

RISK ASSESSMENT

Please read and sign to say that you have read & understood the above risk assessment

Hazard	Who at Risk	Frequency	Severity	Risk Evaluation	Controls	Immediate measures to deal with consequences if risk does occur
Diver Separation	All Divers	Occasional	Fatal	HIGH	Divers to dive in buddy pairs at all times Contact to be maintained throughout the dive Strobes, Torches, or buddy lines to be carried	Divers to surface after 1 minute Re-establish contact. Render assistance as required Apply First Aid or hospitalise as required
Running out of Air	All Divers	Occasional	Fatal	HIGH	All Scuba sets fitted with cylinder pressure gauges Monitoring by buddy	All divers carry AAS
Entanglement with nets / Lines / Underwater obstacles	All Divers	Rare	Fatal	MEDIUM	Dive Marshal / Skipper to brief divers of danger areas. All Divers to carry suitable cutting equipment such as filament line cutter, wire snips, diving knife etc	Assistance from Buddy. Buddy to raise the alarm to Shore Cover Diver to be removed from Danger and exit the water. Apply First Aid as appropriate Hospitalise if required
Heart Attack	All	Rare	Fatal	MEDIUM	Medical Self-declaration / referral to medical referee	CPR by Buddy or Suitably Trained Diver – Rescue Diver and above
Rapid Ascent	All Divers	Frequent	Major Injury	HIGH	Progressive training. Correct Weighting of all Divers Monitoring by Buddy	Diving Monitored by Shore / Boat Cover able to provide direct assistance. Oxygen Administration equipment and Trained administrator on site
Reduced Visibility Underwater	All Divers	Frequent	Major Injury	HIGH	Diver numbers to be controlled in the water and monitored	Dive to be abandoned in the event of adverse reduced visibility
Loss of Buoyancy at Surface	All Divers	Occasional	Major Injury	MEDIUM	All equipment to be checked before the dive Dive to be aborted if any BC malfunction is detected	Buddy to render immediate assistance
Trips / Stumbles & Tumbles	All	Occasional	Minor Injury	LOW	Dive Marshal to advise all diver of correct boat etiquette. Dive Briefing.	Remove casualty from danger and provide appropriate First Aid Hospitalise as required
Sea Sickness	All Divers	Frequent	Minor Injury	MEDIUM	Vulnerable divers to take suitable medication in advance of dive	Provide shelter and comfort to casualty. Get Casualty back on dry land
Contact with other water users or Boats	All Divers	Occasional	Moderate Injury	LOW	Divers to dive in pairs and use SMB's Boat to display Diving Flag Dive Marshal to choose quiet dive site	Remove casualty from the danger and the water. Apply appropriate First Aid Seek Medical Advice. Hospitalise
Injury from Rolling / Falling Cylinder	All	Rare	Moderate Injury	LOW	Everyone to lay heavy equipment down. Correct stowage of Cylinders. Monitored by Dive Marshal / Buddy	First Aid by Buddy or Suitably Trained Diver – Rescue Diver and above
DCI	All Divers	Rare	Major Injury	HIGH	Monitor gauges, slow ascent. Keep fit, healthy & stay hydrated	Assistance from Buddy. Breathe 100% oxygen. Call emergency services.
Immersion Pulmonary Oedema IPO	All Divers	Rare	Major Injury	HIGH	Medical Self-Declaration/Referral to Medical Referee. Monitor Self and Buddy for Symptoms.	Assistance from Buddy. Sit Upright. Breathe 100% oxygen. Keep Warm. Do not Give Fluids. Call emergency services.
Water Temperature	All Divers	Frequent	Moderate Injury	LOW	All Divers to wear appropriate thermal protective clothing including dry suit, gloves and hood	Provide First Aid treatment for Hypothermia Hospitalise
Ear Damage	All Divers	Occasional	Moderate Injury	MEDIUM	Divers do not dive when suffering from a cold or flu	Assistance from Buddy

signed	signed	signed	signed
signed	signed	signed	Signed
signed	signed	signed	signed



Club Operating Policy & Trip Secretary Handbook

Guidance

This document explains the day-to-day operating policy of the club. This is not a fully comprehensive statement of “rules & regulations” This document is designed solely to promote safe diving and a positive fair atmosphere within the club.

The Dive Calendar

The Dive Calendar is published ahead of the up-coming dive season. Trips are open for booking 3 months in advance of their date. Big Ticket Trips (expensive) are opened 6 Months in advance for deposit and 3 months in advance for final payment. All club trips are pre-arranged by the club. Boats and accommodation are pre-booked and deposits paid. The club needs people to get involved as Trip Secretaries and run the trips.

Being a Trip Secretary

The role of Trip Secretary (TripSec) is a voluntary role undertaken by individual members of the club. The only personal benefit gained through being a Trip secretary is that you and your buddy are guaranteed a place on the trip that you organise. You will find however, that your efforts are greatly appreciated by the people on your trip and within the club in general.

Responsibilities of the TripSec include:

- Publicise the trip ahead of it’s opening to the club
- To “Open” the trip at the timetabled Thursday meeting
- To co-ordinate the list of people going on the trip
- Liaise with the Diving Safety Officer to check suitability for people to dive
- To coordinate the organisation and administration of divers during the trip
 - Choose a Dive Marshal
 - Assist with Dive Marshalling
- To keep financial and health & safety records
- Liaise with the Membership Secretary to verify attendees 3rd party insurance and club membership is up to date
- Obtain an Emergency Contact List from the Membership Secretary for those attending
- [Keep people informed of the details of the trip – Communications is the Key.](#)

Responsibilities of the Dive Marshal include:

- Working together with TripSec & Skipper to
 - Choose an appropriate dive site
 - Perform a risk assessment of the diving activities
- To record accurate information on the Dive Marshalling Sheet
- To promote safe diving practice (including)
 - Plan a SITE suitable for trip participants
 - Review and organise appropriate buddy pairs
 - Facilitate accurate completion of any incident report

Each TripSec will be given a Trip Pack for their trip, the pack contains:

- A Booking Sheet to record; Attendees, payment and acceptance of requirements
- Dive Marshalling & Risk Assessment Sheets
- Contact Details for the Skipper and Accommodation

Publicising the Trip

Prior to the trip opening the dive calendar will have been heavily promoted via the Club Website, Email Newsletters, Facebook and Twitter, but you may need to further promote the trip through Facebook, Email and advertising at the weekly meetings.

Booking club Trips (Standard Procedure)

Club Trips are for Full Club Members only. No member may take part in any diving activity unless they have completed and signed a club medical waiver and signed the booking form.

Club Trips are opened at the END of the Thursday club meeting as advertised. On the night that a trip opens, priority is given to members who "apply" in person (and pay in full) for an individual place. A member can apply on behalf of another person with their name and full payment. If the trip is over-subscribed at the meeting, names are taken and then drawn out of a hat, and sequentially placed on the trip sheet. (A Trip Draw) Names are drawn until the trip is full. Names are then placed in order on the reserve list until all names are drawn. A Member will then get confirmation of where their name is placed for that trip. A member has the option on the trip opening night to withdraw from any "trip draw" without penalty. Reserve divers always have preference should a member wish to withdraw or sell their place. The only person guaranteed to be on any trip is the trip secretary and their declared buddy. A member ONLY has a chance of a place when they have paid in full. A member's booking is completed when they sign the booking sheet to confirm that they understand and meet the requirements for diving. In the event that a trip does not sell out at the opening meeting then bookings can be taken over phone/email providing payment is made in full via bank transfer.

Opening a Trip

On the date your trip opens, take the names and payment from whoever wishes to go on the trip and place them in an envelope. Write down the names on the "Sign up Sheet". If the trip is over subscribed then run a trip draw.

Confirm with each person on the trip that they have a place and get him or her to sign the booking sheet. Check the suitability of each person to dive on the trip. **If you have any hesitation or doubt, please refer to the Diving Safety Officer as soon as possible.** Signature on the booking sheet is IMPORTANT.

The signature is confirmation that each person is experienced and eligible to participate in the trip and agrees to the standard rules of the trip. The signature also indicates agreement to the decisions of the Trip Secretary or Dive Marshal with regards to suitability of conditions for diving. In the event of an accident, this document will show that you have taken steps to ensure that each person understands the risks involved in scuba diving and is competent to a minimum standard for safe diving.

Money is to be collected. You can accept Cash, Bank Transfer or Cheques payable to "Robin Hood Dive Club". As money is collected, you can give part or full trip money to the Treasurer who will issue a receipt. This receipt is to be stapled with the financial records sheet for the trip. Trips paid for by bank transfer should be to the Yorkshire Bank; sort code 05-04-24 and account number 34134647, but to guarantee a chance of being on the trip, divers must attend the opening night and sign the booking form.

You can accept new people on your trip at any time after it is opened. People must pay in full to secure a place.

Running the Trip

As we book a very long time in advance, it is very important to check that everything is going well for the trip. Skippers may be nervous that divers will actually arrive – A quick phone call to say “hello” will put everyone’s mind at ease.

<p style="text-align: center;">2</p> <p style="text-align: center;">TWO WEEKS BEFORE THE TRIP</p>	<p>Contact the following people and confirm everything is OK</p> <ol style="list-style-type: none">a) The Skipper & The Accommodation Managerb) The Finance Officer will issue you with cheques to pay for the outstanding balancesc) The Membership Secretary to ensure all attending divers have up-to-date 3rd party insurance for the period of the trip <p>If we have not filled out trip, tell the skipper and they may be able to take some extra divers who have rung them up. This reduces the loss to the club.</p>
<p style="text-align: center;">1</p> <p style="text-align: center;">DURING THE WEEK BEFORE THE TRIP</p>	<p>Contact the following people and confirm everything is OK</p> <ol style="list-style-type: none">a) The Skipperb) The Accommodation Managerc) Diving Safety Officer <p>At the Thursday meeting before your trip you should run through any specific details that may need preparation e.g. Two Cylinders required, car shares available.</p> <p>Remember that this is doubly important if the group includes new divers or a new venue / accommodation etc.</p> <p>If we have not filled out trip, tell the skipper and they may be able to take some extra divers who have rung them up. This reduces the loss to the club.</p>
<p style="text-align: center;">0</p> <p style="text-align: center;">THURSDAY BEFORE THE TRIP</p>	<p>At the Thursday meeting before your trip you should run through the logistical details for the trip. e.g.</p> <ul style="list-style-type: none">Locations & DepthsParking ArrangementsArrival timesBoat Departure TimesCylinders required. <p>Try to provide a positive outlook for the weekend and encourage car sharing. You should pick up the O2 Kit, Save a Dive and First Aid Kit</p>

O2 Kit & First Aid Kit

The O2 is usually held by the Diving Safety Officer you will need request access in advance of the trip. **Check that the O2 Kit is full and in working order.** Check with RoHo shop on this. They will fill the O2 if required. Take the First Aid & O2 Kits with you and place them on the boat. At the end of the Trip the O2 Kit must return to the club.

The O2 kit should not daisy chain straight to the next trip. **If the O2 kit is not full and in working order after the trip – inform the Diving Safety Officer and arrange with RoHo Shop to get the O2 Kit filled and in working order.**

On a Weekend Trip - Social Aspects

People generally arrive at the accommodation in the early evening. You will sometimes need to coordinate purchase of Tea, Coffee, Milk, Sugar, Bread, Butter and whatever basic group supplies you may need for the trip. **DO NOT purchase Alcohol.** It is usual for everyone to contribute something like £2 for the Tea & Coffee or to split the costs of everything else. Make a decision and let people know what they have to do. A common method is for each person to place £2 in a bowl under the honour system. Make receipts available for people to see. Parking Fees can sometimes be a problem. You might like to share parking costs from the kitty. It's up to you!

People on the trip will need leadership. It is common to declare that “tonight we are having a Chinese Meal at 8:30pm”, Check the menu and write the order on a piece of paper. Then ring in, and go and fetch the meal. If you don't show leadership, people WILL Faff. Decisions about Saturday night meals, drinks, etc. can be discussed amongst the group. You may have to order a table in advance. If some people on your trip do not wish to join in with a meal, or drinks or whatever, then that is not a problem. People are free to choose to do what they feel. Your role as TripSec is to suggest and lead activities not to “lay down the law”.

At some point in the evening let everyone know the location and time for meeting at the boat.

Diving Aspects

The role of the TripSec is administrative co-ordinator and along with the Dive Marshal to promote safe diving. It is also important that each person's details are recorded onto the Dive Marshalling sheets. Write the names out **before** getting on the boat. Completing this sheet serves as a basic check that everybody is back on the boat and in the event of an accident, will provide accurate information for the Rescue Services and assist in helping provide a fuller picture of each divers situation. *In the event of an accident, this document will show that you have taken steps to ensure that safe diving standards and procedure have been followed.*

If you, The Skipper, or the Dive Marshal feel that the conditions are unsuitable for diving then you have the authority and mandate to cancel the diving. You will need to complete the Risk Assessment Sheet as to what risks were evident, and why cancelling the dives was the decision that you took. The responsibilities of Trip Secretary or Dive Marshal ends when group diving ends. *In the event of an accident, this document will show that you have taken a decision to cancel the diving and therefore have no personal responsibility for any accidents.* You should announce to the group of your decision(s) – communication is the key!

Emergency Incidents

Contact details for the Emergency Services are included on each Dive Marshalling Sheet. Contact the EMS via the most appropriate manner (Radio, Mobile, Landline) and follow their instructions. Details of the Diver, Dive Site, Dive Profile, Dive history are all available from the Dive Marshalling Sheets and the TripSec pack. In the first instances. please contact all EMS through the diver assistance telephone numbers or the coast guard.

Incident Reporting

It is club policy that an incident report must be completed for EVERY situation which requires the use of First Aid, the O2 kit, or referenced through EMS. This must be referred to the Diving Safety Officer as soon as practically possible. ANY other unusual incidents must be referred to the Diving Safety Officer who will decide whether an incident report is required.

On Board

Skippers are asked when we book, to refuse (or provide diving on alternative boats) to RoHo club members trying to jump the queue or booking “privately” – Access to “our boat” is coordinated on the day by The TripSec. If a club member not booked on a full trip turns up, please do NOT allow them onto our boat.

If we have not managed to fill our trip and other divers are wanting to come on the boat, “Additional” boat spaces may be used by other divers (non RoHo) who pay the skipper independently. Additional Divers are NOT part of our group or our responsibility. Query with the Skipper any occupancy greater than the Maximum Legal Limit.

The Maximum Legal Boat Occupancy (Including Skipper) is currently as follows.

<i>St Abbs – Tiger Lilly</i>	<i>- Max 14 Persons / 12 Divers</i>
<i>Oban - Urchin</i>	<i>- Max 14 Persons / 12 Divers</i>
<i>Farnes - Glad Tidings 7</i>	<i>- Max 60 Persons / 20 Divers / 16 Divers comfortably.</i>
<i>Farnes - Glad Tidings 5</i>	<i>- Max 14 Persons / 12 Divers</i>
<i>Tynemouth- Spellbinder</i>	<i>- Max 14 Persons / 12 Divers</i>

You or the Dive Marshal should welcome people on board the boat and ask the skipper to do a briefing as to the layout of the boat and where the First Aid and Medical equipment are going to be stored for the trip. You should ask the skipper to let everyone know where emergency radio equipment is and how to use it in an emergency situation. Do a “Final Check” that everybody has got everything before you cast off from the harbour.

At the Dive Site

At the dive site, you or the Dive Marshal, together with the Skipper, should provide a brief description of the site and where the diving will take place. Decide and declare a maximum depth and dive time for each dive and remind everyone to do buddy checks and a safety stop. You may also wish to promote environmentally protective diving. You or the Dive Marshal are NOT responsible for dive planning for individual divers. *In the event of an accident, this briefing will show that you have taken steps to ensure that safe diving standards and procedure have been followed.*

End of Diving

At the end of each dive it is important to make sure all record sheet are completed fully. You and/or the dive marshal should be available by telephone to provide information and EMS contact details for 48Hrs after the last dive.

End of the Trip

At the end of the trip, you should pay the skipper and accommodation manager (as appropriate) and return ALL documents to the Diving Officer. Return the O2 and First Aid kits to the club cupboard (and sign it back in)

Problems?

Refer any and all questions, disputes, or problems regarding organisation/administration to the Club Secretary who will make a guidance or decision, or refer the issue to the Committee.

Problems regarding any diving incidents reported to the Diving Officer.

Summary:

There are quite a few responsibilities as a trip secretary. You are primarily the leader of the trip and will be required, together with the Dive Marshal, to make decisions regarding the diving aspects of the trip. In the very unlikely event of a problem, the documents will show due diligence to Health & Safety. Good record keeping will provide strong evidence against any claims of liability. (Claims in the UK are very rare) You are insured against a financial claim being made against you. The role of TripSec is fun and very rewarding. The record keeping is easy to do and does not take long. You MUST do it though. A happy TripSec will make a happy trip. If you need any advice or have any problems, just speak to one of the Committee.

Have fun, Thank You for helping to run the club.

Club Operating Policies



Club Trip Cancellation

It is club policy that we always settle our fee obligations in full. We generally book for 12 Divers and we will pay the skipper and/or accommodation for that amount. Diving is always booked for an agreed number of dives per day. (Usually 2 dives) If a diver chooses not to do a dive, they are not entitled to a refund. In cases of ineligibility to dive due to a reported incident, when a member is previously booked on a club trip - a full dive refund is available to the member.

Weekend Trips are normally in two parts - Accommodation & Diving - and we must have a minimum occupancy (usually) of 12 people booked for each of these. All refunds from the club take place AFTER the trip has run and the club has settled all liabilities. **All Trips are for members only.**

If anyone has to cancel, they can sell their place to a suitably qualified member of the club via the TripSec. Members cannot sell their place to an inappropriately qualified or inexperienced diver. Places should be “returned” to the TripSec and offered to the next person on the reserve list. In the event of any cancellations the following applies:

- *Skipper Cancels anything - Refund Diving / No refunds on Accommodation*
- *You Cancel Day Diving - No Refund*
- *You Cancel Weekend - No Refund*
- *You Cancel Part Weekend - No Refund*

Anyone wishing to cancel his or her place can

- *Return it to the TripSec who will try and sell it to the next on the reserve list*
- *(If no list exists) Sell it to another Member of the club*

The TripSec may sell parts of the trip to fill the trip and minimise loss to the member

*Skipper calls the dive - They Pay
You call the dive - You Pay*

Private Trips

Club Diving Activity or “Club Trips” are “diving activities organised (or sanctioned) and underwritten by the Committee”. One characteristic of a club trip is that members can pay by cheque payable to “Robinhood dive club”.

- Members may organise and arrange “private trips” where a trip is offered directly to individuals or advertised to the Club as a whole.
- Private trips may not be advertised or promoted “in competition” to club trips, but members may otherwise advertise on the Club notice board and at meetings.
- It must be made very clear at all times that “private trips” are not Club Trips.
- Members may not use the RoHo Dive club name, when booking with Skippers, accommodation, etc or advertising and promoting their trip.
- Members may not promote or advertise a trip within the club environment, if the Diving Safety Officer feels that a potential or actual breach of Safe Diving Practice exists.

Training

Members are encouraged to improve their level of skills by being involved in regular training. It is club policy to recommend all members to only use Robinhood Dive School for all diver grade or certification training.

- Only Robinhood Dive School may advertise training on notice boards and the website (subject to approval from the Communications Officer).
- Other training providers are NOT permitted to promote their services within the club meetings. Members are encouraged to take advantage of BSAC regional Skills development training (You don't need to be a BSAC member but there is a premium fee) SDC's arranged by the Committee
- Members are free to choose a training provider of their own choice

Oxygen Resuscitation Equipment (O2)

The O2 kit is never to be used for private diving activities or commercial gain. The O2 kit is to be used only for "club trips". The equipment will be issued to the Trip Secretary by the Diving Safety Officer. Each person will sign and fully complete the tracking log. The equipment is to return to the storage cupboard as soon as possible after use. The equipment is NOT to be daisy chained from one trip to the next.

The committee will consider allowing the O2 kit to be used on request from a group of club members who wish to use the O2 kit as part of a private diving activities.

Suitability to dive

The minimum skills & experience required to undertake club diving activities is as follows:

- Proof of evidence of medical fitness to dive.
 - (medical self-declaration form to be completed annually)
- Certified to dive at the depths of planned dive sites
- At least 20 dives logged
- Must be competent in the use of a dry suit and have completed a dry suit dive within the last 3 months
- Must own and be competent in the use of a dSMB
- Must be competent in the use of dive tables or the use of a dive computer
- Must be familiar with good dive boat etiquette
- Must dive with a buddy within the most conservative divers qualification limits

Members are entitled to dive to the depth limits relative to their qualification.

All members must adhere to commonly accepted safe diving practices at all times

Decisions about Diving.

By signing up to a trip you are agreeing that the decisions of the TripSec or Dive Marshal are final in all matters relating to a dive trip. In addition a Dive Buddy has the right (and obligation) to stop any dive in which he/she is not comfortable.

All divers must respect the decision of their buddy at all times.

Safety considerations will always have priority above ALL other considerations.

Incident Reporting

Reporting is co-ordinated by the Diving Safety Officer who acts solely on behalf of the club in these matters. Incidents reported to the Diving Safety Officer are held in strict confidence. The DSO will remind members that he/she will require copies of any correspondence or certificates provided which may state any restrictions to diving or more importantly give clearance to dive. In cases of medical ineligibility to dive when a member is previously booked on a club trip - a full refund is available to the member.

Incident Report should be completed and submitted for ANY any incident requiring the First Aid and / or oxygen kit to be used. Other incidents should be discussed with the DSO and a decision made whether the incident warrants reporting.

No individual blame or stigma is attached to incident reporting. The club has a policy of positive incident reporting for all the clubs activities and we wish to promote the "non blame" culture to enable open discussion over any incidents to draw learning points for all members from any situation.

Medical ineligibility to dive also applies strictly to "private trips" at the discretion of the Committee, Club Membership will be suspended for any members being involved in facilitating diving for anyone ineligible to dive