



British Sub-Aqua Club

Risk Assessment

**Guidelines
for
Sheltered Water**

July 2004

Risk Assessment - Sheltered Water

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Introduction

For some sheltered water and inland dive sites, it is necessary to submit a RISK ASSESSMENT of diving activities as part of the application. Equally, it is a recommendation that such a document is created for all sites.

The purpose of the Risk Assessment Plan is to show the operators of the facility that the branch is aware of the potential hazards on site and have contingency plans to implement in the event that these hazards occur.

The writing of a Risk Assessment does not require any specialist knowledge or qualifications. Recreational divers are already in the habit of assessing hazards associated with the sport and sites that are visited. These assessments may be referred to by another name, such as Dive Plan and/or Dive Marshal Slate.

The format of this Risk Assessment document is more in line with an industry standard and will be more readily recognised by operators of facilities.

For subsequent applications where you have already submitted a full risk assessment generic plan there is no need to re-submit a further full plan. This previously submitted plan only needs to be reviewed and updated. In your application, inform the facility operators of any amendments that need to be applied to the risk assessment plan that is already on file.

How to use the guidelines

This document has been prepared by the British Sub Aqua Club to give guidance to members on how to perform risk assessments appropriate to their diver training and diving activities for all sheltered water locations. These can include lakes, quarries, local authority docks and any sheltered sea location that is not subject to wind and tidal streams.

This document gives a brief explanation of the risk assessment process, provides some example risk assessments and includes a sample blank risk assessment form.

Existing Practices

Risk assessment is in fact already inherent in the way in which BSAC Branches and individual divers go about organising their training and diving. For example, Dive Planning and Marshalling (for sheltered water diving), includes many activities that are designed to assess and control risk. A risk assessment is nothing more than a structured way in which to address these activities so that they are performed most efficiently and safely.

The risk assessment process is therefore a model, which Branches can utilise as part of their normal diver training and diving organisational activities. This document gives a brief explanation of the risk assessment process, provides some example risk assessments and includes a sample blank risk assessment form. The examples are not an exhaustive list but should be used as a basis for producing a more concise list for the final document.

Basic Sequence

In order to illustrate that risk assessment is conducted at several stages of normal diving practices the following list identifies a typical sequence. It is recommended that all diving should be conducted using this, or a similar structure.

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- **Dive Marshal Dive Plan** – to be completed in advance of the event and conveyed to the group members on site. This will include all the Risk Assessment aspects listed in the 'generic' plan (see page 4 for definitions)
- **Dive Marshal Sheet** – filled in and used during diving activities to record circumstances on site at the time of diving. This is the 'specific' plan for the day identifying changes that are needed to the 'generic' plan
- **Dive Brief** – should be conducted by the Dive Leader/instructor of each dive, using SEEDS to ensure all points are included
- **Buddy Check** – should be conducted by each diving pair to familiarise each diver with buddy's equipment and configuration, using BAR as an aide-memoir, to give it structure
- **Dive Debrief** – should be conducted by the Dive Leader/instructor of each dive using REAP
- **Dive Records** completed by Dive Marshal and submitted to Diving Officer as branch record of proceedings

Reference Documents

'Safe Diving' Booklet 2002

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.

Available from BSAC HQ or www.bsac.org/techserv/sdp.htm



Instructor Manual 2002

Also published by the BSAC, this manual takes into account the consideration of risks inherent in diver training, which has been a feature of the development of the BSAC's recommended syllabus of training and its associated implementation.

This includes risk control criteria such as training progression, maximum group sizes, appropriate instructor qualifications etc.

Available from the BSAC Mailshop or www.bsac.org/shop/training.htm



Information Leaflets

5 Steps to Risk Assessment HSE leaflet INDG163 (rev 1).

Aimed to help employers and self-employed people to assess risks in the workplace.

HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA. Tel: 01787 881165 Fax: 01787 313995

Website: www.hsebooks.co.uk

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What is Risk Assessment?

Risk Assessment is nothing more than a structured method to the identification of significant hazards associated with diving and diver training activities. The process addresses these activities so that they can be performed more safely.

Risk assessment is a common sense approach process and consists of five simple steps that:

- identifying significant hazards;
- who or what is likely to be affected;
- the risks associated;
- the measures taken to control the risks and finally,
- recording what has been done.

Conducting a Risk Assessment

A risk assessment is an assessment of the hazards that may exist when conducting diving and diver training activities. Its purpose is to evaluate whether sufficient precautions have been put in place to prevent harm befalling any of the persons taking part in those activities.

The risk assessment should, however, be **reviewed on each occasion and throughout the day** to ensure that the risks identified are still valid.

Any changes should be noted, signed and dated to show the changing situation has been assessed, that no further risks have arisen and that the appropriate controls are in place.

Definitions

In any risk assessment guidance, there are standard terms used. The following is a list of the more commonly used terms:

‘hazard’ – anything with the potential to cause harm

‘risk’ – the likelihood that harm from the hazard will be realised

Many risks may be ‘**generic**’, with common factors while others are more ‘**specific**’ that require individual consideration depending upon the diving activity or location.

Creating a Risk Assessment Document

The risk assessment document shown in App.1-1 is simply an example and includes two columns that show how the risk evaluation has been assessed. These columns do not need to be included in the final version.

In each case a hazard is identified, an assessment as to who is at risk has been made followed by a risk evaluation based on the severity and frequency of that hazard.

The final two columns record the controls that are normally put in place to avert this hazard followed by the actions to be taken in the event that the risk is not controlled.

Appendix 1

Example Risk Assessments - sheltered water

These examples are included for illustrative purposes only. They should be adapted and expanded to suit circumstances and dive locations.

Hazard	Who	Frequency *	Severity *	Risk evaluation	Controls	Immediate measures to deal with consequences if risk does occur
Heart attack	All	Rare	Fatal	Medium	Medical self-declaration / referral to Medical Referee.	CPR by Instructor. Emergency services activation plan.
Ear damage	All	Occasional	Moderate injury	Medium	Trainees receive specific instruction in 'ear clearing'. Divers or snorkellers do not dive when suffering from a cold.	Assistance from Instructor or buddy.
Mask Squeeze	Trainees	Rare	Minor injury	Low	Only mask which encloses both eyes and nose in the same airspace used. Trainees receive specific instruction in mask equalisation.	Assistance from Instructor or buddy.
Injury from falling cylinders	Trainees	Rare	Moderate injury	Low	Trainees taught to always lay heavy equipment down. Monitoring by Instructor.	First Aid by Instructor.

* **Note:** The grey columns are included to show how the Risk Evaluation was determined and would not normally be included in the Risk Assessment documentation.

Risk Assessment, Appendix 1

Hazard	Who	Frequency *	Severity *	Risk evaluation	Controls	Immediate measures to deal with consequences if risk does occur
Running out of air	All divers	Occasional	Fatal	High	All SCUBA sets fitted with cylinder pressure gauges. Monitoring by Instructor. Instructor / trainee ratios in accordance with BSAC recommendations.	All divers carry AAS.
Rapid ascent	All divers	Occasional	Fatal	High	Progressive training. Correct weighting of all divers. Monitoring by Instructor. Instructor / trainee ratios in accordance with BSAC recommendations. Visual datum used for ascent exercises where appropriate.	Diving monitored by shore / boat cover able to provide / direct assistance. Oxygen Administration equipment and trained administrators on site.
Entanglement in nets/lines/underwater obstructions	All divers	Rare	Fatal	Medium	All divers carry appropriate cutting implement, such as filament line cutter, wire snips, diving knife, etc. Instructor control.	Assistance from buddy
Diver Separation	All Divers	Occasional	Fatal	HIGH	Divers to dive in buddy pairs at all times. Contact to be maintained throughout the dive. Strobes or buddy lines to be carried.	Divers to surface immediately. Re-establish contact. Render assistance as required. Apply first aid or hospitalise as required.

Risk Assessment, Appendix 1

Hazard	Who	Frequency *	Severity *	Risk evaluation	Controls	Immediate measures to deal with consequences if risk does occur
Reduced underwater visibility	All Divers	Frequent	Major Injury	HIGH	Diver numbers in water to be controlled and monitored. Divers to carry strobes and buddy lines on all dives.	Strobes & buddy lines items to be used in the event of the onset of reduced visibility. Dive to be abandoned in the event of adverse reduced visibility. Divers to surface and exit. Dive Marshal to abort diving.
Trips/Slips & Tumbles	All	Occasional	Minor Injury	LOW	Dive Marshal to advise all divers of no running on site. Make party aware of road-mounted ringbolts and other dangers.	Remove casualty from danger and provide appropriate first aid. Hospitalise, as required.

Appendix 2

Risk Assessment Form

Branch Location Date.....

Hazard	Who	Risk evaluation	Controls	Immediate measures to deal with consequences if risk does occur

Risk Assessment, Appendix 2

Hazard	Who	Risk evaluation	Controls	Immediate measures to deal with consequences if risk does occur

Assessed by:

Name..... **Position**..... **Date**.....