



**ASSOCIATION OF CHIEF POLICE OFFICERS
GENERAL POLICING
DIVING AND MARINE SUBCOMMITTEE**

**AN APPROVED CODE OF PRACTICE
FOR POLICE DIVING PROJECTS**



POLICE DIVING PROJECTS

DIVING AT WORK REGULATIONS 1997

APPROVED CODE OF PRACTICE

THE APPROVED CODE OF PRACTICE

This Code has been approved by the Health and Safety Commission, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a court will find you at fault.

CONTENTS

Notice of Approval	<i>iv</i>
Preface	<i>v</i>
Introduction	<i>1</i>
Definitions in the Regulations	<i>4</i>
Clients	<i>7</i>
Diving Contractors	<i>9</i>
Diving Planning and Risk Assessment	<i>12</i>
Dive Teams and Associated Working Practice	<i>14</i>
Diving Plant	<i>16</i>
Maintenance	<i>19</i>
Supervisor	<i>20</i>
Divers	<i>23</i>
Medical Checks	<i>25</i>
Annex 1 Generic risk assessment	<i>27</i>
Annex 2 Details to be included in the diving operation record	<i>42</i>
Annex 3 Details to be included in the diver's daily record (log)	<i>44</i>
Annex 4 Glossary of terms	<i>45</i>
Annex 5 Major legislation	<i>46</i>

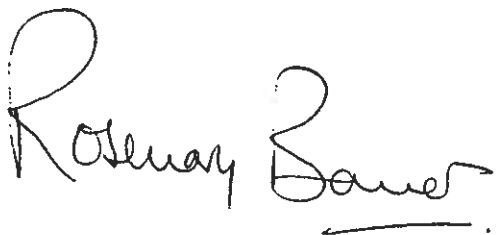
NOTICE OF APPROVAL

By virtue of Section 16(1) of the Health and Safety at Work etc. Act 1974, and with the consent of the Parliamentary Under Secretary of State for the Environment, Transport and the Regions, the Health and Safety Commission has on 12 January 1999 approved the Code of Practice entitled "Approved Code of Practice for Police Diving Projects".

The Code of Practice is approved for the purposes of providing practical guidance with respect to the requirements of the Diving at Work Regulations 1997 and with respect to regulation 3 of the Management of Health and Safety at Work Regulations 1992 (SI 1992, No.2051). This Code of Practice will come into force on the same date as the Police (Health and Safety) Regulations 1999.

Reference in this Code of Practice to another document does not imply approval by the HSC of that document except to the extent necessary to give effect to this Code of Practice.

Signed



Rosemary Banner
Secretary to the Health and Safety Commission
4 March 1999

PREFACE

This Approved Code of Practice for police diving, which has been prepared after extensive consultation with Chief Officers of Police, was ratified at a meeting of the ACPO General Policing General Committee.

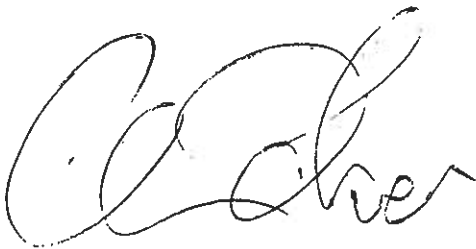
The Diving at Work Regulations 1997 have been made under the provisions of the Health and Safety at Work Act etc. Act 1974 (the Act) will be applied to police diving projects by Regulations to be made later this year.

The Diving Regulations require diving projects to be planned and managed to ensure the safety of the dive and this Approved Code of Practice provides practical information on how this can be achieved. Approved Codes of Practice have also been produced for the various professional diving sectors in the United Kingdom.

Representatives of the main diving interest groups, which includes the Association of Chief Police Officers were invited as part of the consultative process to submit their own proposals for approval by the Health and Safety Commission.

Whilst this Approved Code of Practice will not have legal effect until the Diving at Work Regulations 1997 have been applied to the police, the document contains practical advice and guidance on the conduct of a police diving project. It is therefore recommended that, in the interim period, the Code is adopted as good working practice.

Further guidance will be circulated to coincide with changes to the above legislation.



Mr Alan Oliver QPM BA
Assistant Chief Constable - Northumbria Police
Chairman, ACPO General Policing Diving and Marine Subcommittee

INTRODUCTION

Explanation and intention of the Approved Code of Practice

1 This Approved Code of Practice (referred to as the Code) gives advice on meeting the requirements of the Diving at Work Regulations 1997 (referred to in this Code as the Diving Regulations) for police diving projects. In particular, the Code gives advice on how to comply with those Regulations that are set out in general terms.

2 It should not be assumed that compliance with the Diving Regulations means that all aspects of the law are being complied with. The requirements of other legislation may also need to be fulfilled.

Health and safety legislation

3 The basis of health and safety law in Great Britain is the Health and Safety at Work etc. Act 1974 (the Act). The Act sets out the general duties that employers and the self-employed have towards employees and members of the public, and the duties that employees have to themselves and to each other. Some of these duties are qualified in the Act by the principle of 'so far as is reasonably practicable.' This requires all reasonable precautions to be taken to remove the risk of harm.

4 Regulations are law, approved by Parliament. These are usually made under the Act following proposals from the Health and Safety Commission (HSC). Regulations set out specific action that must be taken.

5 The Diving Regulations do not distinguish between employees and the self-employed. You therefore need to take appropriate action to ensure the health and safety of all persons involved in diving projects. It is important to remember you cannot pass on, by means of a contract, a legal duty that falls to you under one of these regulations.

Scope and areas covered by the Code

6 This Code covers all police diving projects undertaken by constables and civilian employees of a Police Authority. It also covers those diving projects undertaken by the police on the behalf of Crown Agents, HM Customs and Excise and any other agency in connection with investigations under their statutory undertakings.

7 If a Chief Officer of Police should decide to use divers other than those covered by this Code, then the conduct of such diving projects will be covered by the relevant professional Code (see paragraph 11).

8 Under this Code no police diving project will:

involve diving deeper than 50 meters; or

exceed the 'limiting line' for a dive or a combination of dives as detailed in the decompression tables which are published in the Police Diving Rules.

9 Other diving projects would be covered by the Commercial Diving Projects Inland/Inshore Code, or the Commercial Diving Offshore Code if more than 50 meters in depth.

Who wrote the Code and how it was agreed

10 This Code has been compiled by the Association of Chief Police Officers General Policing Diving and Marine Subcommittee in consultation with Association of Chief Police Officers (Scotland) Training Committee representing all Police Diving Teams in the United Kingdom.

11 The formulation of this Code has involved extensive consultation with Chief Officers of Police representing the forty three Police Forces of England, Wales, Northern Ireland and Scotland.

Updating arrangements

12 There will be regular meetings between HSE and the Association of Chief Police Officers General Policing Diving and Marine Subcommittee to discuss the current suitability of the Code. When technology, industry standards or practices change, consideration will be given to amending the Code. All amendments will be subject to consultation.

The other diving Codes

13 There are five other Codes covering diving at work:

Scientific and Archaeological Diving Projects (ISBN No. 0 7176 1498 0);

Recreational Diving Projects (ISBN No. 0 7176 1496 4);

Commercial Diving Projects Offshore (ISBN No. 0 7176 1494 8);

Media Diving Projects (ISBN No. 0 7176 1497 2); and

Commercial Diving Projects Inland/Inshore (ISBN No. 0 7176 1495 6).

14 Each of these Codes has been drafted by HSE with the help of the industry associations for that sector and covers standards and practices that are relevant to its particular area of diving.

Sources of Information

15 This Code has been prepared with reference to the Police Diving Rules. Reference in this Code to another document does not imply approval by the Health and Safety Commission of that document, except to the extent necessary to give effect to this Code.

DEFINITIONS IN THE REGULATIONS

Regulation

2(1) "diver" means a person at work who dives.

16 At "work" means as an employee or as a self-employed person. The phrase covers divers who dive as part of their duties as an employee. Diving does not have to be the main work activity of the employee. The Diving Regulations apply to any diving project where at least one diver is at work. This includes Police Officers who dive on duty by virtue of their work.

Regulation

2(2) For the purposes of these Regulations a person "dives" if:-

2(2)(a) he enters:-

2(2)(a)(i) water or any other liquid; or

2(2)(a)(ii) a chamber in which he is subject to pressure greater than 100 millibars above atmospheric pressure; and

2(2)(b) in order to survive in such an environment he breathes in air or other gas at a pressure greater than atmospheric pressure.

17 Environments such as scientific clean rooms or submersible craft subject to an internal pressure of less than 100 millibars above local ambient atmospheric pressure are not covered by the Diving Regulations.

Regulation

2(1) "diving project" means any activity, made up of one or more diving operations, in which at least one person takes part or will take part as a diver and extends from the time when that person, or the first such person, commences to prepare to dive until that person, or the last such person, has left the water, chamber or other environment in which the dive, or any part of the dive, took place and has completed any requisite decompression procedures, including, where it may be reasonably anticipated that this will be needed, any therapeutic recompression.

18 "Diving project" is the term used for the overall diving job - whether it lasts two hours or two months. It can be made up of one or more diving operations. In the context of this code, this will normally consist of a search of a stretch of water.

19 The diving project will finish when the diving contractor has ensured that every diver has left the water and has completed any necessary therapeutic recompression.

Regulation

2(1) "diving operation" means a diving operation identified in the diving project plan pursuant to regulation 8(3).

20 **"Diving operations"** can be made up of either a number of dives or, sometimes, a single dive. A diving operation should be that portion of a diving project identified in the diving project plan which one supervisor can safely supervise. One supervisor must be appointed for each diving operation.

21 The diving project plan should identify how the diving project is broken down into diving operations and how many supervisors will be needed. The diving contractor should determine this after considering the risk assessment. Factors such as the task, site conditions and the diving technique will contribute to making this decision. It is also a good idea to involve the supervisor or supervisors in the decision making process. If a supervisor does not agree with the size or complexity of the portion of the diving project allocated to him or her to supervise, he or she should raise the matter with the diving contractor. Supervisors should not participate in a diving operation which they consider in their opinion to be unsafe because insufficient supervisors have been appointed or which they are not competent to supervise.

Regulation

2(1) "the 1995 Order" means the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 1995;

Regulation

3(2) These Regulations shall apply to and in relation to the premises and activities outside Great Britain to which sections 1 to 59 and 80 to 82 of the Health and Safety at Work etc. Act 1974 apply by virtue of the 1995 order as they apply within Great Britain.

22 The Diving Regulations cover all diving projects inland in Great Britain, within territorial waters, as well as oil and gas related diving projects (including diving projects involving offshore installations and any preparatory work and pipelines) beyond territorial waters on the UK designated areas of the Continental shelf.

Regulation

3(1) These Regulations shall apply to and in relation to any diving project apart from the following:-

3(1)(a) the care or treatment of patients in a hospital or other place, not under the control of the diving contractor, where emergency medical treatment is provided or in transit to such hospital or place where the means of transit is provided by or in respect of the hospital or other place.

23 The use of hyperbaric chambers within diving projects is covered by these Regulations. However, those receiving hyperbaric treatment at a hospital or other place are outside the scope of the Diving Regulations. This is to avoid duplication of responsibilities when another authority is involved in the medical treatment of a diver.

Regulation

5(1) No person at work shall dive in a diving project and no employer shall employ any person in such a project unless there is one person and one person only who is the diving contractor for that project.

24 The term "person" used to identify the diving contractor under this regulation means a person with legal identity such as an individual or a particular Police Force.

CLIENTS

Regulation

4 Every person who to any extent is responsible for, has control over or is engaged in a diving project or whose acts or omissions could adversely affect the health and safety of persons engaged in such a project, shall take such measures as it is reasonable for a person in his position to take to ensure that these Regulations are complied with.

25 The actions or omissions of other people can affect the safety of the dive team even though they are not members of the team, and therefore they may have responsibilities for ensuring that the Regulations are complied with for those matters under their control. These people include:

the client who has asked the police to undertake a diving project on their behalf. The client may be another police force, or another agency, for example HM Customs and Excise;

a police force using a non police diving contractor who is covered by another specific Code (see paragraph 11);

owners of a dive site and operators of vessels being used as part of the diving project.

26 These people should consider carefully the actions required of them to comply with the Diving Regulations. They should where appropriate:

take reasonable steps to ensure that any diving contractor selected is capable of complying with the Diving Regulations;

consider whether any known underwater or above-water items of plant or substances under their control may cause a hazard to the dive team. Such items may include locks, weirs, water intakes or discharge points causing suction or turbulence, and ship propellers, sewage or chemicals.

keep the supervisor informed of any changes that may affect his or her diving operation in so far as they have control over or knowledge of such changes;

provide the diving contractor with sufficient detail of the content of the diving project to allow it to be carried out safely;

co-operate with the diving contractor and police diving supervisor to enable their obligations under the Regulations to be fulfilled.

27 The duty under this regulation extends to diving contractors, supervisors, police divers and people involved in the diving project whether directly or indirectly, for example, crane operators, lorry drivers, maintenance personnel. They should ensure that their tasks and how they undertake them do not affect the safety of the dive team.

DIVING CONTRACTORS

Regulation

5(1) No person at work shall dive in a diving project and no employer shall employ any person in such a project unless there is one person and one person only who is the diving contractor for that project.

5(2) The diving contractor shall, subject to paragraph (3), be the person who:-

5(2)(a) is the employer of the diver or divers engaged in the diving project; or

5(2)(b) dives in the diving project as a self-employed diver.

5(3) Where there is more than one person falling within paragraph (2) those persons shall jointly appoint in writing before the commencement of the diving project one of themselves to act as diving contractor.

28 The Diving Regulations require that the diving contractor is clearly identified as the diving contractor for each diving project. The main duties under the Diving Regulations are placed on the diving contractor. The diving contractor will normally be the employer of the divers engaged in the diving project and in the context of the police, this will be the chief officer of police.

29 In practice most of the functions of the Diving Contractor will need to be delegated to one or more individuals with sufficient expertise in diving matters. However, the Chief Officer of Police will always retain the legal responsibility. The person instructed to carry out these duties must be competent to perform them.

30 "Competence" means having a combination of training, knowledge and experience which enables a person to do the job required in a safe manner. Evidence of past experience in organising a diving project in a safe and effective manner and appropriate qualifications could be ways of demonstrating competence. The person nominated will also need the authority and resources effectively to discharge these duties. As the duties remain with the Chief Officer of Police, he or she must be satisfied that the person nominated will be able to perform the duties on his or her behalf without risk to himself or herself or the dive team.

31 If more than one diving contractor is involved in the diving project, it must be established and recorded in writing who will be the diving contractor for that project.

Regulation

6(1) The diving contractor shall ensure, so far as is reasonably practicable, that the diving project is planned, managed and conducted in a manner which protects the health and safety of all persons taking part in that project.

6(2) The diving contractor shall:-

6(2)(b) before the commencement of any diving operation:-

6(2)(b)(i) appoint a person to supervise that operation in accordance with regulation 9;

6(2)(b)(ii) make a written record of that appointment; and

6(2)(b)(iii) ensure that person is supplied with a copy of any part of the diving project plan which relates to that operation;

6(2)(c) as soon as possible after the appointment of a supervisor, provide that supervisor with a written record of his appointment.

6(3) The diving contractor shall:-

6(3)(d) ensure, so far as reasonably practicable, that any person taking part in the diving project complies with the requirements and prohibitions imposed on him by or under the relevant statutory provisions and observes the provisions of the diving project plan;

6(3)(e) ensure that a record containing the required particulars is kept for each diving operation.

32 The diving contractor's responsibilities are to ensure that:

a suitable risk assessment and diving project plan have been prepared. This can be undertaken by a suitably competent police diving supervisor (see chapters on **Diving Project Plan and Risk Assessment**);

the size and abilities of the dive team are sufficient to enable the diving project to be carried out safely (see the chapter on **Team Size**);

the place from which the diving is to be carried out is suitable and safe;

sufficient and suitably qualified police diving supervisors are appointed in writing for police diving operations, and that they are supplied with copies of their formal appointment, the part of the diving project plan relevant to their operation, the Police Diving Rules and a copy of this Code;

all the appropriate equipment is provided in good working order, correctly maintained and documented;

as far as is reasonably practicable, an appropriate casualty evacuation plan is formulated and tested to ensure its effectiveness;

police diving operations records are maintained and kept for at least two years after the date of the last entry*.

Regulation

7(1) No person shall act as a diving contractor unless the particulars listed in the Schedule have been supplied in writing to the Executive by or in respect of that person.

7(2) Where there is a change in any of the particulars supplied under paragraph (1) the diving contractor shall ensure that details of the change are forthwith supplied in writing to the Executive.

33 Any person who wishes to become a diving contractor must provide HSE with information on who he or she is and where he or she can be contacted. The diving contractor is also required to inform HSE of any subsequent changes to these details. Full details required are set out in Schedule 1 to the Diving Regulations. HSE will acknowledge receipt of such information.

*** The Association of Chief Police Officers advise that all documents are kept for a minimum period of seven years.**

DIVE PLANNING AND RISK ASSESSMENT

Regulation

6(2) The diving contractor shall:-

6(2)(a) ensure that, before the commencement of the diving project, a diving project plan is prepared in respect of that project in accordance with regulation 8 and that the plan is thereafter updated as necessary during the continuance of the project.

8(1) The diving project plan shall be based on an assessment of the risks to the health and safety of any person taking part in the diving project and shall consist of a record of the outcome of the planning carried out in accordance with regulation 6(1) including all such information and instructions as are necessary to give advice to and to regulate the behaviour of those so taking part to ensure, so far as is reasonably practicable, their health and safety.

8(3) The diving project plan shall identify each diving operation which makes up the diving project and the nature and size of any diving operation so identified shall be such that it can be safely supervised by one person.

34 The diving contractor may ask the police diving supervisor to prepare a risk assessment and diving project plan. However, the diving contractor remains legally responsible for ensuring that it is completed in advance and is suitable and sufficient for each diving project under his or her responsibility.

35 The Risk Assessment and site specific dive plan should be recorded in the police diving project plan.

36 The police diving project plan should take into account the generic risk assessment set out at Annex 1 and the Police Diving Rules. This information should be supplemented with a site-specific risk assessment, detailing any special precautions or procedures necessary to reduce risks and listing specific emergency actions and contacts (i.e. the Coast guard). A reconnaissance of the site is the best way to make the site specific plan and assess the risks. Both the police diving project plan and risk assessment should be documented.

37 The police diving project plan should specifically identify how the diving project is broken down into individual operations which can safely be supervised by one person. When making this decision the diving contractor should take into account the size and nature of the diving project.

38 The diving contractor should check that the police divers are competent to dive to the depth required by the diving project plan.

39 As a matter of safe working practice, the police diving supervisor should keep the site-specific risk assessment under review to ensure that it is adequate and does not need to be revised.

40 A risk assessment made under these Regulations will cover in part the obligation to make an assessment under the Management of Health and Safety at Work Regulations 1992 (MHSWR). There will be no need to repeat those aspects of the assessment, so long as they remain valid, in any other assessment that the diving contractor carries out. However, the diving contractor will need to ensure that all significant risks not covered by the diving project assessment (including risks to members of the public arising from the diving project/diving activities) are covered by the risk assessment carried out under the MHSWR (or in any assessment required to be carried out under other specific regulations).

Decompression procedures

41 Decompression procedures should be explained in the diving project plan. They should be appropriate for the type of diving technique undertaken. When carrying out decompression procedures for police diving projects, reference should be made to the decompression tables which are published in the Police Diving Rules.

DIVE TEAMS AND ASSOCIATED WORKING PRACTICE

Regulation

6(3) The diving contractor shall:

6(3)(a) ensure that there are sufficient people with suitable competence to carry out safely and without risk to health both the diving project and any action (including the giving of first-aid) which may be necessary in the event of a reasonably foreseeable emergency connected with the diving project.

42 The diving contractor should identify the minimum size of team for a safe diving operation based on the requirements of the diving project plan and the risk assessment. The team must be of a sufficient size to comply with the risk assessment and the police diving project plan and to enable the diving operation to be completed safely and without risk to those taking part.

43 For most police diving projects using SCUBA, the minimum team size should be five qualified police divers who will perform the following duties:

diving supervisor;

police diver;

attendant for diver;

standby police diver;

attendant for standby.

44 **A team of four police divers can be used but only where the risk assessment identifies that it is safe to do so.** Where the police diving project involves the use of surface supply equipment, the minimum number of personnel required should be increased to six police divers. The additional member should be used to control the supply of breathing gas from the surface control panel to the diver.

45 All of the people who form part of the dive team must be competent to discharge their duties. HSE approves certain qualifications for diving under this Code which indicate that a minimum level of competence has been assessed. Qualifications alone do not always demonstrate fitness to undertake a task. The diving contractor has a duty to engage competent people, which may entail ensuring that the dive teams competence is verified and demonstrated.

First-Aid Training and Competencies

46 The diving contractor is responsible for ensuring that all personnel are trained in first-aid provision and oxygen administration. The risk assessment should identify the first-aid equipment needed for the police diving project.

47 There are situations where some members of the dive team should have additional training in first-aid. The need for additional training may arise where remoteness from local emergency medical services means there is a need to maintain life until the emergency medical services are able to assume responsibility, or where the diver requiring first aid is inside a hyperbaric compression chamber and medical assistance cannot be provided by normal emergency medical services. The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice sets out additional advice for those areas where special additional training may be necessary to cover less common risks.

DIVING PLANT

Regulation

6(3) The diving contractor shall:

6(3)(b) ensure that suitable and sufficient plant is available whenever needed to carry out safely and without risk to health both the diving project and any action (including the giving of first-aid) which may be necessary in the event of a reasonably foreseeable emergency connected with the diving project.

48 The equipment necessary to perform the dive safely and without risk to health depends on the type and location of the dive and should be set out in the police diving project plan.

49 The minimum equipment needed to carry out a police diving project includes:

a recognised means of supplying the breathing gas;

an independent standby gas supply which should be available for immediate use on site throughout diving operations;

buddy safety lines/communications for each diver;

oral communications between the surface and the diver;

suitable protective clothing for the dive team.

50 When diving takes place an alternative system of communication should be provided in addition to the Force radio scheme, which will enable the police diving supervisor or any other team member to communicate directly with either the Force Control Room, the emergency services or any other relevant agency in the event of an accident or illness occurring.

Dealing with Emergencies

51 For each police diving project there should be a suitable casualty evacuation plan in place. In addition, a specific risk assessment should be carried out for each diving project, which should include the emergency recovery of a casualty from the water and his or her transportation to a hyperbaric chamber or specialist treatment centre. The details of the emergency arrangements should be recorded in the police diving project plan. The initial stages of these arrangements should be tested periodically in order to ensure that they are effective.

52 A first-aid kit including a suitable oxygen administration system should be provided at the site of the dive.

Availability of compression chambers

53 The diving contractor has a responsibility to ensure the provision of facilities so that a diver can be recompressed in an emergency should this be necessary. In all circumstances treatment should be as soon as possible.

54 The provision of a compression chamber should be in accordance with the following minimum standards:

for dives with no planned in-water decompression and that are less than 10 metres the diving contractor should identify the nearest suitable operational two-person, two-compartment chamber. Under no circumstances should this be more than six hours travelling distance from the dive site;

for dives over 10 and up to 50 metres with either:

- no planned in-water decompression; or
- with planned in-water decompression of up to twenty minutes

a suitable two person, two-compartment chamber should be within two hours travelling distance of the dive site;

for dives with planned in-water decompression stops greater than twenty minutes a suitable, operational, two-person, two-compartment chamber should be provided for immediate use at the site of the diving project. The diver should be able to leave the water quickly and easily and be pressurised within the chamber to the appropriate recompression pressure as defined in the decompression schedule being used. The controls of a surface compression chamber should only be operated by persons competent to do so. Such competence will be achieved by a combination of training and experience. The degree of supervision provided should reflect the experience of the operator.

55 The police diving project plan should demonstrate that in an emergency, where the compression chamber is not located on the site, a police diver will be able to be transported and recompressed to ensure, so far as is reasonably practicable, his or her safety.

56 If a situation arises where a police diver may need hyperbaric treatment at a chamber provided by another chamber owner, then provision for this should be made in the diving project plan.

57 If the diving contractor is responsible for transporting the injured police diver to a hospital or other place, his or her duty will continue until the diver is admitted to the hospital or other place. The diving contractor should ask the supervisor to check that the method of transport is sufficient and suitable on the day, taking into account the weather conditions and how this may affect the type of transport chosen.

58 If the use of any type of hyperbaric transportation chamber is planned for emergencies the supervisor should be asked before the start of the diving operation to ensure that transfer is possible between the transportation chamber and the main chamber. Police diving supervisor should ensure that there is a sufficient supply of oxygen available during the planned duration of the transfer of a diver to a compression facility whether that transfer is carried out under hyperbaric conditions or ambient pressure.

MAINTENANCE

Regulation

6(3) The diving contractor shall:

6(3)(c) ensure that the plant made available under subparagraph (b) is maintained in a safe working condition.

59 Diving plant and equipment is used under extreme conditions, including immersion in salt water. It therefore requires regular inspection, maintenance and testing to ensure that it is fit for use, and not damaged or suffering from deterioration.

60 The diving contractor should establish a system of planned maintenance for all equipment in accordance with relevant statutory provisions, manufacturers instructions and International, European or National standards. Maintenance arrangements should take into account both passage of time and usage. Details of the maintenance arrangements should be entered in the diving project plan. The arrangements should identify the item of plant, the date of the check, any limitations as to use, any repairs or modifications carried out and the signature of the competent person. All plant and equipment should be checked by a competent person immediately before use and this fact entered in the police diving operation record.

61 Gas cylinders should be maintained and serviced to appropriate International, European or National Standards. Breathing valves should be serviced by a competent person in accordance with the manufacturer's instructions. A written inspection and servicing record should be kept.

62 Any gas compressors used should be serviced by a competent person in accordance with the manufacturer's instructions. Gas purity tests should be taken as recommended by the manufacturer and a record of the results kept.

63 The diving contractor should also ensure that before the start of the diving operation, divers will be asked to carry out a pre-dive visual inspection and check of their equipment to ensure that it is in a serviceable condition and working correctly.

SUPERVISOR

Regulation

9(1) Only one supervisor shall be appointed to supervise a diving operation at any one time.

Supervisor's appointment

64 The police diving supervisor must be appointed in writing by the diving contractor. If a diving project is complex or takes place over such an area or time scale that its operation cannot be safely supervised by one supervisor, then the project should be divided up and further supervisors should be appointed for separate operations. Enough supervisors must be appointed to cover the entire diving project.

65 In the event of a change of supervisor, the diving operation record should be endorsed with the time and date of change and the name of the new supervisor. Any change of supervisor may require the risk assessment to be reviewed.

66 The supervisor should have immediate overriding control of all safety aspects of the diving operation for which he or she is appointed.

67 The supervisor cannot dive whilst in charge of a particular diving operation.

Regulation

9(2) No person shall be appointed, or shall act, as a supervisor unless he is competent and, where appropriate, suitably qualified to perform the functions of supervisor in respect of the diving operation which he is appointed to supervise.

Supervisor's Competency

68 The police diving supervisor must be a qualified police diver with the necessary knowledge and experience in the diving techniques to be used. He/she should have successfully completed a Police Diving Supervisor Course at a recognised Police Diver Training School.

69 In addition, refresher training should be carried out two and five years after the initial supervisor training course and every two to five years thereafter.

70 There is no requirement for the police diving supervisor to attend both a Basic Diver and Supervisor refresher training programme within the same two to five year period. However, the diving contractor should decide the appropriate refresher training course, based upon an assessment of each individual officer's own particular future training need.

Regulation

10(1) The supervisor shall, in respect of the diving operation for which he has been appointed as supervisor:-

10(1)(a) ensure that it is carried out, so far as is reasonably practicable

10(1)(a)(i) without risk to the health and safety of all those taking part in that operation and of other persons who may be affected thereby

10(1)(b) before the commencement of the operation, ensure that each person taking part is aware of the contents of the diving project plan which relate to that operation; and

10(1)(c) enter in the diving operation record the particulars required by regulation 6(4) during the course of the operation.

Supervisor's responsibility

71 The police diving supervisor is responsible for the conduct of the police diving operation ensuring the health and safety of all those taking part and other persons so affected. He or she should be on site, in direct control of the diving operation taking place. This includes confirming that:

the operation is conducted in accordance with this Code and the Police Diving Rules;

the risk assessment is still valid for the circumstances on the day of the dive;

competent police divers have been appointed;

everyone in the dive team is aware of the contents of the police diving project plan;

the diving equipment provided is appropriate and adequate for the project and that it has been examined and inspected before the dive and the examination and inspection noted in the police diving operation record;

the police diving project plan and arrangements for dealing with foreseeable emergencies are clearly understood by all those engaged in the diving operation. This would normally be assured by a pre-dive briefing session with all those involved;

the police diving operations record is accurate and kept up to date on a daily basis throughout the dive.

72 In the event of oral communication breaking down during a police diving operation the police diving supervisor, may after taking into account the risk assessment, allow the operation to continue using lifeline signals.

Regulation

11 A supervisor may, whilst supervising the diving operation in respect of which he is appointed, give such reasonable directions to any person taking part in that operation or who may affect the safety of that operation as are necessary to enable him to comply with regulation 10.

Directions

73 As the person in charge, the police diving supervisor may give reasonable instructions to any person taking part in the police diving operation.

74 The supervisor has authority over anybody whose actions could affect the safety of the diving operation.

DIVERS

Regulation

13(1) No person shall dive in a diving project:-

13(1)(a) unless he is competent to carry out safely and without risk to health any activity he may reasonably expect to carry out while taking part in the diving project.

Competency

75 Police divers must be competent to do the work allocated to them within the diving project plan. They should:

have a good understanding of diving physics and physiology and decompression;

be able to recognise the signs and symptoms of diving related illnesses in themselves and others and initiate appropriate treatment;

be able to initiate appropriate actions in the event of an emergency;

be competent to operate any special equipment being used.

76 Police divers competency may decline if skills are not used. In force training should therefore be repeated regularly to ensure continued competence.

77 Because of the nature of the work involved, Chief Officers of Police recommend that a police diver should attend a recognised police diver training school for refresher training two and five years after the initial training course and every two to five years thereafter.

Regulation

12(1) No diver shall dive in a diving project unless he:-

12(1)(a) has, subject to paragraph (2), an approved qualification which is valid for any activity he may reasonably expect to carry out while taking part in the diving project.

Qualifications

78 HSE issues a list of approved diving qualifications suitable for diving under this Code. The list can be obtained from HSE. All police divers must hold a qualification relevant to this Code before they can be engaged to dive in a police diving project.

Regulation

**13(2) Every person engaged in a diving project shall comply with -
(b) any directions given to him by a supervisor under regulation 11**

79 All people in the dive team have a responsibility to co-operate with the police diving supervisor and to follow any reasonable directions and instructions that the police diving supervisor gives.

Regulation

**12(3) Every diver engaged in a diving project shall -
(a) maintain a daily record of his diving;**

80 Police divers' daily records (log book) should include as a minimum the particulars set out Annex 3.

Regulation

17(1) Any certificate of training and any certificate of medical fitness to dive issued, or having effect as if issued, under the Diving Operations at Work Regulations 1981 (a) ("the 1981 Regulations") shall have effect, subject to any conditions or limitations contained in any such certificate, as if it were, as the case may be, an approved qualification or a certificate of medical fitness to dive for the purposes of these Regulations.

81 The main and restricted HSE Part certificates issued under the revoked Diving Operations at Work Regulations 1981 are still legally valid and do not have to be exchanged for the new certificates.

MEDICAL CHECKS

Regulation

13(1) No person shall dive in a diving project:-

13(1)(b) if he knows of anything (including any illness or medical condition) which makes him unfit to dive.

Fitness

82 All persons diving have a responsibility not to dive if by doing so they might present a risk to themselves or others. They must inform the police diving supervisor immediately if there is any medical condition which prevents them from diving safely or rendering assistance to another member of the diving team. Before every dive they must ensure that they know of nothing which makes them unfit to dive including:

any known medical condition;

effects of drugs or alcohol;

effect of medication whether prescribed or proprietary;

any feelings of tiredness being unwell or emotionally upset.

Regulation

12(1) No diver shall dive in a diving project unless he:-

12(1)(b) has a valid certificate of medical fitness to dive.

Medicals

83 All police divers must have a valid certificate of medical fitness to dive issued by a HSE medical examiner of divers. The certificate of medical fitness to dive is valid for up to twelve months and must be renewed annually if a police diver wishes to continue diving at work.

84 Where an annual medical examination is carried out less than a month before the expiry of the current medical certificate to dive, the start of the new certificate may begin from the expiry date of the current certificate.

Regulation

15(1) A certificate of medical fitness to dive is a certificate from a medical examiner of divers (or from the Executive following an appeal under paragraph (4)) that the person issuing the certificate considers the person named in the certificate to be fit to dive.

85 The medical examination and assessment looks at the diver's overall fitness to dive. This includes the main systems of the body - cardiovascular system, respiratory system, central nervous system as well as the ears, nose and throat, capacity for exercise, vision and dentition.

Regulation

15(6) In this regulation, "medical examiner of divers" means a medical practitioner who is, or who falls within a class of medical practitioners which is, for the time being, approved in writing by the Executive for the purposes of this regulation; and any such approval may be given generally or restricted to any class of diver or dive.

86 HSE approves doctors to carry out diving medical examinations. A list is available from HSE. Doctors are selected for approval based on their training in underwater medicine and their knowledge of diving. This approval is limited in duration, usually for 1 or 2 years.

GENERIC RISK ASSESSMENT

MAIN TOPIC: Diving and marine duties
 SUB TOPIC: Diving operations

REFERENCE:

WORK ACTIVITY		HAZARD	RISK H-M-L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
1	Assessing diving site.	Access and egress - slips and trips due to site conditions. Exposure to potentially hazardous substances through site pollution. Being struck by moving vehicles, vessels and cranes or falling objects.	M M L	Provide: <ul style="list-style-type: none"> • safe means of access/egress, e.g. ladders and duck boards; • suitable footwear; • awareness training in identifying potential hazards. Carry out COSHH assessment and if necessary seek specialist help. Head protection to be used in specified hard hat areas or in areas such as docks, when risk is identified.			
2	Setting up equipment.	Manual handling injury.	H	Further assess manual handling and provide training.			

WORK ACTIVITY		HAZARD	RISK H-M-L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
3	Diving project - inshore and offshore.	<p>Being struck by moving ships and vessels.</p> <p>Water currents caused by: sluice valve outlets, culvert intake/outlet, lock gates.</p> <p>Possible exposure to hazardous substances - chemical and microbiological.</p> <p>Underwater obstructions and trapping hazards.</p> <p>Deteriorating weather conditions.</p> <p>Possible injury from lifting and carrying diving equipment.</p> <p>Decompression illness</p>	M	<ul style="list-style-type: none"> Notify authority/site manager and/or coast guard of activity; Post flags, warning buoys and lookout. <p>Check with site operator and control operation.</p> <p>COSHH assess and, if necessary, seek specialist help and provide personal protective clothing (PPE).</p> <p>Diver to assess risks and to inform Supervisor.</p> <p>Consider abandoning dive.</p> <p>Manual handling assessment (at planning stage), taking account of distances to be carried.</p> <p>Before dive:</p> <ul style="list-style-type: none"> identify location of nearest decompression chamber and notify staff of operation. (IMPORTANT considerations: mode of transport, height above sea level, pressure variance due to topography, and time factors); consider need for portable chamber. 			

WORK ACTIVITY		HAZARD	RISK H-M-L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
3	Diving project - inshore and offshore.	Failure or malfunction of breathing apparatus, life support equipment, control panels and hoses. Underwater explosion. Use of underwater thunder flash.	L L L	Regular maintenance and testing of equipment in accordance with Diving at Work Regulations 1997 and manufacturers guidelines. Diving not to take place until site is safe. Not to be used within 25 metres or otherwise than in accordance with Diving Rules.			
4	Use of lifting equipment, including winches and cables.	Slip or trip on uneven ground. Being struck by cable. Injury from failure of equipment.	M M M	<ul style="list-style-type: none"> Use suitable footwear; Provide duck boards. Provide: <ul style="list-style-type: none"> training in the correct use of equipment; protective equipment e.g. hard hat, gloves. Maintain in good order and test and inspect regularly equipment, cables and duck boards.			
5	Search procedures (general)	Slip, trip, weather, and terrain.	M	Assess conditions. Provide suitable clothing and equipment, and training in its use.			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
6	Wade search.	Slip, trip - danger from current, cold, loss of communication, drowning.	H	Provide suitable protective clothing, assess environment, use buoyancy aid, provide suitable waterproof radios.			
7	Searching ships hulls.	Being caught or struck by machinery, turbulence noise.	M	One member of team to remain in engine room to ensure: • propeller and rudder disengaged; • no water being blown out or sucked in. Consider use of notices to masters and chief engineers in foreign languages.			
8	Use of portable machinery, e.g. generator.	• Injury from lifting and handling. • Exposure to noise. • Electric shock.	M/H	• Assess under manual handling and train staff in safe lifting techniques. • Assess noise level under Noise at Work Regulations and provide suitable hearing protection if required. • Equipment should be maintained and tested regularly to ensure electrical safety.			
9	Use of power tools - underwater.	Serious personal injury.	H	If power tools essential engage outside contractor (because police divers not trained in use of power tools underwater).			

WORK ACTIVITY		HAZARD	RISK H-M-L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
10	Use of portable shower on site.	Potential health problems, e.g. legionella. Possible reaction to any chemical used for disinfecting water.	M L/M	Ensure water is not left in tank for prolonged periods and clean system regularly. Assess under COSHH and change disinfectant if necessary.			
11	Transportation of equipment in vehicles.	Explosions or fire due to rupture or leak of compressed gas cylinders. Risk of equipment being thrown about and striking persons in vehicle.	L L	<ul style="list-style-type: none"> Consider need to modify vehicle structure to ensure cylinders stored securely; Apply regulations on transport of gas and train staff. Provide separate storage for equipment by partitioning vehicle; Store equipment securely. 			
12	Operation of communication equipment.	Loss of communication and isolation: <ul style="list-style-type: none"> through damage to hand held radio by immersion in water; when diving. 	L	<ul style="list-style-type: none"> Provide at least one waterproof case or radio per search group; Establish system to deal with loss of communication. 			
13	Use of oxygen resuscitators.	Inappropriate use of oxygen as first aid measure.	H	Train all personnel in oxygen administration.			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
14	Use of and contact with hazardous substances.	Contact with substance which may prove to be harmful; e.g. chemicals and micro-organisms.	M	<ul style="list-style-type: none"> • Refer to COSHH assessments; • If found during operation, seek specialist help and avoid contact where possible; • Assess need for divers to be inoculated for tetanus, polio and hepatitis, in accordance with force vaccination policy; • Provide information on leptospirosis and issue Weil's disease card to all divers. 			
15	Searching for dead bodies.	Infection from body fluids and airborne pathogens.	L	<ul style="list-style-type: none"> • Awareness training on hygiene and precautions against infectious diseases; • Normal diving equipment to be worn; • On completion, carry out cleanup procedures. 			
16	Recovery and handling or dead bodies.	Infection from body fluids and airborne pathogens.	L-H	<ul style="list-style-type: none"> • Minimise handling; • Impervious personal protective equipment to be provided and worn; • Body to be transferred as soon as possible into leak proof body bag; • On completion, carry out cleanup procedures; • Ensure that sufficient trained personnel are available. 			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
16 cont.		Manual handling injuries. Infection from contaminated clothing.	L-H L-H	<ul style="list-style-type: none"> As appropriate, use stretcher, scoop or mechanical lifting device; Where possible, disposable impervious 1-piece overalls to be provided and disposed of in a bag marked "risk of infection" and burnt at approved incinerator. Establish a safe clean down procedure for equipment and officers. 			
17	Use of ladders and duck boards.	Injuries from: <ul style="list-style-type: none"> handling ladders and duck boards; falling from ladders; slips, trips and falls when carrying ladders and duck boards. 	M/H M M	<ul style="list-style-type: none"> Carry out manual handling assessment of all equipment; Provide training in correct use of ladders; Provide suitable footwear; Inspect ladders for defects and maintain record of inspection. 			
18	Recovery of fire arms.	Possible discharge of fire arm. Handling munitions and possible explosion.	H H	<p>Whenever possible do not handle. Try to direct away from persons. Have fire arm proofed by fire arms officer or army.</p> <ul style="list-style-type: none"> Provide training in awareness; Do not move. Seek assistance from bomb disposal, army or navy. 			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
19	Use of vehicles and trailers.	<p>Possible overturning of vehicles through:</p> <ul style="list-style-type: none"> • roughness of terrain; • insecure and poor distribution of equipment/load. 	H	<ul style="list-style-type: none"> • Instruct drivers to drive within skill levels; • Consider training in driving off road; • Assess terrain and need for specialist driver/vehicle. • Ensure secure fixing and even distribution of heavy items e.g. gas cylinders. 			
20	Marking search area.	Injury from lifting weights.	M/H	Assess under manual handling.			
21	Use of personal protective equipment.	<ul style="list-style-type: none"> • Use of unsuitable equipment; • Failure of equipment. 	H	<ul style="list-style-type: none"> • Assess equipment required for project; • Examine and test equipment regularly, especially before each operation; • Train and supervise personnel in its use. 			

GENERIC RISK ASSESSMENT

MAIN TOPIC: Diving and marine duties
SUB TOPIC: Working with boats

REFERENCE:

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
1	Transport of boats.	Injuries and damage to boat through shift in load caused by inexperienced driving and stowing. Injury from propeller.	L	Check that items are properly secured. Provide appropriate driving training. Ensure regular maintenance and inspection of trailer. Check to ensure propeller is covered in transit.			
2	Maintenance and repair of boats.	Possible exposure to hazardous substances - resin or rubber solutions. Injury or electric shock from use of electrical powered hand tools. Injury due to hand held tools slipping or striking.	M H L	COSHH assess and provide information, instruction, training, personal protective equipment and any other control measures necessary. • Maintain, inspect and test electrical equipment; • Use low voltage, 110v, RCD, circuit protection; • Train people in safe system of work. Train staff to use correct tool for job and to take care.			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
3	Launching and recovery of boat.	Manual handling injury. Slips, trips and falls and being struck by boat/trailer especially where: <ul style="list-style-type: none"> • launching in restricted areas, or • due to wave and wind action. 	M/H M	Carry out manual handling assessment and provide training in use of trailer. <ul style="list-style-type: none"> • Assess conditions at launch site; • Identify safe method of launch and recovery. 			
4	Use of outboard motor.	Injury from lifting on/off boat, especially contact with propeller. Injury from insecure outboard motor.	M/H H	<ul style="list-style-type: none"> • Manual handling assessment; • Training in safe system of work. <p>Ensure that engine is securely bolted to transom.</p>			
5	Operation of boat.	Being struck by moving object. Fire. Electric shock. Injury from incorrect use of craft.	M M M H	<p>Ensure secure storage of equipment.</p> <ul style="list-style-type: none"> • Prohibit use of naked flame; • Provide adequate storage and control of flares, gas cylinders and other flammable material; • Provide suitable extinguisher and training. • Maintain, inspect and test equipment regularly; • Use low voltage, 100v with circuit protection; • Provide training in safe system of work. <p>Crew to be properly trained.</p>			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
5 cont.		Injury from lifting or lowering anchor, possible back injury or friction burn.	M/H	Assess under Manual Handling and provide suitable gloves to prevent friction burn.			
6	Fuelling.	Slip on spilt fuel. Health problems from contact with petrol/fuel oil. Fire from ignition of fuel.	L L L	Use suitable equipment when fuelling and clean area of spill immediately. • Ensure that hazard warning card from COSHH assessment is available; • Provide appropriate personal protective equipment. Prohibit naked flames.			
7	Use of personal protective equipment.	Health and other risks due to provision of incompatible equipment.	M	• Check equipment for compatibility before purchase and use; • Assess equipment required in planning operations; • Provide training in use of equipment.			

GENERIC RISK ASSESSMENT

MAIN TOPIC: Diving and marine duties
SUB TOPIC: Hazards in the workshop

REFERENCE:

WORK ACTIVITY		HAZARD	RISK H-M-L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
1	Handling, mixing and decanting fuel and other hazardous substances.	Injury from lifting containers. Risk of fire, explosion and burns. Health risk from contact with hazardous substances.	M/H M L	<ul style="list-style-type: none"> • Provide training in safe lifting techniques; • Consider need for lifting equipment. • Prohibit naked flames. • COSHH assessment data sheets to be readily available; • Provide appropriate personal protective equipment; • Provide adequate ventilation; • Use suitable equipment when fuelling or transferring substances. • Clear area of spill immediately. 			
2	Charging batteries.	Risk of explosion if battery gases ignite.		<ul style="list-style-type: none"> • Provide well ventilated designated area for charging or local exhaust ventilation; • Loosen caps on batteries, if accumulator or vehicle battery type, to ensure ventilation of gasses; • Ensure no sources of ignition nearby e.g. smoking, welding. 			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
2 cont.	Charging batteries.	Electric shock.	H	<ul style="list-style-type: none"> • Maintain and test electrical equipment regularly; • Provide training in safe working procedures and display electric shock poster. 			
3	Use of power tools	<p>Electric Shock.</p> <p>Possible exposure to high noise levels.</p> <p><u>Additional hazards from use of fixed power tools</u></p> <p>Exposure to dust levels and other harmful materials.</p> <p>Injury from moving parts.</p>	H M	<ul style="list-style-type: none"> • Maintain and test equipment regularly; • Use low voltage, 110v, with circuit protection; • Provide training in safe system of work. • Assess levels of noise and, if necessary, provide hearing protection and require staff to use it. 			
4	Use of hand tools.	Injury due to hand tool slipping or striking.	L	<ul style="list-style-type: none"> • Carry out COSHH assessment; • Consider need for personal protective equipment. • Provide proper training; • Ensure guards are fitted to equipment with exposed moving parts and working areas. <p>Train staff to use correct tools for the job and to take care.</p>			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
5	Use of compressed air systems.	<p>Manual handling injury.</p> <p>Exposure to possible high levels of noise.</p> <p>Impurity of air supply.</p> <p>Failure of pressure system.</p> <p>Electrical hazards.</p>	M/H	<ul style="list-style-type: none"> • Assess handling activity and train staff in lifting techniques. • Assess levels of noise and, if necessary, provide hearing protection and require staff to use it. • Enclose machinery; • Maintain and test compressed air system. • Ensure that system complies with Pressure Systems and Transportable Gas Containers Regulations 1989 in relation to: <ul style="list-style-type: none"> - installations - examination and maintenance - training. • Ensure guards are fitted to moveable parts and working areas; • Maintain and test electrical equipment regularly; • Provide training in safe working procedures and display electric shock poster. 			

WORK ACTIVITY		HAZARD	RISK H-M- L	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No.	Description					By when	Person responsible
6	Use of ultra sonic cleaner.	Personal injury and fire.	H	<ul style="list-style-type: none"> • Provide information on use; • Check regularly that appliance is electrically safe. 			
		Possible exposure to hazardous substance.	L	Assess under COSHH.			
7	Cleaning of clothing, equipment, vehicles and vessels. Personal hygiene.	Possible exposure to hazardous substances.	M	<ul style="list-style-type: none"> • Ensure that cleaning materials have been assessed under COSHH and that assessment data sheets are available in workplace. • Where appropriate, provide suitable personal protective equipment and training. 			

DETAILS TO BE INCLUDED IN THE DIVING OPERATION RECORD

1. Name and address of the diving contractor.
2. Date to which entry relates and name of the supervisor or supervisors (an entry must be completed daily by each supervisor for each diving operation).
3. Location of the diving operation, including the name of any vessel from which diving is taking place.
4. Names of those taking part in the diving operation as divers and other members of the dive team.
5. Approved Code of Practice that applies to the diving operation.
6. Purpose of the diving operation.
7. Breathing apparatus and breathing mixture used by each diver in the diving operation.
8. Time at which each diver leaves atmospheric pressure and returns to atmospheric pressure plus his bottom time.
9. Maximum depth which each diver reached.
10. Decompression schedule containing details of the pressures (or depths) and the duration of time spent by divers at those pressures (or depths) during decompression.
11. Emergency support arrangements.
12. Any emergency or incident of special note which occurred during the diving operation, including details of any decompression illness and the treatment given.
13. Details of the pre-dive inspection of all equipment being used in the diving operation.
14. Any defect recorded in the functioning of any equipment used in the diving operation.

15. Particulars of any relevant environmental factors during the diving operation.
16. Any other factors likely to affect the safety or health of any persons engaged in the diving operation.
17. Name and signature of the supervisor completing the record.

DETAILS TO BE INCLUDED IN THE DIVER'S DAILY RECORD (LOG)

Names and addresses should be printed and in block capitals.

1. Name and signature of the diver.
2. Date to which entry relates
3. Name and address of the diving contractor.
4. Name and signature of the supervisor(s) for that dive.
5. Location of the diving project, including the name of any vessel from which diving is taking place.
6. The maximum depth reached on each occasion.
7. The time the diver left the surface, the bottom time, and the time the diver reached the surface on each occasion.
8. Breathing apparatus and breathing mixture used by the diver.
9. Any decompression schedules followed by the diver on each occasion.
10. Any work done by the diver on each occasion, and the equipment (including any tools) used in that work.
11. Any episode of barotrauma, discomfort or injury suffered by the diver including details of any decompression illness and the treatment given.
12. Any emergency or incident of special note which occurred during the diving operation.
13. Any other factor relevant to the diver's health or safety.
14. Signature of the diver and the supervisor(s).

GLOSSARY OF TERMS

Competence

Competence means having a combination of training, knowledge and experience which enables a person to do the job required in a safe manner.

Hazard and risk

A hazard is something with the potential to cause harm. This may include by its very nature, water, environmental factors, plant and equipment, methods of diving and other aspects of work organisation.

A risk is the possibility that someone or something will be harmed by an identified hazard. The extent of the risk includes the numbers of people who might be affected by the risk.

A risk is therefore the possibility that harm will occur and its nature and severity.

Surface orientated diving

A diving technique in which the diver enters the water from the surface and then returns to the surface after completion of the dive, other than by means of a closed diving bell.

HSC - Health and Safety Commission.

HSE - Health and Safety Executive.

SSDE - Surface supplied diving equipment.

SCUBA - Self Contained Underwater Breathing Apparatus.

MAJOR LEGISLATION

This legislation covers all industries and may be relevant to diving projects. This list is not exhaustive.

1. The Health and Safety at Work etc. Act 1974.
2. Management of Health and Safety at Work Regulations 1992 require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
3. Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of issues such as ventilation, heating, lighting, seating and welfare facilities.
4. Health and Safety (Display Screen Equipment) Regulations 1992 set out requirements for work with visual display units.
5. Personal Protective Equipment Regulations 1992 require employers to provide appropriate protective clothing and equipment for their employees.
6. Provision and Use of Work Equipment Regulations 1992 require that equipment provided for use at work including machinery is safe.
7. Manual Handling Operations Regulations 1992 cover the moving of objects by hand or bodily force.
8. Health and Safety (First Aid) Regulations 1981 cover requirements for first aid.
9. The Health and Safety Information for Employees Regulations 1989 require employers to display a poster telling employees what they need to know about health and safety
10. Employers' Liability (Compulsory Insurance) Regulations 1969 require employers to take out insurance to cover their liability for accidents and ill-health sustained by their employees.
11. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require employers to notify certain occupational injuries, diseases and dangerous events.

12. Noise at Work Regulations 1989 require employers to take action to protect employees from hearing damage.
13. Electricity at Work Regulations 1989 require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
14. Control of Substances Hazardous to Health Regulations 1994 require employers to assess the risks from hazardous substances and take appropriate precautions.
15. Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.
16. Construction (Design and Management) Regulations 1994 cover safe systems of work on construction sites.
17. The Health and Safety (Training for Employment) Regulations 1990 set out how certain people being trained for employment should be treated for the purposes of health and safety law.
18. Carriage of Dangerous Goods (Classification, Packaging and Labelling) of Transportable Pressure Receptacles Regulations 1996 regulate the transport and labelling of pressurised gas cylinders.
19. Approved Requirements for Transportable Pressure Receptacles [to be implemented in 1999].
20. The Police (Health and Safety) Act 1997 which formally brought police officers within the scope of the Health and Safety at Work etc. Act 1974.
21. The Police (Health and Safety) Regulations 1999.