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Diving Projects Management Plan



2022

# Issue Register

When the complete document is re-issued the brief details required below are to be completed.

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| --- | --- |
| IssueNumber | Reason |
| 1 | Full rewrite from original 2015 version |
| 2 |  |
| 3 |  |
| 4 |  |
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# Amendment Record

When an amendment is incorporated the brief details required below are to be completed

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| AuditNumber | Paragraph Number where the text has changedSummary of alteration | Signature & Date |
| 1 |  |  |
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# Approval of the Diving Projects Management Plan

The Diving Projects Management Plan (DPMP) has been prepared to satisfy the requirements of the Diving at Work Regulations 1997 (DWR). The DPMP describes the management arrangements which are in place to control diving operations undertaken by Bournemouth University (BU) and to ensure that they are conducted safely and in accordance with the DWR and the BU Emergency Management structure.

This DPMP was prepared by the BU Diving Superintendent on behalf of the Diving Contractor, Professor John Vinney.

## Approval and Authorisation

|  |  |
| --- | --- |
| Title | Bournemouth University Diving Projects Management Plan (DPMP)  |
| Issue | One |
| Date | 13 September 2022 |

|  |
| --- |
| Diving Contractor - Professor John Vinney (**Vice-Chancellor**) |
| Signature: |  | Date: | 13 September 2022 |
| Duty Holder – Jim Andrews (Chief Operating Officer) |
| Signature: |  | Date: | 13 September 2022 |
| Diving Superintendent – Dave Parham |
| Signature: | **C:\Users\kbutters\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\A6QWAZKR\DPsignature.jpg** | Date: | 13 September 2022 |

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# Objective of the Diving Management Plan

* + 1. The key objective of the Diving Projects Management Plan is to ensure that any diving operations conducted by Bournemouth University (BU) are conducted safely and are compliant with the Diving at Work Regulations 1997 and the BU Emergency Management structure.
		2. This plan describes the management structure and arrangements that are in place to ensure compliance with Diving at Work Regulations (DWR). These are also available in Appendix Two.
		3. This is achieved in the following way:
* The University is ultimately responsible for the conduct of any diving operation and will fulfil the role of Diving Contractor for the purposes of this management plan (see 2.4)
* The Vice Chancellor will appoint a member of the University Executive Team as the Duty Holder (see 2.5) to ensure that all Diving Operations conducted by BU are conducted safely and are compliant with the Diving at Work Regulations 1997.
* The Diving Contractor will appoint in writing a Diving Superintendent (see 2.6) who shall be available to provide day to day advice, guidance and offer assurances on compliance to the Duty Holder or as and when to the University Health & Safety Committee.
* Responsibilities for managing safety at School or Faculty level are delegated to the relevant Dean. The Duty Holder, with the support of the Diving Superintendent shall require that each Dean put in place a system were any planned diving operation, be that teaching, research or consultancy, including students collecting data for research or on placement is reported to the Diving Superintendent or Duty Holder at project inception so that suitable advice and approval can be sought.
* The Duty Holder shall require that any School or Facility shall not undertake diving operations until they have in place a Code of Conduct for the conduct of such operations approved by the Duty Holder with the support and guidance of the Diving Superintendent.
* No taught unit, programme or course shall involve diving, including as part of a placement or collecting data as part of a research project, unless approved by the Diving Superintendent with the support and authorisation of the Duty Holder.
* Levels of approval for Diving Projects are listed in **Error! Reference source not found.**.
	+ 1. This Diving Projects Management Plan must be read in conjunction with a Bournemouth University Diving Code of Conduct.

# Overview

## Diving industry Legislation

* + 1. Diving ‘at work’ in the United Kingdom is governed by the Diving at Work Regulations 1997 (DWR) administered by the UK Health & Safety Executive (HSE). DWR cover all dives when one or more divers are at work, whether employed or self-employed. DWR applies to everyone, from the client for whom the work is being done, to the diver undertaking the work. Everyone involved has a responsibility to take measures to ensure the health and safety of those taking part in a diving project. DWR seek to control the hazards and risks associated with diving. They are ‘goal-setting’ Regulations, i.e. they do not specify in detail how diving at work should be carried out. The employer must plan and manage the work to protect the health and safety of everyone taking part as far as is ‘reasonably practicable’**.**
		2. The HSE have published five Approved Codes of Practice (ACOP) providing practical advice and you have to do to comply with the requirements of the Diving at Work Regulations 1997 for various diving industries the ones relevant to Diving at BU are:
* Scientific and Archaeological Diving Projects - L107
* Recreational Diving – L105
* Media Diving Projects – L106
* Commercial Diving Projects Inland/Inshore – L104
	+ 1. As UK legislation the DWR are only enforceable when diving inland in the UK or within the UK 12-mile territorial limit. However, they should be taken as industry best practice and should be adhered to where reasonably practicable. When diving from a UK-registered vessel beyond the 12-mile limit *The Merchant Shipping (Diving Safety) Regulations 2002* must be complied with.

## Dives

* + 1. For the purposes of the DWR a person dives if they enter water or any other liquid; or a chamber in which he/she is subject to pressure greater than 100 millibars above atmospheric pressure; and in order to survive in such an environment he/she breathes in air or another gas at a pressure greater than atmospheric pressure.

## At Work

* + 1. DWR define 'at work' to mean any diver who dives as an employee or as a self-employed person. The phrase covers divers who dive as part of their duties as an employee and divers who are in business on their own account during the time that they devote themselves to work as a self-employed person. Diving does not have to be the main activity of the employee or the self-employed person. The DWR apply to any diving project when at least one person is at work.

## University Students and the Diving Industry Legislations

* + 1. University students are not employees of a university, and a student is not likely to be ‘at work’. DWR will not apply to this activity unless it is conducted as part of a university organized activity where there are persons, such as staff who are ‘at work’.
		2. However, the Health & Safety at Work etc. Act 1974, Section 3 - General duties of employers and self-employed to persons other than their employees does apply in this situation, health and safety law aims to protect both employees and non-employees (such as students and visitors) from risks to their health and safety arising from work activities. Universities have a duty under Section 3 to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety. This duty extends to students undertaking or preparing coursework for universities and colleges (e.g. in laboratories or workshops). Should a student elect or wish to research coursework by diving, the university would have a duty to do all that which is reasonably practicable to ensure that the students are not exposed to significant risks to their health or safety while diving.
		3. There is nothing in the Diving Regulations that prevents scientific and archaeological dive teams being made up of a mix of both people who are at work and people who are not. I.e. the core dive team “at work” and students “not at work”. However, such an arrangement may introduce additional risks to be addressed in the diving project plan. All people who dive must be competent to do so. If anyone in the team who is not at work is allocated duties under the Diving Regulations, they must be competent to perform them. This management plan has been developed in accordance with this HSE advice.

# Definitions, Roles and Responsibilities

## Diving Project

* + 1. A diving project is an activity, made up of one or more diving operations, in which at least one person takes part or will take part as a diver. The project 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.

## Diving Operation

* + 1. The diving project plan shall identify each diving operation which makes up the diving project. The nature and size of any diving operation shall be such that it can be safely supervised by one person. A diving operation can be made up of either several dives or even a single dive. It is the portion of a diving project identified in the diving project plan which can be safely supervised by one supervisor.

## Diving Project Plan

* + 1. A diving project plan is a written document defined by the HSE as being 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 including all such information and instructions as are necessary to give advice to and to regulate the behaviour of those taking part to ensure, so far as is reasonably practicable, their health and safety.
		2. 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.

## Diving Contractor

* + 1. Regulation 5(1) of DWR states ‘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’. The diving contractor must either be the employer of the divers taking part in the diving project, or someone who dives in the diving project as a self-employed diver. The employer could carry out his or her legal duty as a diving contractorby instructing a suitable employee[[1]](#footnote-1) with expertise in diving matters to discharge some of the specialist duties of the diving contractor on his or her behalf. The employee instructed to carry out these duties must demonstrate competence to perform them through qualification, knowledge, and experience.
		2. In accordance with Regulation 7(1) of DWR BU supplied the required by this regulation to the Health & Safety Executive in 2002. They are recorded as ‘Bournemouth University’ under reference 1077266.
		3. The Diving Contractor will have access to all relevant authorisation and information documents which are held by the Diving Superintendent along with all diving records and guidance.

## Duty Holder

* + 1. The role of a Duty Holder is to ensure compliance with legal, national, and local guidance for a specific subject. This will involve a range of activity which will depend on the nature of the hazard, the extent of the risk and the control measures to be adopted. The more systematic the approach, the more rigorous and more transparent it is to the regulator and other interested parties.
		2. The risks must be only those over which the Duty Holder can exercise control or mitigate the consequences through the conduct of their undertaking. The risk will be not only to the duty holders' employees but may also affect other workers and members of the public, including the local community which would be affected by an accident or incident.
		3. It is common for a Duty Holder to appoint a competent person to assist in the management of risk, ensuring day to day compliance. This person shall be deemed an ‘expert’ in their field, which will help to further mitigate the risks inherent in diving operations. For the purposes of this management plan, the appointed competent person by the Duty Holder will be the Diving Superintendent.

## Diving Superintendent

* + 1. Some aspects of the DWR can be delegated by the Diving Contractor to a “suitable employee with expertise in diving matters” (Scientific and Archaeological ACOP para 27). At BU, these aspects are delegated to a Diving Superintendent who ensures that the Duty Holder receives accurate and timely advice on safety matters relating to diving. The primary role of this post is to ensure that all BU diving is carried out safely in accordance with national legislation, BU policy and other relevant standards. The Diving Superintendent will also be responsible for monitoring and maintaining diving standards, identifying the need for, and organising training, keep a centralised record of diving qualifications and activities and update the Diving Rules as required (see ‘Diving Records’ below).
		2. The appointment of a Diving Superintendent ensures compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 by appointing a ‘Competent Person’ to assist the Duty Holder in discharge their relevant statutory duties under health & safety law. The Diving Superintendent shall be available as and when required by the University Health & Safety Committee to provide suitable advice thus allowing effective communications between the Diving Contractor and the Diving Superintendent (Scientific and Archaeological ACoP (2014 revision), para 27).
		3. The Diving Superintendent shall be appointed in writing by the Diving Contractor and be a Diving Supervisor with considerable experience. They will hold an HSE Professional SCUBA Diver qualification and a Diving Supervisor qualification issued by a relevant authority such as the Scientific Diving Supervisory Committee, Association of Diving Contractors [UK] or the International Marine Contractors Association.

## Dean

* + 1. Responsibilities for managing safety at School or Faculty level are delegated to the relevant Dean. The Dean of School or Faculty that wishes to undertake diving operations shall have in place a Code of Conduct for the conduct of such operations approved by the Diving Superintendent which will include a system were any planned diving operation, be that teaching, research or consultancy, including students collecting data for research or on placement is reported to the Diving Superintendent at project inception so that suitable advice and approval can be sought from the Diving Superintendent and Duty Holder. The relevant School or Faculty shall not undertake diving operations until such a Code is in place.

## Diving Supervisor

* + 1. A Diving Supervisor isa person appointed in writing by the Diving Contractor to supervise under regulation 6(2)(b). Each diving operation will be under the control of a Diving Supervisor who may give reasonable instructions to any person taking part in a diving operation. Diving Supervisors will have the full support of the appointed Diving Superintendent to ensure they carry out their roles confidently and competently.
		2. The person must be recommended in writing to the Diving Contractor by the Diving Superintendent, hold a diving qualification approved by the HSE for the class of diving that is being undertaken (minimum to ISO 24801-3 or equivalent qualification issued by a recreational diving agency/organisation whose qualifications are approved by HSE List of Approved Diving Qualifications dated 1 December 2021), be active within the last 12 months and hold a Diving Supervisor qualification issued by a relevant authority such as the Scientific Diving Supervisory Committee, Association of Diving Contractors [UK] or the International Marine Contractors Association.
		3. Diving Supervisors will be appointed by the Diving Contractor annually for a period running from 1 January – 31st December using the form of letter detailed in Appendix 3.

## Diving Records

* + 1. All diving records and guidance will be stored in by the Diving Superintendent to which the Diving Contractor, Duty Holder, Diving Superintendent, members of the Health, Safety & Wellbeing Team and all diving supervisors will have access.

# Further Information

* + 1. Further information can be found at the HSE Diving website at [www.hse.gov.uk/diving/](http://www.hse.gov.uk/diving/)

# Appendix One – Levels of Approval for Diving Projects

|  |  |  |  |
| --- | --- | --- | --- |
| Diving Operation Including | Level | Operational Approval | Project Plan Approval |
| Non-Divers (with medical certificate & basic instruction) | 1 | Diving Supervisor (Instructor / DM) | Diving Superintendent |
| Student / Volunteer Divers  | 1 | Diving Supervisor | Diving Superintendent |
| Student / Volunteer Divers  | 2 | Diving Supervisor | Diving Superintendent |
| Student / Volunteer Divers  | 3 | Diving Supervisor | Diving Superintendent |
| Student / Volunteer Divers  | 4 | Diving Superintendent | Duty Holder |
| Professional Divers | 2 | Diving Supervisor | Diving Superintendent |
| Professional Divers | 3 | Diving Supervisor | Diving Superintendent |
| Professional Divers | 4 | Diving Supervisor | Diving Superintendent |
| Professional Divers | 5 | Diving Superintendent | Duty Holder |
| Working outside the British Isles (subject to above) | 5 | Diving Supervisor | Diving Superintendent |
| Tasks involving considerable public attention | N/A | Diving Supervisor | Diving Superintendent |

|  |  |  |
| --- | --- | --- |
| Level | Description | Example Tasks |
| 1 | Tasks appropriate to closed artificial environments  | Teaching basic survey tasks & diving skill, can involve solo on a lifeline. Not to exceed 3m.  |
| 2 | Task involving the training of SCUBA divers up to EN 14153-2/ISO 24801-2 | Teaching basic diving skills in open water to recognised recreational standard i.e., BSAC Ocean Diver. |
| 3 | Tasks appropriate to a diver grade equivalent to EN 14153-3/ISO 24801-3  | Diving as buddy pairs with same or greater grade, diving to 30m, moving individual object by hand up to 25kg / use of handheld tools.  |
| 4 | Tasks appropriate to Science and Archaeological ACoP  | Solo on a lifeline, excavation not involving surface powered tools. Operations can be conducted on SCUBA or SSDE subject to risk assessment (if team qualified) |
| 5 | Tasks exceeding the Science and Archaeological ACoP  | Excavation using surface powered tools recovering or moving individual object heavier than 25kg, use of surface supplied tools, tunnelling, use of explosives. All operations to be conducted on SSDE |

# Appendix Two – Diving at Work Regulations, Management Structure



# Appendix Three – Appointment of the BU Supervisor Example Letter

Dear [Name to be added]

APPOINTMENT OF DIVING SUPERVISOR – [Name to be added]

In accordance with my duties as Diving Contractor under Regulation 6 (2) (b) of the Health and Safety Diving at Work Regulations 1997, I hereby appoint you as a named Diving Supervisor for diving operations where Bournemouth University is the contracting body.

Your appointment lasts from **1 January 20??** to **31 December 20??**. Reappointment will be considered on an annual basis and is dependent on providing evidence of being competent to supervise diving operations under the Diving at Work Regulations 1997.

Following guidance obtained from the Health and Safety Executive (HSE) it is permissible for me as Diving Contractor, under Regulation 5 of the Diving at Work Regulations 1997, to instruct suitable employees to ensure the competence of the Diving Supervisor for each diving operation on my behalf, prior to the diving operation commencing. To this end, your appointment as Diving Supervisor for every diving operation you are supervising must be verified by Bournemouth University’s Diving Superintendent, **[Name to be Added]**. This verification must be entered into the Diving Operation Record sheet.

Before a diving operation that you are supervising commences, it is your duty as a named BU Diving Supervisor:

* to be familiar with the overall Diving Project Plan under which the Diving Operation is to be undertaken.
* to have read, agreed with and have a copy of all the relevant risk assessments.
* to have checked the competencies and qualifications of the diving team; and
* to have checked the equipment and associated plant for the diving operation.

You must indicate on the Diving Operation Record sheet that the above checks have been undertaken by you prior to every diving operation taking place.

Thank you for agreeing to take on this very important role on behalf of Bournemouth University.

[Name to be Added]

BU Diving Contractor

1. The duty to appoint a supervisor at regulation 6(2)(b) is personal to the diving contractor [↑](#footnote-ref-1)