

Athlone Sub Aqua Club



Tigh-na-Mara
Brick Island
Coosan Road, Athlone



Health and Safety Policy

1. Definitions

1.1 In this Health and Safety Policy

- 'Club' means the registered company Athlone Sub Aqua Club Ltd.
- 'CFT' means Comhairle Fo Thuinn, the Irish Underwater Council.

2. Purpose:

2.1 The purpose of this Health and Safety Policy is to:

- Assist the Club to comply with statutory provisions and best practice in relation to health and safety;
- Provide a foundation on which to base health and safety procedures and practices for the Club;
- Designate responsibility for health and safety within the Club;
- Minimise the risk of accidents, injuries and near miss occurrences;
- Promote awareness of health and safety issues amongst Club members.

3. Policy Statement:

3.1 The policy of the Club is to provide and maintain, in so far as is reasonably practical, a safe environment, systems and equipment for diving and snorkelling for all of its members and to provide such information, training and supervision as is required for this purpose.

3.2 The Club shall endorse health and safety policies, procedures and recommendations that may from time to time issue from CFT and shall amend this Health and Safety Policy accordingly. In the event that there is any conflict between provisions contained in the Club's Health and Safety Policy and those contained in policies, procedures and recommendations that issue from CFT the provisions contained in CFT's policies, procedures and recommendations shall prevail.

4. Scope

- 4.1 This policy covers all health and safety issues concerning Club diving and snorkelling activities and the use of the Club's equipment and facilities. Child protection issues are excluded from the scope of this policy as they are subject to a separate Club policy and procedures.

5. Responsibilities

- 5.1 Overall responsibility for the determination and implementation of health and safety policy, procedures and practices within the Club shall rest with the Board of Directors.
- 5.2 The Diving Officer shall be delegated with responsibility for the operational safety of all Club diving activities.
- 5.3 The Snorkelling Officer shall be delegated with responsibility for the operational safety of all Club snorkelling activities.
- 5.4 The Training Officer shall be delegated with responsibility for the operational safety of all Club training activities.
- 5.5 The Equipment Officer shall be delegated with responsibility for the operational safety of all Club equipment.

6. Acceptance of New Members

- 6.1 Every person joining the Club shall complete an appropriate course of instruction or shall satisfy CFT's crossover procedures for persons possessing certification from another diving federation (*CFT Document Ref. No. 403 & 403a*).

7. Medical and Fitness to Dive Requirements

- 7.1 All members shall comply with medical and fitness to dive requirements as prescribed by CFT (*CFT Document Ref. No's. 409 & 409b*).

8. Training

- 8.1 All Club training activities shall be carried out by appropriately qualified instructors in accordance with standards and practices prescribed by CFT (*CFT Document Ref. No. 416*).
- 8.2 All members shall be encouraged to pursue advanced diving and snorkelling qualifications.

9. Diving

- 9.1 The Diving Officer shall appoint himself/herself or another appropriately qualified member as Diving Officer of the Day (DOD) for all Club diving activities.

9.2 The DOD is required to comply with CFT's standards in relation to Dive Planning, the carrying out of Risk Assessments and the safe conduct of every dive (*CFT Document Ref. No's. 307 & 401*).

9.3 The DOD is required to have an Emergency Plan in place at every dive location.

10. Boat Handling

10.1 For all activities involving Club-owned boats an appropriately qualified Cox'n shall be appointed.

10.2 All essential boat equipment shall be checked thoroughly by the Cox'n.

10.3 The Cox'n is responsible for the safe launching, use and recovery of the boat and the safety of all personnel on board.

10.4 The Cox'n shall ensure that all personnel on board comply with statutory requirements for the wearing of a life jacket or personal flotation device.

11. Boat Towing

11.1 Members towing the Club boat must possess the appropriate driving licence. A copy of this licence is required to be furnished to the Club Secretary.

11.2 All Members towing the Club boat using their own private vehicle are required to ensure that they have adequate cover on their own motor insurance policy.

12. First Aid, Resuscitation and Oxygen Administration

12.1 The Club shall ensure that sufficient first aid, resuscitation and oxygen administration facilities are in place in its clubhouse premises and at all Club activities.

12.2 The Club shall encourage members to pursue CFT courses that are designed to promote proficiency in first aid, resuscitation and oxygen administration.

13. Fire Safety

13.1 The Equipment Officer shall ensure that:

- All emergency exits in the clubhouse are clearly identified and kept free of obstruction.
- All clubhouse fire alarms are periodically tested and serviced as required.
- All Club fire extinguishers are kept clearly visible and serviced as required.

13.2 The Training Officer shall ensure that an adequate number of members are trained in the use of fire extinguishers.

- 13.3 Any person discovering a fire in the clubhouse shall alert members to evacuate. Fire extinguishers may be operated provided it is safe to do so. If the fire cannot be contained the Fire Service must be summonsed.

14. Record Maintenance

- 14.1 DOD's shall maintain a log of all dives undertaken by members in accordance with CFT's requirements (*CFT Document Ref. No. 307*) and shall forward these to the Diving Officer.
- 14.2 The Diving Officer shall maintain a record of all diving accidents and near misses and shall report these occurrences to CFT in the required format (*CFT Document Ref. No's. 305, 305a and 305b*).
- 14.3 The Training Officer shall maintain a record of all training undertaken by members.
- 14.4 Members shall maintain their own individual training records and a log of their open water dives.

15. Equipment Maintenance

- 15.1 The Equipment Officer shall maintain a log of all Club equipment. This log is required to be updated with details of new acquisitions and disposals of Club equipment. The log shall also record details of the service history of all Club equipment.
- 15.2 The Equipment Officer shall carry out periodic inspections in order to verify that all Club equipment is in safe working order.
- 15.3 The Equipment Officer shall seek to address any defects identified with Club equipment at the earliest possible opportunity.
- 15.4 Any item of Club equipment, which the Equipment Officer considers to be unsafe, shall be withdrawn from use until such time as it is serviced or repaired.
- 15.5 All Club equipment shall be serviced in accordance with manufacturer's guidelines.
- 15.6 All maintenance, servicing and repair work on Club equipment shall be completed by a professional service provider or a member that is competent to carry out such work.

16. Compressed Gases

- 16.1 The Club and its members shall comply with CFT's requirements for the visual and hydrostatic testing of diving cylinders (*CFT Document Ref. No. 417*).
- 16.2 The Training Officer shall ensure that diving members receive adequate instruction in compressor usage.

- 16.3 The Club's vehicle shall display appropriate signage indicating that it may be carrying compressed gases.
- 16.4 The Club and its members shall comply with all CFT guidelines in relation to the use of Nitrox and Trimix gases.

17. Members Responsibilities

17.1 All members are required to:

- Co-operate with the Club on health and safety issues;
- Familiarize themselves with the Club's health and safety policy, procedures and practices.
- Comply with the Club's health and safety policy, procedures and practices;
- Take reasonable care for their own health and safety and that of others that may be affected by their actions or omissions;
- Use all equipment and facilities provided by the Club in a manner that will not compromise health and safety;
- Ensure that their own personal diving equipment is adequately serviced and maintained;
- Dive within the limits set by their diving grade, training and experience;
- Avoid taking any unnecessary risks whilst diving and snorkelling;
- Report, to the DOD, any accidents or near miss incidents that occur during any Club diving activity;
- Report, to the Chairman or any other Director, any accidents involving personal injury other than minor cuts or abrasions, sustained during any Club activity other than diving or whilst using the Club's premises;
- Report to the Equipment Officer any defects in Club equipment that comes to their attention;
- Report, to the Board of Directors, any concerns that they may have in relation to health and safety issues within the Club.

17.2 The Club may instigate disciplinary action against any member that engages in any behaviour that is inconsistent with members' health and safety responsibilities to the Club.

18. Contractors

18.1 All contractors engaged by the Club to provide a service on its premises are required to comply with statutory health and safety requirements. These requirements include the need to:

- Take all reasonable precautions to avoid any risk to themselves or anyone else that may be affected by their actions or omissions;
- Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to risk;
- Where working with machinery and equipment as its user or installer, ensure that all relevant regulations and codes of practice are obeyed.

19. Guests

- 19.1 All Club health and safety policies, procedures and practices that apply to members shall apply equally to all guests that participate in diving and snorkelling activities with the Club.

20. Insurance

- 20.1 The Board of Directors shall ensure that adequate insurance protection is in place for all Club activities and the use of its equipment and facilities.

21. Implementation, Monitoring and Review

- 21.1 The Board of Directors shall develop and implement appropriate health and safety procedures in order to give effect to provisions contained in this policy.
- 21.2 The Board of Directors shall subject provisions contained in this policy and health and safety procedures to on-going monitoring and review to ensure that they contribute, as effectively as possible, to health and safety within the Club.
- 21.3 The Board of Directors shall update this policy and health and safety procedures, whenever necessary, to take account of any changes to health and safety legislation and amendments to CFT safety rules, regulations and recommendations.

22. Awareness

- 22.1 The Board of Directors shall make all members and any other relevant parties aware of the provisions of this policy and all health and safety procedures adopted by the Club.
- 22.2 The Board of Directors shall circulate details of all updates on CFT safety rules, regulations and recommendations to members.

23. Queries

- 23.1 Any queries concerning the operation of this policy should be directed to the Club's Board of Directors.

This policy was approved at a Board of Directors Meeting held in the Tigh na Mara on Wednesday 6th October 2010 and will take immediate effect from this date.

Signed:

Brian Duffly (Chairman)

Date: 6th October 2010

Deborah Riley (Secretary)

Date: 6th October 2010