

# **EASTCOTE SUB AQUA CLUB - HEALTH AND SAFETY** **POLICY**

## **1. *PURPOSE***

The purpose of this policy is to ensure that safe practices are observed for all activities carried out by Eastcote Sub Aqua Club (the “Club”) and that:

Adequate training and monitoring takes place to ensure this

Corrections and updates to practices take place in the light of experience and of recommendations by the British Sub Aqua Club (“BSAC”) and of legislation.

## **2. *SCOPE***

This policy covers all activities carried out by the Club. This includes:

Pool diving

Open water diving

Boat maintenance

Boat towing

Classroom training

Club social activities approved by the Social Secretary.

For the avoidance of doubt it excludes:

Diving arranged without prior consent of the Diving Officer.

Transportation to and from dive sites which is the responsibility of individual members.

Child Protection

## **3. *RESPONSIBILITIES***

### **3.1 *Committee***

The Club Committee is responsible for authorising changes in this policy and for authorising changes to Club Rules as they pertain to safety. The Committee may order an audit of this policy and its implementation, in whole or in part, at any time.

All changes and all orders to audit may be authorised by a simple majority in any committee meeting containing a quorum of members.

### 3.2 *Club safety officers*

The Diving Officer is responsible for the safety of all Club training and diving activities, as stated in the BSAC Branch Officer's Handbook.

The Chairperson is responsible for the safety of all other Club activities.

The Diving Officer is obliged to keep abreast of safe diving practise. The Diving Officer ensures that BSAC safety practices, and any changes thereto, are implemented and carried out.

The Diving Officer maintains incident records.

Reporting to the Diving Officer:

The Training Officer administers Club training activity and maintains records of training undertaken and its outcome.

The Boat Officer is responsible for ensuring that the Club's boats are maintained safely and kept in safe order and that boat report records are kept

The Dive Equipment Officer is responsible for ensuring that diving equipment owned by the Club is kept in safe order. The Dive Equipment Officer records equipment maintenance.

Reporting to the Chairperson, the social secretary is responsible for the safety of social events undertaken by the Club.

The Club Secretary is responsible for ensuring all changes to this policy and changes in safety practices are circulated to all current Club members.

### 3.3 *Club members*

All Club members participating in diving activity shall ensure for that activity:

- That the Diving Officer has been informed

Their current state of health is adequate.

They are correctly equipped.

The dive they are undertaking is within the limits set by their diver grade, training and experience.

All Club members shall keep safe their training record and log their open water dives.

All Club members taking part in non-diving Club activities (e.g. transportation to dive sites, maintenance etc.) are expected to behave responsibly and undertake activities for which they are suitably trained and experienced, with appropriate properly maintained equipment.

All Club members have a duty of care to report unsafe activity and to ensure that all operations are conducted in a safe manner

### 3.4 *DIVING AND TRAINING ACTIVITIES*

For all Club diving activities there shall be a Dive Marshal appointed by the Diving Officer. The Dive Marshal is responsible for monitoring and implementing this policy and ensuring

safe diving practices are followed during the dive activity. The Dive Marshal is responsible for keeping records of dives undertaken and shall pass those records to the Diving Officer.

For all diving activities using Club-owned boats or boats hired by the Club and coxed by a Club member, a Dive Coxswain shall be appointed by the Dive Marshal. The Dive Coxswain is responsible for the safe launching and use of each boat on the activity. Use of the boats shall be in compliance with Solas V and The Club's Boat Rules (contained within the Coxswain Pack).

The Diving Officer will appoint a member of Sports Diver grade or above to act as Pool Marshal at each pool session. The Pool Marshal will be responsible for pool safety.

For all training activity, safety during the training is the responsibility of the Instructor, as appointed by the Training Officer.

#### *4. SAFETY DOCUMENTS*

The Club shall maintain the following safety documents:

This policy, maintained by the Committee

Dive Marshal's Pack, issued to the Dive Marshal by the Diving Officer for every open water diving activity. This is maintained by the Diving Officer

Coxswain Pack, issued to a Coxswain by the Boat Officer for any Club activity using Club boats. This is maintained by the Boat Officer.

Club Rules, maintained by the Committee

The above documents shall be dated and version numbered. The Secretary is responsible for their updating and distribution.

The Club shall otherwise use and disseminate current BSAC safety and training material.

All Club members shall purchase from the Club, or BSAC, and retain copies of, training material for any courses they undertake.

#### *5. JOINING AND RENEWAL*

A self-declaration medical assessment form must be completed upon joining and subsequently annually as per BSAC guidelines. Members are strongly advised to have regular, basic health checks.

Prospective members who have trained with other diving accreditation agencies and can document their accreditation will be allowed to join at the appropriate BSAC branch diver grade subject to the agreement of the Diving Officer. Should the Diving Officer discover that any member that lacks an appropriate level of basic diving knowledge and skill, the Diving Officer is at liberty to require the member to undertake relevant refresher training and / or limit their open water diving activities until a satisfactory level of knowledge and skills performance is demonstrated.

Upon joining and annual renewal every Club member will be asked to supply contact details for next of kin who can be contacted in the event of a serious incident.

Upon joining and annual renewal all members shall receive a current copy of the Club rules and this policy.

## *6. TRAINING*

All training and assessments shall be carried out by instructors who have gained the appropriate BSAC Instructor grade for the training being performed.

Each Club member who snorkels or dives shall maintain their own BSAC training record, obtaining instructor signatures and Club stamps on successful completion of training, as appropriate.

The Training Officer shall create a training record for each new member of the Club and maintain this record for the duration of membership.

All divers except those who qualified as a Club Diver during the current training period will take an annual revalidation test. The "training period" runs from September to August.

## *7. GUESTS AND NON-DIVERS*

A Club member inviting guests to Club activities is responsible for the safety of their guests.

Guests may be permitted to dive with the Club at the Dive Marshal's sole discretion.

Non-divers aboard a Club boat shall wear a suitable buoyancy aid.

## *8. DIVE RECORDING*

For each dive the Dive Marshal shall record air in, air out, dive time, maximum depth and tank size for each diver.

A boat report form shall be completed after each trip and the Boat Officer notified as soon as possible of any faults or potential faults.

## *9. BOAT REPAIR AND MODIFICATION*

This is the responsibility of the Boat Officer. "Any work not performed by professional repairers shall be performed by Club members over the age of 18 using appropriate tools in a safe manner."

The Boat Officer shall ensure servicing of each boat is in accord with the boat's manual and that faults identified during dive trips are rectified.

## *10. EQUIPMENT (EXCLUDING BOAT RELATED EQUIPMENT) MAINTENANCE*

The Dive Equipment Officer shall maintain a log of Club equipment and sign it out and in as it is used by Club members.

Trainees must return borrowed buoyancy compensators, cylinders and regulators four months after commencing training, unless arranged otherwise with the Training Officer. The Equipment Officer shall visually inspect all equipment upon its return and ensure it is cleaned and stored appropriately.

Club buoyancy compensators and regulators are not to be used in open water

Any defect in equipment (other than boats) shall be reported to the Dive Equipment Officer and the defective equipment taken out of use and returned as soon as possible. An incident report shall be raised.

Cylinders shall be checked in accordance with BS EN 1968:2002 (steel cylinders) and BS EN 1802:2002 (Aluminium).

## *11. SOCIAL ACTIVITIES*

The Social Secretary is responsible for establishing that venues are adequate in size for the number of attendees and that adequate Club members are available to marshal any activities. Where a venue is hired the Social Secretary shall ensure that the venue is licensed, insured and has suitable safety equipment.

## *12. BOAT TOWING*

The Dive Coxswain is responsible for ensuring any towing driver is acquainted with that part of the Coxswain Pack that is applicable to towing.

## *13. INCIDENT REPORTS AND SAFETY IMPROVEMENT*

Breaches of this policy or documented safety procedures or events where the life or health of Club members and others was endangered by Club activities shall be reported as incidents.

All diving related incidents shall be reported on the BSAC Incident Report Form (which is then attached to the Club Incident Report). All other incidents shall be recorded on a Club Incident Report (attached). All incident reports are passed to the Diving Officer who shall keep a record and notify the committee.

Recommendations for safety improvements that were not triggered by an incident can also be submitted on an Incident Report.

All incident reports for the previous period shall be examined at each committee meeting.

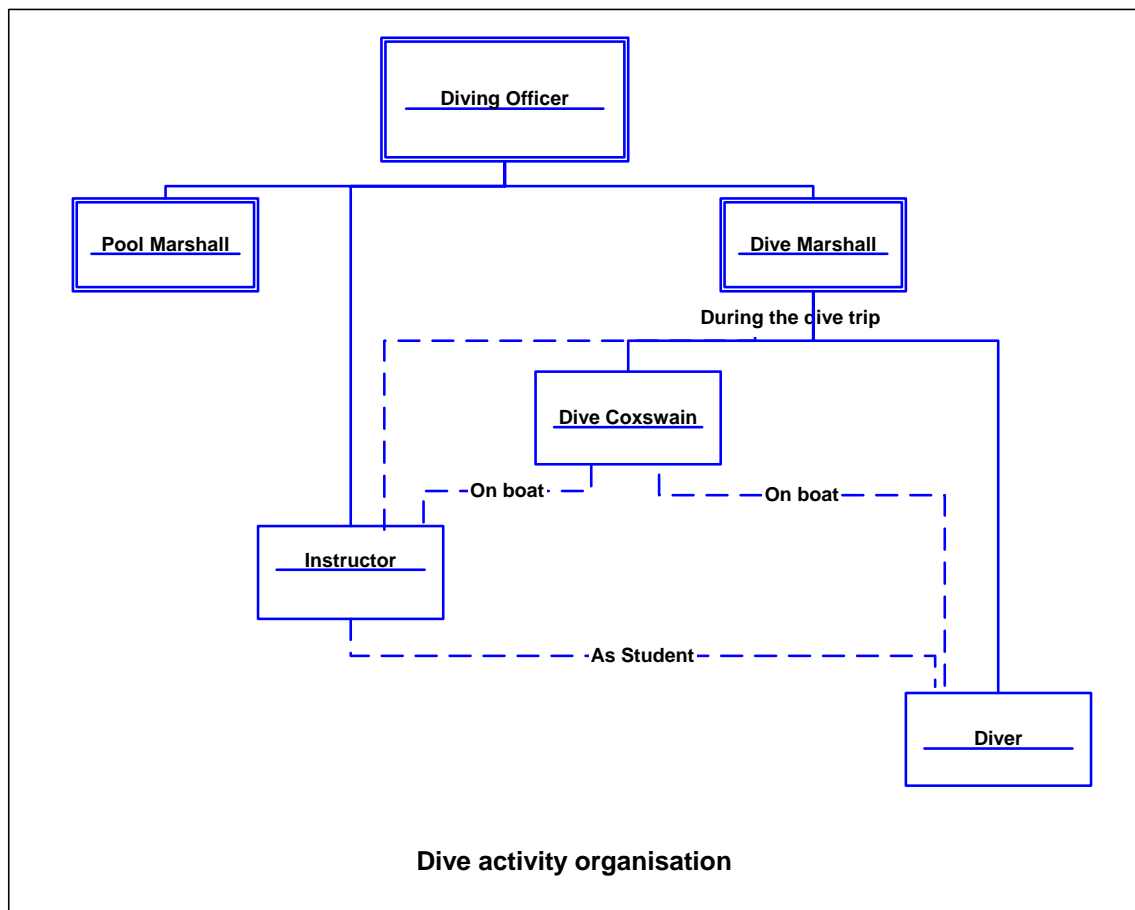
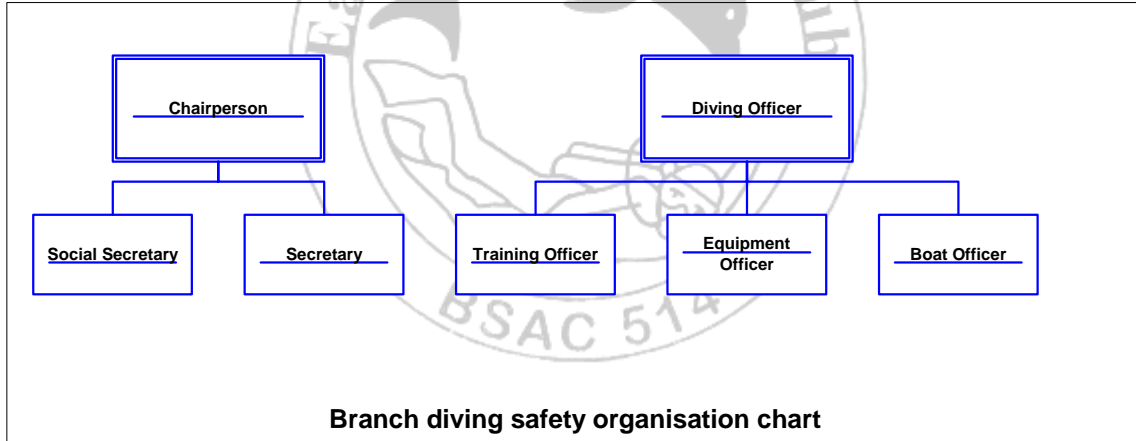
For each incident, the committee will assign a follow up action and assign a Club Officer to carry it through by an agreed date.

Any member will be subject to Club disciplinary procedures for wilful or malicious flouting of safety standards.

Club members are entitled to view an incident report on reasonable notice. The Diving Officer is entitled to supply it with names removed.

No later than one week before the AGM the Diving Officer will undertake a risk assessment and prepare an annual safety report, attaching any audits conducted over the preceding year, which will make necessary recommendations for safety improvement. This will then be discussed at the AGM.

## Attachment 1: Safety organisation charts



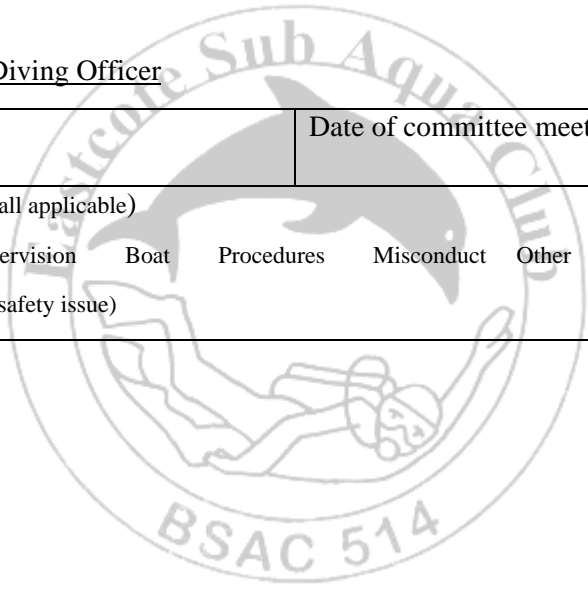
## Attachment 2: Incident report

Page 1 – filled in by person raising the report

Name of raiser		
Reason for raising (ring as appropriate)		
1 BSAC Incident Report (attach)	2 Club dive equipment failure	3 Accident in training on dry land
4 Accident in pool training	5 Accident in social event	6 Accident during boat servicing
7 Accident during boat towing	8 Suggestion for improvement	9 Other
Date and time of incident		
Description of incident (Give a full description: if it does not fit in here, append extra pages. Attach any police report details etc. Do not fill this in if a BSAC Incident Report is being attached)		
Signature	Dated	

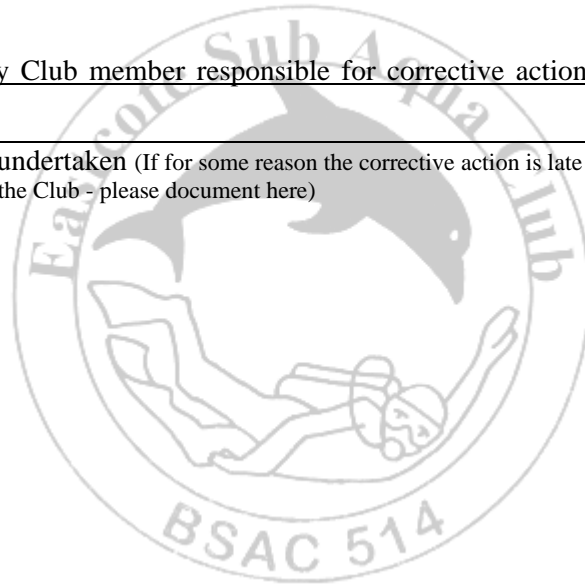
Page 2 To be filled in by Diving Officer

Sequence number	Date of committee meeting
Root cause summary (ring all applicable) Training    Equipment    Supervision    Boat    Procedures    Misconduct    Other None (i.e. duplicate, not a Club safety issue)	
Root cause description	
Description of corrective actions required	
Who is responsible for corrective action	
Deadline for corrective action	



Page 3 To be filled in by Club member responsible for corrective action and countersigned by the Diving Officer

Any comments on action undertaken (If for some reason the corrective action is late or impossible to complete – e.g. a member needing training left the Club - please document here)



Signature	Date
Signature of Diving Officer	Date