



**RECREATIONAL DIVING
PROJECTS
GENERAL GUIDANCE
FOR DIVE PROFESSIONALS**

**Scuba
Industries
Trade
Association**

**THE GOVERNING BODY OF THE
RECREATIONAL SCUBA DIVING INDUSTRY**

Introduction

This booklet contains notes on what you need to do to comply with the law when diving 'at work'¹. It has been developed in co-ordination with all diver-training organisations that have their remit within the UK. Its purpose is to help you comply with the Diving at Work Regulations 1997 (DWR). Further information on best practice can be found in the Recreational Diving Projects Approved Code of Practice (ACoP)². All divers 'at work' should be familiar with the content of the ACoP.

Definitions

Diving Contractor:	Either the employer of the divers or a self employed diver.
Supervisor:	The person appointed in writing to supervise the diving – this would normally be the diving instructor or dive guide.
Diving Operation:	Normally a single dive under the control of one supervisor.
Diving Project:	This can be a group of dives or a single dive.

What the law requires

Supervisor Letter of Appointment	<p>This is a written appointment for a diver to supervise a Diving Operation. The Diving Contractor should ensure the Supervisor has an appropriate qualification, has relevant previous experience and is competent to supervise the dive. The Diving Contractor may appoint himself or herself as the Supervisor if necessary.</p>
Risk Assessment	<p>This is a record of the risks likely to be encountered during the Diving Project and the measures required to remove or reduce these risks. A separate SITA booklet, entitled 'Recreational Diving Projects Risk Assessment Guidance'³ covers this subject in more detail.</p>
Diving Project Plan	<p>This is a document covering the planning of the Diving Project. It is the responsibility of the Diving Contractor to ensure it is prepared and appropriate. The plan should take account of the Risk Assessment and should explain how the safety of all those involved shall be ensured. The plan should identify each Diving Operation, which makes up the Diving Project and the nature and size of the Diving Operation so that it can be safely supervised by one person (e.g. student/instructor ratios).</p>

The Diving Project Plan should always identify the dive team members and their responsibilities.

As a minimum, the plan should also include:

The type of dive(s) to take place –
this may refer to specific pages in the training
agency's instructor guide

The date and location of the proposed
Diving Project

The tasks to be performed

The experience levels of all divers involved

The type of equipment and breathing gas
to be used

The planned depth and duration of the
Diving Operation(s)

The criteria and procedures for aborting the dive(s)

The emergency evacuation plan
(including recovering an incapacitated diver from
the water to a safe place)

Other emergency information
(first aid provision, nearest recompression chamber,
emergency telephone numbers. etc)

Diving Operation Record

This must be completed for every dive and must be retained for 2 years. As a minimum it should include:

The names and roles of those taking part and their dive qualifications
Description of the dive
The date, time and location of the dive
The maximum depth of each diver and their bottom or dive time
The decompression schedule being used
A record that the dive equipment has been checked prior to each day's diving (by the Supervisor or other competent person designated by the Dive Contractor)
Divers using their own diving equipment should sign to verify that they have had it serviced in accordance with respective manufacturer's recommendations and that their cylinders are in-date for periodic test and inspection

You may also wish to record that:

First aid and oxygen equipment is on site
There are personnel on site competent in first aid and administering oxygen
A briefing has been conducted and responsibilities explained

First Aid and Oxygen

As identified in the Risk Assessment, a first aid kit and oxygen administration unit must be available for immediate use on site during Diving Operations. A number of members of the dive team should be competent in first aid and administering oxygen.

Personal Diving Logs

All divers 'at work' must log their dives. The logs should, as a minimum, include all the particulars recommended by the appropriate training agency. The logs should reflect the information contained in the Diving Operation record.

Dive Team

For open water dives, three people are required as a minimum for recreational 'at work' diving, including guiding. These would normally be the Supervisor (instructor or guide), a safety diver and the surface cover. The two divers in the water must be able to provide assistance to each other and should stay together during the dive in accordance with the dive plan. The surface cover does not need to be a diver but should be familiar with the Diving Project Plan and how to obtain assistance in the event of an emergency.

The minimum team size in a swimming pool may be two. The second member of the team should be immediately available and in a position, either at the surface or in the water, to render assistance to the Supervisor.

Depending on the Risk Assessment, the Diving Project may require additional persons at the surface or safety divers in the water.

Medicals

All divers 'at work' must have a current certificate of medical fitness to dive, issued by an HSE Approved Medical Examiner of Divers (AMED)⁴. If a diver's involvement in a recreational at work diving project (other than as a fee paying member of the public) is required for that project to go ahead, then they need to have a medical certificate issued by an AMED.

Further Information

If you require further information on required documentation or how to comply with the requirements of the Diving at Work Regulations 1997, please refer to the 'Recreational Diving Projects' Approved Code of Practice (ACoP) or other guidance provided by your training agency.

SITA Publication

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The logo for SITA (Scuba Instructors Training Association) features the word "SITA" in a bold, white, sans-serif font. The text is set against a blue square background. Below the text, there are two stylized, overlapping wave shapes in shades of blue and light blue. The entire logo is centered within a larger blue rectangular frame that has a gradient from light blue at the top to a darker blue at the bottom.

SITA

¹ HSE has discussed what is considered to be at work in a document “The Use of Volunteers in Recreational at Work Diving Projects” this document can be downloaded from the SITA website at www.sita.org.uk

² You can order this ACoP at www.hsebooks.com

³ You can download this booklet at <http://www.sita.org.uk/publications/RiskAssessment.pdf>

⁴ A list of AMEDs can be found on the HSE website at <http://www.hse.gov.uk/diving/medical/amed1.htm>