



Diving at Work for Scientific or Archaeological Purposes

Roles and Actions

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PRSG30.7		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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Roles and Actions

In addition to the roles and actions detailed within the Health and Safety Policy the following specific roles are required to achieve this protocol. This is due to the nature of the activity and the additional legal requirements that are required.

Employees / Post Graduate students – all involved in projects which involve conducting Diving Operations will follow the requirements of this standard during the planning and execution of diving activities. This includes taking the responsibilities allocated to them by the diving project manager as long as they are qualified to carry them out such as to act as Diving Supervisor.

The Academic in Charge of Research Project - acts as the Diving Project Manager and ensure any activities requiring diving are discussed with the University Diving Officer at the earliest possible opportunity and that the requirements of this standard are implemented, with allocation of sufficient resources where required.

Diving Advisory Group - Is set at a University level and:

- has set terms of reference
- acts as a source of technical advice to those planning and executing diving activities
- oversees the preparation and organisation of diving projects and diving operation therein.
- approves all diving projects to ensure there is technical scrutiny and that key safety elements have been considered prior to the diving project being initiated.
- scrutinise the Diving Project Plan produced by the Diving Project Manager and will approve the project subject to the requirements of this protocol being fulfilled.
- is coordinated on a day-to-day basis by the University Diving Officer and provides technical knowledge on proposed diving projects and provides a peer-authorisation framework for diving project plans

University Diving Officer - The University Diving Officer is appointed by the University and is a competent person in managing and carrying out diving projects and has professional status within the University and;

- provides technical advice to the Diving Advisory Group on the safety of planned diving activities and will take the lead in working with the Diving Project Manager to ensure suitable measures are put in place to adhere to the requirements of this protocol
- advises the Diving Advisory Group on the suitability of Diving Project Plans and recommend that projects are approved or indicate where additional focus is required prior to approval.
- coordinates the activities of the Diving Advisory group to include records of meetings, appropriate membership and communication of actions and decisions.
- act as competent advisor to the Diving Advisory Group when considering Diving Project Plans or business relating to diving activities
- offers advice, scrutiny and technical support to Diving Project Managers as diving projects are planned and resources are obtained.
- provide training on the requirements of the diving project plan, operational assessment and operational log where required.
- holds the register of University Diving Equipment and ensure suitable testing and inspection or withdrawal from service.
- leads on investigation of diving-related incidents
- make recommendations to the University to approve diving projects and to cease diving projects should concerns arise that safety may be compromised.

Diving Project Manager - is typically the member of Academic Staff responsible for the research project which includes a diving element. The nominated project manager does not necessarily have to be a diver or attend the Diving Operations but their responsibilities are **to ensure**:

- diving projects are discussed with the Diving Officer well in advance of a planned start date
- sufficient resources to allow compliance with this protocol (e.g. sufficient funding to employ/engage a sufficiently qualified dive team and provide them with suitable training and equipment) are in place
- a robust Diving Project Plan is assembled based on planned operations and by obtaining as much information as possible about the planned locations. This can be done personally or delegated to a suitable nominee.
- the proforma risk assessment is amended and approved such that it is relevant to the planned operations
- lead the Diving Project or to appoint a single Diving Project (Operational) Coordinator to act on their behalf during a diving project and operations within
- lead on carrying out assurance checks on third parties involved in diving operations (e.g. third parties leading operations, boat owners/skippers etc.).
- suitable training is provided to obtain additional competencies required for diving operations including oxygen administration, first aid and any training specific to the planned operations (e.g. videography).
- suitable equipment is provided to/used by the Diving Group and that test certificates are obtained where required.
- all divers have complied with the requirements of this protocol to register with the University as a diver, have suitable qualifications, medicals and to maintain personal diving logs suitably and robust emergency procedures are in place to support the diving operations.

Additional responsibilities of Diving Project Manager when a Diving Project is led by the University

- a Diving Supervisor is appointed in writing in conjunction with the University Diving Officer.
- if not present during diving operations, ensure the responsibilities of the Diving Project (Operational) Coordinator are fulfilled. These could be fulfilled by the appointed Diving Supervisor or, if this is not appropriate then they must be allocated to another University Diver
- all divers are clearly defined as University Divers or non-University Divers and that there is no grey area.
- non-University divers hold their own liability insurance
- the Diving Operations Assessment is completed before each diving operation and at least on a daily basis where operations are at the same site.
- the Diving Operations Log Sheet is completed for every dive and all divers complete their personal diving records.

Diving supervisor – The Diving Supervisor is appointed by the University to act on their behalf in Diving Operations that are led by the University. It is not necessary to appoint a supervisor in projects which are conducted within operations coordinated by a third party (e.g. another University) because this role will be fulfilled by them unless advised otherwise.

The role of the Diving Supervisor during operations is different depending on where the project is taking place. Within the UK the diving supervisor must not dive during an operation they are responsible for while overseas they may dive as long as a suitably qualified attendant is on the surface who is clear on the dive plan and the emergency plan. This assists with the pragmatic application of the protocol to account for operational limitations when working overseas.

On all projects the Diving Supervisor carry's out the following duties:

- act on behalf of the University to ensure operations are carried out safely and within the requirements of this protocol
- give directions to team members to ensure they operate safely
- ensure that the diving operation is carried out, so far as reasonably practicable, without risk to the health and/or safety of divers or others involved in the operation
- ensure local and national requirements on diving, or any other associated operations are fulfilled (e.g.

notification of authorities when diving commences)

- ensure the Diving Operation is carried out in accordance with the Diving Project Plan approved by the Diving Advisory Group
- ensure the Diving Operations Assessment and Log template is completed for every diving operation to ensure that:
 - precautions/procedures are in place based on the prevailing conditions on site
 - the Operations Log is maintained as required by the Diving at Work Regulations
 - key parameters are recorded for reference and for later submission to the University Diving Officer
- provide a briefing to all divers and any other persons involved in the operation on the findings of the Diving Operational Assessment and ensure they are aware of the expectations on them.
- ensure all equipment involved in the operation is fit for use including obtaining test certificates for cylinders and regulators and air purity certificate for compressors used for gas supplies as well as ensuring research equipment is suitable for use.

Diving Project (Operational) Coordinator

This is typically the lead researcher who physically carries out diving operations as part of a diving project and has operational leadership of the project on behalf of the Diving Project Manager. If the nominated Diving Project Manager is present on Diving Operations then the role is fulfilled by them unless otherwise stated in the Diving Project Plan.

In situations where a diving supervisor from a third party organisation is used (either by appointing an external supervisor to act in a University-led operation or when University Divers join a third party-led operation) then a University of Leeds project coordinator must be identified (if the Diving Project Manager is not present/not qualified to operate in this capacity) to ensure operations carried out by those who are at work on behalf of the University of Leeds adhere to the requirements of the Diving Contractor and any additional/parallel requirements from University of Leeds.

This individual must carry out the following on behalf of the University of Leeds.

- To represent University of Leeds on behalf of the Diving Project Manager and ensure the needs/safety of University of Leeds divers are considered in operational planning and procedures.
- Ensure diving operations are conducted as detailed in the Diving Project Plan approved by the Diving Advisory Group.
- To ensure all duties of the Diving Project Manager are carried out on a day-to-day basis and any concerns are reported by the fastest possible means back to the Diving Project Manager and University Diving Officer.
- Ensure adequate procedures, including surface cover and/or boat cover are put in place by the party leading the project and that suitable supervision is provided to University of Leeds divers while they are in the water.
- Ensure the diving project is supported by adequate emergency procedures and that all University of Leeds diving team members are clear on these and how to escalate an emergency situation.
- Ensure all divers who are diving on behalf of University of Leeds complete their Personal Diving Logs
- Raise any concerns about safety of diving with the leader of the third party project.
- Prevent University of Leeds divers entering the water if you have a concern about their safety or welfare.
- To follow the incident reporting procedure as soon as possible following an incident involving a Diving Team Member.

University Divers - Individuals diving on behalf of University of Leeds who are considered to have the status of a University Diver must ensure they:

- dive within the confines of their qualifications and experience (equipment, techniques and depths) and report any concerns to the Diving Supervisor (or Diving Coordinator for University of Leeds) immediately.
- maintain their Diving Medical and any time-limited training/qualification (e.g. first aid at work) and report any changes or additional restrictions to the University Diving Officer.
- service and maintain personal diving equipment in accordance with local industry precedents and ensure it is in good working order prior to each dive.
- report any concerns about their health and wellbeing before, during or after diving activities to the Diving Supervisor and do not continue diving operations unless fit to do so.
- look after their own personal welfare to maintain fitness for diving activities. This includes taking adequate food and water and restricting recreational activities to ensure suitability for diving the following day.
- are familiar with the diving project plan and the requirements for each dive they undertake.
- follow the instructions of the Diving Supervisor at all times but discuss any concerns in an open and honest manner.
- adhere to the requirements put in place by the Operational Assessment of the site and to actively contribute to the recording of information on the Operational Log.
- maintain a Personal Diving Log to include the details covered in Procedure 6.

Other members of the Dive Team who do not fall into the groups above are considered as Non-University Divers and must be managed as detailed below.

Non-University of Leeds Diver – Individuals diving with University of Leeds but considered as non-University Divers must ensure -

- they follow the requirements for University Divers above
- adhere to register with the University and followed the requirements to submit evidence of qualifications and experience as detailed in the training matrix.
- maintain valid public liability insurance cover personally or via the employer