UNION		GENERAL RISK ASSESSMENT						Assessment Ref:	
HAZARDS									
Please place a cross in the box next to each relevant hazard area to Identify significant hazards relevant to this risk assessment									
Flammable / Explosive Substances	<input checked="" type="checkbox"/>	Hazardous Waste Disposal	<input type="checkbox"/>	Storage / Housekeeping	<input type="checkbox"/>	Temperature	<input checked="" type="checkbox"/>	Travel Health	<input type="checkbox"/>
Ionising / Non-Ionising Radiation	<input type="checkbox"/>	Discharge / Spill	<input checked="" type="checkbox"/>	Falling Objects	<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	Stress	<input type="checkbox"/>
Exposure to Hazardous Substances	<input type="checkbox"/>	Slips, Trips & Falls	<input checked="" type="checkbox"/>	Machinery / Power Tools	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Out of Hours Working	<input type="checkbox"/>
Biological Hazards	<input type="checkbox"/>	Electrical Safety	<input type="checkbox"/>	Hygiene	<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	Personal Security	<input type="checkbox"/>
Cryogenic Hazard	<input type="checkbox"/>	Manual Handling	<input checked="" type="checkbox"/>	Welfare	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Display Screen Equipment	<input type="checkbox"/>
Chemical Storage	<input type="checkbox"/>	Working at Height	<input type="checkbox"/>	Pressure / Vacuum Systems	<input checked="" type="checkbox"/>	Access / Egress	<input type="checkbox"/>	Submergence	<input checked="" type="checkbox"/>

WHO IS AT RISK									
Identify groups of individuals who need to be considered as part of this risk assessment									
Staff/Students		Contractors		Visitors		Others		Higher Risk groups	
Employees	<input type="checkbox"/>	Cleaners	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Neighbours	<input type="checkbox"/>	Young Persons	<input type="checkbox"/>
Temporary Staff	<input type="checkbox"/>	Maintenance Engineers	<input checked="" type="checkbox"/>	Customers	<input type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/>	Disabled Persons	<input type="checkbox"/>
Operatives	<input checked="" type="checkbox"/>	Security	<input type="checkbox"/>	Delivery Staff	<input type="checkbox"/>	Environment	<input checked="" type="checkbox"/>	Children	<input type="checkbox"/>
Academics	<input type="checkbox"/>	Catering Staff	<input type="checkbox"/>		<input type="checkbox"/>	Wildlife	<input checked="" type="checkbox"/>	Pregnant /Nursing Mothers	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	Contractors	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Lone Workers	<input type="checkbox"/>

UNIVERSITY OF PORTSMOUTH STUDENTS' UNION	GENERAL RISK ASSESSMENT			Assessment Ref:	
ASSESSMENT OF RISK					
List each individual risk within each identified hazard area and detail the control measures taken to reduce each risk. Please refer to the matrix below to determine the risk rating before and after control measures.					
Significant Hazard Area	Perceived Nature of Risk	Risk rating before control measures Low/Medium/High	Existing Control Measures	Risk rating after control measures Low/Medium/High	Further action required Yes/No
Barotraumas	Physical Injury	12 - High	Training and Instruction.	8 - Medium	No
			Emergency Oxygen available on site.		
			Use of Lines and Sloping Bottoms where appropriate to control Ascents/Descents.		
			Ensuring all Divers have appropriate Medical Clearance prior to dive commencement.		
			Ensuring all Divers are Fit and Well prior to dive commencement.		
Medical Evacuation plans in place as appropriate to Dive Site.					
Decompression Illness (DCI)	Physical Injury	12 - High	Training and Instruction.	8 - Medium	No
			Protective Equipment.		
			Emergency Oxygen available on site.		
			Careful Selection of Dive Site and Activities Undertaken appropriate to level of Training and Experience of all involved.		
			Medical Evacuation plans in place as appropriate to Dive Site.		
			Ensuring all Divers have appropriate Medical Clearance prior to dive commencement.		
Ensuring all Divers are Fit and Well prior to dive commencement.					
Deep Water	Falling into water from the side	8 - Medium	All Divers will undertake a Basic Swimming Assessment at start of Training.	4 - Low	No
			Protective Equipment.		
			Deep Water Hazard(s) will be identified and highlighted to all Divers and visitors at the Start of Day Site Briefing.		
Diver Separation	Leading to other risks such as drowning , DCI or barotraumas	9 - Medium	Training and Instruction.	3 - Low	No
			Protective Equipment.		
			Shore Support present to coordinate Search and Rescue Efforts.		
Drowning	Physical Injury	8 - Medium	Training and Instruction.	4 - Low	No
			Protective Equipment.		
			Shore Support present to coordinate Search and Rescue Efforts.		

UNIVERSITY OF PORTSMOUTH STUDENTS' UNION		GENERAL RISK ASSESSMENT			Assessment Ref:	
Entrapment/ Entanglement	Leading to other risks such as Out of Gas or Drowning	8 - Medium	Training and Instruction.	4 - Low	No	
			Careful Selection of Dive Site and Activities Undertaken appropriate to level of Training and Experience of all involved.			
			Cutting Tools to be taken as appropriate.			
Equipment Failure	Leading to other risks such as drowning , DCI or barotraumas	8 - Medium	Training and Instruction.	6 - Medium	No	
			Protective Equipment Redundancies.			
Improper Equipment Preparation	Leading to Equipment Failure	8 - Medium	Training and Instruction.	4 - Low	No	
			Pre-Dive Safety Checks.			
Lost Underwater	Leading to other risks such as Out of Gas or Drowning	8 - Medium	Training and Instruction.	4 - Low	No	
			Protective Equipment.			
			Careful Selection of Dive Site and Activities Undertaken appropriate to level of Training and Experience of all involved.			
			Shore Support present to coordinate Search and Rescue Efforts.			
Lost on Surface at Sea	Risk of Drowning or being stranded	8 - Medium	Training and Instruction.	4 - Low	No	
			Protective Equipment.			
			Careful Selection of Dive Site and Activities Undertaken appropriate to level of Training and Experience of all involved.			
			Appropriate Selection of Boat Skippers/Cox'ns			
			All Divers will undertake a Basic Swimming Assessment at start of Training.			
Low on Gas/ Out of Gas	Risk of Drowning	8 - Medium	Training and Instruction.	4 - Low	No	
			Protective Equipment Redundancies.			
			Emergency Oxygen available on site.			
			Medical Evacuation plans in place as appropriate to Dive Site.			
Nitrogen Narcosis	Risk of impaired judgment leading to other risks such as drowning , DCI or barotraumas	12 - High	Training and Instruction.	4 - Low	No	
			Careful Selection of Dive Site and Activities Undertaken appropriate to level of Training and Experience of all involved.			
Reduced underwater visibility	Loss of diver / Physical Injury	8 - Medium	Diver numbers in water to be controlled and monitored. Divers to carry torches on all dives. Dive to be abandoned in the event of adverse reduced visibility. Divers to surface and exit. Dive Marshal to abort diving.	4 - Low	No	
Entanglement in nets/lines/under-	Physical Injury	8 - Medium	Dive planning should identify risk level. All divers carry appropriate cutting implement, such as filament line cutter, wire snips, diving knife, etc.	4 - Low	No	

UNIVERSITY OF PORTSMOUTH STUDENTS' UNION		GENERAL RISK ASSESSMENT			Assessment Ref:	
water obstructions			Instructor control.			
Diver Separation	Loss of diver / Physical Injury	8 – Medium	Divers to dive in buddy pairs at all times. Contact to be maintained throughout the dive. Divers trained to surface immediately. Re-establish contact.	4 – Low	No	
Trips/ Falls	Physical Injury	8 - Medium	Trip/ Fall Hazard(s) will be identified and highlighted to all Divers and visitors at the Start of Day Site Briefing.	4 - Low	No	
Contact with dive boat/propeller	Physical Injury	8 - Medium	Only trained coxswain allowed to operate boats. Trainees receive specific instruction in boat exit / entry techniques. All exit from and entry to boats controlled by coxswain.	4 – Low	No	
Deteriorating weather	Physical Injury	8 - Medium	Diving planned using latest weather information. Alternative site planned. Weather conditions constantly monitored by Dive Marshal / coxswain during diving. Diver recall mechanism available (e.g. signals via SMB line, Thunder flashes, engine revving)	4 - Low	No	
Injury from other boats	Physical Injury	8-Medium	Flag 'Alpha' flown while divers are underwater. Monitoring of other surface traffic by boat cover. Divers marked by SMBs or ascending under DSMBs.	4 – Low	No	
Flammable / Explosive Substances - boat petrol	Physical Injury / Damage to equipment	4-Low	The boat has an internal fuel tank, which helps to minimise spillages. Petrol will only be stored in containers made for that purpose. Any spillage will be cleaned up or left to evaporate prior to the boat usage.	4 – Low	No	
Discharge / Spill causing slippage – boat petrol, water on the boat deck, water on the lockup floor, water on the pool side	Physical Injury - slippage	8-Medium	Boat Petrol on the deck: Any spillage will be cleaned up or left to evaporate prior to the boat usage. The boat deck has an anti-slip coating. Water on the boat deck: The boat deck has an anti-slip coating. The boat has bilge pumps to remove water. The boat has a drain to remove water then the boat is under way. Water in the boat is removed as a priority. Outdoor fins and wet/dry suit boots have anti-slip grip. Water on the lockup floor: Any spillage will be cleaned up or left to dry, with lockup doors open. Water on the pool side: Adopt No Run policy. Swimming pools have anti-slip flooring. Outdoor shoes are not permitted. Use bare feet or neoprene boots.	4 – Low	No	
Manual Handling	Physical Injury – heavy equipment	8-Medium	Training teaches equipment familiarisation & awareness of weight. Training teaches kitting up with assistance in buddy pairs or 3 rd party help. Loading and unloading of boats / vans is done as a team. “Chaining” or passing equipment along a chain of people is often used. Ropes can be used to lower kit down to a boat deck from a dock.	4 – Low	No	

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			Charter boats use mechanical lifts to recover the diver and equipment from the water. Recovery of overweight equipment into the RIB is performed by two or more people assisting the diver.			
Infection / Hygiene	Infection from using dirty equipment orally	8-Medium	<p>Club owned equipment that is in contact the face will be washed and disinfected before usage. This includes:</p> <ul style="list-style-type: none"> • Buoyancy Compensator Devices (BCD) • Regulator mouthpieces • Snorkels • Resusci Anne, training manikins used for teaching cardiopulmonary resuscitation (CPR) • Face Masks • O2 Administration Equipment <p>Private owned equipment is the responsibility of the owner. If shared with any other Club member then the equipment must be washed and disinfected before usage. Diver training covers this area.</p>	4 – Low	No	
Cold Water Temperature Related Disorders	Whilst Diving	8 - Medium	Protective Equipment.	4 - Low	No	
			Extreme Thermal Conditions will be identified and highlighted to all Divers and visitors prior to the Day of Diving.			
			Additional clothing will be recommended as appropriate.			
Underlying Medical Conditions	Physical Injury	8 - Medium	Ensuring all Divers have appropriate Medical Clearance prior to dive commencement.	4 - Low	No	
			Ensuring all Divers are Fit and Well prior to dive commencement.			
			Medical Evacuation plans in place as appropriate to Dive Site.			

ACTION PLAN

Develop a prioritised action plan to support the risk assessment, if any of the identified control measures require further action

Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date
Review equipment service records to ensure all equipment is good for use.	Equipment Officer	Sept 2021	High		
Review and replenish is needed O2 supplies in the Club's O2 admin equipment.	Equipment Officer	Monthly	High		
Arrange an O2 Admin course for new members to ensure the Club has enough qualified members to administer this treatment	Advanced Training Officer	Oct 2021	Medium		
Review and replenish first aid boxes.	Equipment Officer & Diver Officer	Bi-monthly	High		
Perform Diving Incident Scenario Training	Diving Officer or Delegate	Annual (Nov 2021)	Medium		
Inspect the Boat for "fitness to use" & "fitness to dive off" using guidelines from BSAC, RNLI, RYA and SOLAS	Diving Officer or Delegate	Monthly	High		
Ensure the Boat and Trailer are serviced	Boat Officer	Annual (April 2022)	High		
Wash/disinfect equipment: Buoyancy Compensator Devices (BCD), Regulator mouthpieces, Snorkels, Resusci Anne, training manikins used for teaching cardiopulmonary resuscitation (CPR), Face Masks, O2 Administration Equipment	Equipment Officer Training Officer	Monthly or before/after use, depending which is more frequent	High		
Review current COVID-19 mitigations prior to every dive trip to ensure compliance. Use the Government Website & BSAC's return to safe diving materials.	Diving Officer	Before every planned trip	High		

Diving Officer – Andy Burns (BSAC Branch position. Branch elections are due in October 21)

Equipment Officer – Jay Bedwell

Advanced Training Officer – Adam Wood (BSAC Branch position. Branch elections are due in October 21)

Boat Officer – Charlie Peirce

Boat Delegate – Rich Foster

UNIVERSITY OF PORTSMOUTH STUDENTS" UNION	GENERAL RISK ASSESSMENT				Assessment Ref:
RISK MATRIX					
Use the risk matrix to classify the perceived level of risk and to prioritise the action plan					
LIKELIHOOD	SEVERITY				
	1 -Slight (First aid injury)	2 - Moderate (Medical treatment injury)	3 - Severe (Lost time accident/major injury)	4 - Very Severe (Long term disability or fatality)	
4 - Very Likely (Common occurrence)	4 - Low	8 - Medium	12 - High	16 - High	
3 - Likely (Easily foreseeable)	3 - Low	6 - Medium	9 - Medium	12 - High	
2 - Possible (Foreseeable under unusual circumstances)	2 - Not Significant	4 - Low	6 - Medium	8 - Medium	
1 - Unlikely (Unlikely sequence of events / unplanned event)	1 - Not Significant	2 - Not Significant	3 - Low	4 - Low	