

# DIVE TEAM

## STANDARD OPERATING PROCEDURES

### ROLES & RESPONSIBILITIES



The InDepth Dive Team Standard Operating Practice should be compliant with the:

**Health and Safety at Work Act 1974 and the Diving at Work Regulations 1997 when any diving activity is deemed to be commercial (outside the scope of club diving / if any one person is deemed to be 'at work'):**

**Dive Team Responsibilities as defined in the Diving at Work Regulations - Approved Code of Practice as:**

- 30 - The diving contractor has overall responsibility for the safety of the diving project. This includes ensuring that:
  - A suitable Risk Assessment and diving Project Plan have been prepared which identify the number of supervisors, divers and equipment needed.
  - The size and abilities of the dive team are sufficient to enable the diving project to be carried out safely.
- 47 - The absolute minimum team size for a dive using recreational techniques is three, one person on the surface and two in the water. The acceptability of this number must be based on the risk assessment and diving project plan. One of these three people should be the supervisor. The supervisor is normally the most experienced and well-qualified diver in the team and in a team of three will normally be leading the dive underwater.
- 48 - The two divers in the water should be capable of rendering assistance to each other in the event of an emergency under water. Under specific circumstances, one of these divers can be a student undergoing training, provided that they have been trained in rescue techniques, have been assessed as competent to carry out rescue techniques and have reached the minimum competency level required for this task set out by the appropriate recreational diving organisation.
- The diving contractor is responsible for ensuring that enough people in the diving project are trained and competent in first aid. The risk assessment should identify the first-aid equipment required on site and the number of qualified personnel needed to use it.
- The risk assessment should consider the type of diving taking place, the size of the team and the distance of the dive site from the emergency services. It is sensible to have more than one person in the team qualified in first aid in case that person becomes injured. Those who are qualified should not hold other important duties which could conflict with the need to administer first aid in an emergency.

#### **Volunteer Divers**

- In general terms, any person taking part in a diving project who is either being paid, or in receipt of favour or reward, or whose involvement in a diving project is required for that project to be carried out in accordance with DWR97 should be considered to be at work, and therefore a 'diver' under DWR97 regulation 2). If this was a 'volunteer', the diver would need to be sufficiently competent and have a valid certificate of medical fitness to dive issued by an approved medical examiner of divers.

# DIVE TEAM

## STANDARD OPERATING PROCEDURES

### ROLES & RESPONSIBILITIES



#### Volunteer Divers (continued)

- However, there may be situations when an unpaid volunteer taking part in a diving project would not be considered to be at work. An example of this would be a diving training course being run with at least the minimum number of staff required for the number of students and their abilities. If a suitably qualified diver, e.g. Divemaster, offered to join the dive either to 'tag along' or to provide additional back up to the 'at work' instructional staff (and they received no payment, favour or reward), they would not necessarily be considered to be diving at work.
- Another situation where HSE has been asked for advice is where a professional level diver is in training, as a personal paying customer, e.g. divemaster course. In such a situation the diver may not be considered to be at work provided that their dive directly meets the objectives of their training.

#### InDepth's Position Statement:

- InDepth Diving Ltd is a private limited company whose trading activity is mainly related to recreational, technical scuba training and travel, and therefore operates as a Service Company. The company has no direct employees and all the staff resources required to deliver the services provided do so on a pro bono basis. It would be very difficult if not impossible, both operationally and financially, for the company to operate without a team of volunteers. Instructors, Divemaster, In-Water Safety Divers and Surface Support Staff do not receive any direct financial benefit in the form of monetary payment, agency professional fees, out of pocket expenses and provide, maintain and dive in their own equipment. There are no financial contracts or benefit in kind understandings in place between InDepth Diving Ltd and any of the Support Volunteers. Course students contract InDepth Diving Ltd to provide dive training governed by the main dive training agencies. No diving contractors are engaged in any InDepth Diving Ltd diving operations. In relation to the DWR 1997 and associated ACOP the InDepth Diving Ltd Appointed Project Supervisor has been identified to be the person responsible for the safety of the dive operations.

#### Project Supervisor

- The Project Supervisor has a duty of care to ensure that all diving activities and procedures set out in the project Plan are carried out in compliance with the Health and Safety at Work Act 1974, The Diving at Work Regulations 1997 and the associated Approved Code of Practice.

#### Specifically:

- Consult with site staff identifying any hazards or changes to diving operations and amend the Project Plan accordingly.
- Ensure a medical questionnaire, risk assessment, non-disclosure, liability release and any paperwork in relation to working with children is complete. If the Project Supervisor did not undertake the theory component of the course a check to satisfy completion should be carried out.

# DIVE TEAM

## STANDARD OPERATING PROCEDURES

### ROLES & RESPONSIBILITIES



#### Project Supervisor (continued)

- Ensure surface support and safety divers are fit for task and competent to undertake their responsibilities.
- Ensure that the site safety briefing is completed by an in status Divemaster or Divemaster in training, who would be under the supervision of an instructor.
- Ensure that the risk assessment is signed by all parties taking part in the project.
- Ensure all parties have listened to the Dive Briefing and Project Plan and that the Project Plan is completed. The designated individual providing Surface Support should sign the Project Plan confirming they understand their role. All divers should sign the Dive Log confirming they understand the dive plan
- Ensure that the equipment is functioning and compliant with the task that is being undertaken.
- Undertake a thorough dive briefing prior to any dive project being undertaken.
- Ensure that the Project Plan and Risk assessment is complete and filed. Dive logs and No Incidents are complete, signed and electronically filed.

#### Surface Support

- The primary responsibility of the individual designated as Surface Support in the Project Plan is to provide logistical and administrative assistance to the Project Supervisor. Surface Support includes being a member of the dive team described as the one person on the surface as defined in the Diving at Work Regulations 1997 and associated Approved Code of Practice.
- The Dive Team Surface Support will remain in position in close proximity to the Dive Operations, which means on the pontoon by the water's edge. This will ensure as far as is reasonably practicable being able to react to an emergency situation.
- In the event an unresponsive diver is sent to the surface alone, Surface Support must follow the InDepth Emergency Action Plan and wait for assistance from site staff in retrieving the diver from the water, which might require using the NDAC rescue boat. Under NO circumstances must surface support enter the water to effect a rescue as this will only result in them exposing themselves to unnecessary risks, such as death.

Specifically:

- Ensure that medical and first aid equipment is available and functioning. This will remain the responsibility of the Project Supervisor should the individual not be first aid trained.

# DIVE TEAM

## STANDARD OPERATING PROCEDURES

### ROLES & RESPONSIBILITIES



#### Surface Support (continued)

- Ensure the correct number of spare cylinders and a toolkit is available.
- Ensure that fluid and thermal protection appropriate to the environmental conditions is available.
- Ensure that the Project Plan, Accident Management Slate, Dive Logs, pens/pencils, mobile phones are charged and have been tested for signal and are available in close proximity to the Dive Operations, i.e. on the pontoon at the water's edge.
- Ensure that no diver within the project leaves the diving area without their knowledge.
- Complete the Dive Log, including gasses in and out, times in, scrubber time - if required, time out, total dive time, depth, any decompression or safety stops completed and record, any incidents/no incidents which will be acknowledged by the diver's signature. In the event of an incident, record the details to enable the Dive Supervisor to complete an incident or near miss report form.
- Follow the dive team as effectively as possible and be ready to act in the event of an emergency.
- In the event of an emergency:
  - Alert site staff by activating one of the emergency buttons located on the pontoon (NDAC) or calling site staff and confirming the nature and location of the emergency and the requirement or otherwise to immediately alert the emergency services using any means available. In the event it is not possible to contact the site staff make direct contact with the emergency services utilising a mobile phone.
  - Ensure InDepth Emergency Oxygen and First Aid is immediately available for use as required by the casualty.
  - Record all actions and events in a chronological order. Including, but not exclusively - time of incident, time on oxygen, time CPR commenced, and time EMS called and arrived at the scene.
  - Continue to keep a record until informed to stop.

#### In-Water Safety Diver

- The primary role of the In-Water Safety Diver is to support the Dive Supervisor in execution of their duties including providing incident related rescue support in an emergency situation.



# DIVE TEAM

## STANDARD OPERATING PROCEDURES

### ROLES & RESPONSIBILITIES



#### In-Water Safety Diver continued)

Specifically:

- Helping to ensure equipment is functioning, students are supported into heavy equipment, spare equipment is readily available and react as directed to any emergency situation that may arise.
- Support Dive Supervisor in the execution of all pre-dive safety checks.
- Ensure student gasses are transmitted to surface support.
- Ensure that the dive plan is executed as per the Dive Supervisors briefing and that all divers including the safety divers themselves are safe.
- Remain in the water until the student divers have safely exited.
- Support student divers to change cylinders and inform surface support of exit gas readings.
- Inform Dive Supervisor if the condition of any diver and/or equipment is a cause for concern.
- Take part in the debriefing process by providing constructive and informative feedback.

#### Student Diver

- It is the student diver's responsibility to take the lead of the Dive Supervisor, active listening is an important aspect of this. The student divers are to do whatever they are instructed as their safety depends on this.
- Student Divers are not to enter the water or descend at any time unless instructed to do so and under the direct supervision of an allocated Safety Diver or Dive Supervisor.
- Take care of equipment and report any anomalies to a member of the dive team.