

NORAD BSAC 1212 CLUB SAFETY PLAN

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Annex A - BSAC Safe Diving Practises A - Z

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Approved by Chairman Date:.....

 Diving Officer Date:.....

 Training Officer Date:.....

1 INTRODUCTION

Scuba diving and its associated activities such as boat handling, boat towing, training etc are acknowledged as being hazardous activities. The purpose of this document is to detail the policy and methods used by NORAD Sub Aqua Club (NORAD SAC) to identify and reduce the risks to an acceptable level.

1.1 Policy

It is the policy of NORAD SAC that all diving and associated activities should be carried out in accordance with current British Sub-Aqua Club (BSAC) guidance as given in the Safe Diving Practises A – Z and the Divers Code of Conduct as detailed in Annex A & B respectively and current legislation such as the Health and Safety at Work etc. Act (HSWA) and the Control of Substances Hazardous to Health (COSHH) Regulations.

It is the aim of the club to provide an environment in which all members can partake in club diving activities as safely as possible.

The club boats and trailers are available for the use of all members for club activities provided they have the necessary qualifications, experience & permission of the Diving Officer.

1.2 Definitions

The following definitions are provided for terms used within this document:

Hazard: A hazard is something with the potential to cause harm.

Risk: A risk is the likelihood of a specified hazard occurring. Typically this is a combination of how bad (severity) the outcome a hazard is with how likely (frequency) it is to occur.

2 RISK ASSESSMENT

2.1 Introduction

The identification of potential hazards, their assessment and the identification of control measure to reduce the identified risks is a key element of the NORAD SAC Safety Management Plan.

In order to meet the club's policy risk assessments are carried out on the main areas of club activity as follows:

- a. Diving:
 - i. Training
 - Classroom
 - Pool and open water
 - ii. Shore Based
 - Inland
 - Sea
 - iii. Boat Diving
 - RIB
 - Hard Boat

- b. Boat handling:
 - i. Towing & Launching/Recovery
 - i. Transit to/From Dive Site
 - i. Deployment / Recovery of divers
 - i. Maintenance (including COSHH)

The risk assessments take into account the standard of all divers within the club and where necessary the worst case assessment has been adopted.

The risk assessments are detailed in tables in Annex C which cover the hazards identified. The hazards have been divided into five categories as follows:

- a. Classroom Training
- a. Pool Training & Try Dives
- a. General Diving - This covers all diving activities from shore whether inland or sea.
- a. Boat Diving - This covers the additional hazards associated with diving from a boat

Each of these activities is described in the following paragraphs with the resultant risk assessments being provided in the risk assessment register at Annex C and a risk reduction action plan in annex D. In each area the knowledge and experience of the assessment team is used to identify and assess the possible hazards. The resulting assessments therefore reflect the opinions of the assessment team. This has been agreed by the club committee to be a reasonable method of meeting the club's health and safety responsibilities given the size and nature of the activities carried out by the club.

2.2 Identification

Each area of club activity is discussed in accordance with the breakdown given in paragraph 2.1 and the associated hazards recorded. The hazards take into account both club members and third parties who may be in the vicinity.

2.3 Risk Assessment

Severity Assessment

Each hazard identified is assessed for its most credible severity or consequence based on the following definitions:

Severity	Definition
Catastrophic	Multiple Deaths
Fatal	Single fatality.
Serious	A serious injury/ies requiring hospital attention such as a broken arm
Minor	An injury such as a bruise or minor cut requiring simple first aid attention
Negligible	An injury such as a bruise or cut not requiring first aid attention

Frequency Assessment

Once the severity has been agreed then the Frequency (likelihood) of that consequence is assessed based on the following definitions:

Frequency	Definition
Frequent	An event that has a likelihood of occurring about once in a year.
Periodic	An event that has a likelihood of occurring about once in two years
Likely	An event that has a likelihood of occurring about once in five years
Infrequent	An event that might occur say once in ten years
Incidental	An event that might occur say once in fifty years

The above definitions can also be related to the number of dives carried out by the club in one year. Based on the following assumptions:

- a. The club membership averages 50 members per year
- a. Each member dives with the club 20 times per year on average.
- a. This gives a total number of dives by the club of 1,000 per year.

Therefore an incident that occurs once per 1,000 dives equates to once per year.

Risk Assessment

When the severity and likelihood have been determined the resulting risk (the combination of severity and likelihood) is assessed based on the following table.

Severity	Frequency	Probability	Likely	Incidence	Incidence
Critical	High	High	Significant	Significant	Moderate
Fatal	High	Significant	Significant	Moderate	Moderate
Severe	Significant	Significant	Moderate	Moderate	Low
Minor	Significant	Moderate	Moderate	Low	Low
Negligible	Moderate	Moderate	Low	Low	Low

All risks are assessed taking into account existing safety controls (precautions) and therefore the assessment records the residual risk to the club members.

Identification of additional control measures

Where the assessment team believe additional safety controls can be instigated to further reduce the risk then these will be noted and included in the club risk action plan (Annex D) together with target dates for completion.

Where a number of additional controls are identified for a risk it is appropriate to estimate their effectiveness to ensure that the most beneficial controls are implemented first.

Review

The risk assessments will be reviewed on a regular basis. This will be on the following occasions:

- a. Annual within one month of the Annual General Meeting to ensure the new committee endorse the risks. This is the 12 month period allowed between reviews
- a. In the event of an accident or near miss occurring to ensure it is recorded in the risk assessments and that the assessment remains valid.
- a. If regulations, procedures, equipment or BSAC requirement change which might have an effect on the assessments or introduce new hazards.

& OPERATING PROCEDURES

NORAD SAC diving activities are carried out in accordance with the BSAC Code of Safe Diving Practises A to Z which are reproduced in Annex A and the BSAC Divers Code of Conduct a copy of which is in Annex B.

Annex 1 A 3 BSAC S (fe Di, in. P) (ctises A 3 4

Annex B 3 BSAC Di, e!s Co"e of Con"#ct

Annex C 3 Risk Assessments

Anne1 D 3 Action PI(n