

**Date assessment issued: September 2024**

**Planned review date: September 2024**

**Retention period: September 2025**

**UNIVERSITY OF PORTSMOUTH SUB AQUA CLUB**

**SCUBA Diving in a variety of locations at varying depth depending on Qualifications and experience. This includes pool training and in open water.**

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.

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.

**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): Lewis Copper Position: Diving (Safety) Officer Date: 10-8-2024

**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:

<b>UNIVERSITY OF PORTSMOUTH STUDENTS" UNION</b>	<b>GENERAL RISK ASSESSMENT</b>	<b>Assessment Ref:</b>
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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		Storage / Housekeeping		Temperature	<input checked="" type="checkbox"/>	Travel Health	
Ionising / Non-Ionising Radiation		Discharge / Spill	<input checked="" type="checkbox"/>	Falling Objects	<input checked="" type="checkbox"/>	Humidity		Stress	
Exposure to Hazardous Substances		Slips, Trips & Falls	<input checked="" type="checkbox"/>	Machinery / Power Tools		Lighting		Out of Hours Working	
Biological Hazards		Electrical Safety		Hygiene	<input checked="" type="checkbox"/>	Noise		Personal Security	
Cryogenic Hazard		Manual Handling	<input checked="" type="checkbox"/>	Welfare		Vibration		Display Screen Equipment	
Chemical Storage		Working at Height		Pressure / Vacuum Systems	<input checked="" type="checkbox"/>	Access / Egress		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		Cleaners		Visitors		Neighbours		Young Persons	
Temporary Staff		Maintenance Engineers	<input checked="" type="checkbox"/>	Customers		Members of the Public	<input checked="" type="checkbox"/>	Disabled Persons	
Operatives	<input checked="" type="checkbox"/>	Security		Delivery Staff		Environment	<input checked="" type="checkbox"/>	Children	
Academics		Catering Staff				Wildlife	<input checked="" type="checkbox"/>	Pregnant /Nursing Mothers	
Students	<input checked="" type="checkbox"/>	Contractors						Lone Workers	

<b>ASSESSMENT OF RISK</b>					
<b>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.</b>					
<b>Significant Hazard Area</b>	<b>Perceived Nature of Risk</b>	<b>Risk rating before control measures Low/Medium/High</b>	<b>Existing Control Measures</b>	<b>Risk rating after control measures Low/Medium/High</b>	<b>Further action required Yes/No</b>
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.		
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 - water obstructions	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. Instructor control.	4 - Low	No
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:	4 – Low	No

			<p>Any spillage will be cleaned up or left to dry, with lockup doors open.</p> <p>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.</p>		
Manual Handling	Physical Injury – heavy equipment	8-Medium	<p>Training teaches equipment familiarisation &amp; awareness of weight. Training teaches kitting up with assistance in buddy pairs or 3<sup>rd</sup> 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. 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.</p>	4 – Low	No
Infection / Hygiene	Infection from using dirty equipment orally/sharing of equipment	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"> <li>● Buoyancy Compensator Devices (BCD)</li> <li>● Regulator mouthpieces</li> <li>● Snorkels</li> <li>● Resusci Anne, training manikins used for teaching cardiopulmonary resuscitation (CPR)</li> <li>● Face Masks</li> <li>● O2 Administration Equipment</li> </ul> <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.		

**UNIVERSITY OF  
PORTSMOUTH STUDENTS"  
UNION**

**GENERAL RISK ASSESSMENT**

**Assessment Ref:**



**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 2024	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	Nov 2024	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 2024)	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 2025)	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		
Seek guidance from BSAC on a person diving following recovery from COVID-19. There is concern that COVID-19 causes lung damage and diving may be life threatening/fatal.	Diving Officer	Before diving commences following lockdown	High		

**2024-2025 Position Names (BSAC)**

Diving Officer - Lewis Copper  
 Chairman - Andy Burns  
 Advanced Training Officer - Jake Finch  
 Treasurer - Elliot Murdoch  
 Secretary - Adam Wood  
 Welfare Officer - Cerian Frost

**2024-2025 Position Names (Society)**

President - Liz Moseley  
 Secretary - Megan Bailey  
 Treasurer - Nathan Palser  
 Training Officer - Kimberley Tolley  
 Welfare Officer - Jadon Knight

**2024-2025 Position Names (Society)**

Equipment Officer - Ben Carney  
 Membership Sec - Caleb Griffiths-Kilner  
 Social Sec - Henry Cave  
 Boating Officer - Amy Harris

**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)
<b>4 - Very Likely</b> (Common occurrence)	<b>4 - Low</b>	<b>8 - Medium</b>	<b>12 - High</b>	<b>16 - High</b>
<b>3 - Likely</b> (Easily foreseeable)	<b>3 - Low</b>	<b>6 - Medium</b>	<b>9 - Medium</b>	<b>12 - High</b>
<b>2 - Possible</b> (Foreseeable under unusual circumstances)	<b>2 - Not Significant</b>	<b>4 - Low</b>	<b>6 - Medium</b>	<b>8 - Medium</b>
<b>1 - Unlikely</b> (Unlikely sequence of events / unplanned event)	<b>1 - Not Significant</b>	<b>2 - Not Significant</b>	<b>3 - Low</b>	<b>4 - Low</b>