



Diving at Work for Scientific or Archaeological Purposes

Standard

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PRSG30.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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Introduction:

The University of Leeds recognises that sub-aqua diving is a hazardous activity and takes the risks associated with it very seriously. Where diving work is conducted overseas, whether as a University of Leeds-led undertaking or in conjunction with another organisation, an equivalent standard of safety must be achieved. In particular with regard to standards of qualification, equipment, working practice and emergency arrangements.

Scope of this Protocol

The scope of this protocol does NOT apply to diving that is wholly recreational (e.g. students diving within the LUU sub-aqua club).

All other Sub-Aqua diving activities which are carried out as part of University business for scientific, research or archaeological purposes in the UK or overseas with a maximum depth of 30 meters conducted on open circuit equipment or a CE Approved Rebreather (closed or semi-closed circuit) are within the scope.

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance, and expects that:

- A University Diving officer is formally appointed.
- A University Diving Advisory Group is established with set terms of reference.
- Those with specific roles and actions (e.g. Diving Supervisor and Diving Project Manager) must be aware of their duties and be competent in line with the training matrix.
- All dive teams have a minimum of 4 members.
- All diving contractors, including the University itself or others providing diving services to the University within the UK, are registered with the HSE.
- All diving activities are notified to the Diving Advisory Group and to the University Insurer during the early planning stages or no later than 3 months prior to the planned diving activity. This will include the submission of a field work assessment.
- Where diving work is conducted overseas, whether as a University of Leeds-led undertaking or in conjunction with another organisation, an equivalent standard of safety is achieved particularly with regard to qualification, equipment, working practice and emergency arrangements.
- A Diving Project must not start Diving Operations until a Project Plan has been prepared in line with (Procedure 1) and approval has been received from the Diving Advisory Group.
- All diving projects carried out under the leadership of a third party comply with the relevant aspects, standard. These projects need to comply with the specific requirements to obtain information from the third party about their insurance, diving supervisor and diving operational plans. (Procedure 2)
- All diving operations led by the University must have a competent and suitably qualified Diving Supervisor nominated to manage safety until the operation has ended.
- Diving Projects conducted on behalf of The University of Leeds within operations which are coordinated by a third party (e.g. another University) must have an appointed Diving Project

Coordinator unless the Diving Project Manager is present to represent the interests of University of Leeds divers.

- All divers taking part in a University Diving Project are registered with the University, have a suitable diving qualification (see training matrix), first aid qualification and suitable additional qualifications to support the project and have a current diving medical issued by an approved practitioner.
- All Diving Operations have a specific, amended version of the Proforma Risk Assessment (appendix 2).
- The Diving Plan specifies procedures to deal with foreseeable emergencies (Procedure 3) which must be reviewed during the Operational Assessment to ensure viability.
- All Diving Operations are conducted as detailed in the Diving Project Plan.
- The Diving Operations Assessment (Procedure 4) and Diving Operations Log (Procedure 5) are completed for all Diving Operations carried out on University-led Diving Projects.
- A personal Diving Log is submitted to the Diving Project Manager/Coordinator at the end of each Diving Project (Procedure 6).
- All equipment identified as “essential” in the University Diving Procedures has an up to date record of inspection and service based on manufacturer’s recommendation/national precedent and the University Work Equipment Protocol.
- All accident/incidents are to be reported to the University Diving Officer or Head of Health and Safety as soon as possible and be recorded on the online accident reporting system.
- If a boat is used as a diving platform then (Procedure 7) is followed.
- All associated procedures, appendix and tables are followed.
- Any variations to the standard or procedures must be formally agreed by the Diving Advisory Group before the Diving Project Plan is approved.