



SOUTHWOLD HARBOUR

DIVING STANDARD OPERATION PROCEDURES DRAFT

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1.0 Document Control

This SOP is subject to a 2 yearly review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

2.0 Introduction

Diving in any situation can be a dangerous activity. Divers are exposed not only to the possibility of drowning but also to hazards associated with pressure, the environmental conditions, the dive location, the work task being carried out and the equipment being used. However, with proper planning and appropriate safety precautions in place, diving can be carried out safely.

This Standard Operating Procedure (SOP) has been developed to give guidance to the requirements for diving activities within the Harbours jurisdiction for commercial projects.

Recreational diving is not permitted within Southwold Harbour

3.0 Legal Requirement

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

4.0 Permission to Dive

No person/s shall undertake any underwater or diving activities of any kind within the Harbour jurisdiction without valid permission to dive being granted from the Harbour Master or their representative.

forms can be obtained from the Harbour Office and should be completed and returned as stated within this SOP to the Harbour Office 48 hours prior to any activity taking place.

5.0 Commercial Diving Operations

Commercial Diving Operations carried out within the jurisdiction of Southwold Harbour must be conducted in strict compliance with the “Diving at Work Regulations 1997” (DWR) and Approved Code of Practice for Commercial Diving Projects Inland/ Inshore L104 (Second edition).

Diving Contractors and the clients of commercial divers are reminded that under Regulation 4 of the DWR 1997, Harbour Authorities have a general responsibility to take reasonable measures to ensure that commercial diving operations within their jurisdiction are undertaken safely and in accordance with the regulations.

The diving contractor is responsible for ensuring that a risk assessment is carried out and a diving project plan is prepared. The risk assessments must identify and address site specific hazards and their risks. During this process the Diving Contractor will determine the appropriate diving methods and equipment to be used.

When planning a dive project within the Harbour the Diving Contractor must consult with the Harbour Master, and if applicable, the representative of any other organisation having temporary control of the site before permission to dive can be granted.

The consultation must be undertaken no less than 48 hours prior to commencement of the planned dive project to allow sufficient time for the Harbour Master, and where applicable, any other organisation’s representative to review the documentation and advise on any procedures or arrangements that must be complied with and where appropriate agree any additional measures deemed necessary, such as **publishing a Notice to Mariners**.

To comply with the DWR, all commercial diving operations within the harbour jurisdiction must have the appropriate **Permission** issued by the representative of the organisation having control of the site prior to commencing any dive operation. In most instances this will be the Harbour Master.

The Dive Contractor requires the permission of the Harbour Master before any diving commences and they must also be informed when diving is concluded.

In an emergency the Harbour Master, or someone deputising for the Harbour Master may give permission for diving operations to take place after due consideration of the appropriate plans and risk assessment.

Permission to dive is valid only for the periods specified on the request form.

The Harbour Office is to be informed prior to the divers entering the water and on completion of the dive when all participants of the activity are clear of the water.

During Office hours: VHF Ch. 12 or by Phone

Out of Office hours: Phone

Any person diving within the Harbour jurisdiction shall immediately comply with any Directions given by the Harbour Master or their representative.

All persons involved in a dive must possess insurance that provides Third Party Liability cover

The dive craft/ safety boat, if used, shall be equipped with VHF radio and shall maintain a continuous watch on Channel 12. Whilst divers are in the water the International Code of Signals flag "A" shall be exhibited.

If diving without boat cover, then a surface marker buoy must be used.

The dive permission may be rescinded by the Harbour Master or their representative without notice at any time.



SOUTHWOLD HARBOUR PERMISSION TO DIVE

Diving Contractor Name

.....

Diving Supervisor Name

.....Mobile.....

Address

.....

Telephone Email

.....

Seeking permission to dive at the following location:

From..... (time) to..... (time), on
(date/dates)

Description of work to be carried out:

.....
...

Diving Supervisor's contact details whilst work being carried out:

Mobile :..... VHF call
sign.....

Communications between Diving Supervisor and Southwold Harbour Office will be
carried
out via:

VHF Channel 12 (Callsign SOUTHWOLD HARBOUR)

Telephone 01502 724712

To be filled in by Harbour Master or his Authorized Deputy:

PERMISSION TO DIVE GRANTED

(Diving Checklist Overleaf Completed)

Signed for/Harbour Master

Name Date/Time

To be filled in by Harbour Master or his Authorized Deputy:

DIVING OPERATIONS COMPLETED

Signed for/Harbour Master

Name Date/Time

DIVING CHECKLIST

Before a "PERMISSION TO DIVE" can be granted, the following DIVING CHECKLIST must be completed.

To be completed by the diving supervisor/diver

Is there a safety number (minimum diver + 1 safety number)?

Agree to inform the Harbour Office immediately before diving commences

Agree to inform the Harbour Office when divers clear of the water and/or diving has been completed

Any vessel/shore from which the diver is working shall display the international code flag A

Local tidal conditions have been considered in the dive plan

(HW, LW)

The forecast weather conditions have been considered in the dive plan

All necessary charts have been looked at and any dangers/risks identified

Create a dive plan

Have an established emergency procedure

Name of vessel (if used)Person in charge of vessel.....

Adjacent vessels informed

Diving supervisor qualification Number of Qualified Divers.....

Are divers log books present?

Valid divers' certificates of medical fitness to dive

First aid at work qualifications (at least 2 members of the dive team)

A project plan including risk assessment and emergency procedures

Diving supervisors' declaration

The Diving Supervisor is required to confirm full compliance with the Diving at Work Regulations 1997, any subsequent amendments and the appropriate Approved Code of Practice. In particular, he confirms that the requirements of the Southwold Harbour Diving Checklist have been met and that procedures are understood for summoning assistance in an emergency.

I declare that the foregoing requirements have all been satisfied. I have read and understood the conditions of this document.

SIGNATURE

To be completed by Harbour Office

Divers' certificate of competence checked

Agree broadcast requirements

Discuss and approve dive plan

Discuss and approve emergency procedures

Known shipping movements

Inform necessary harbour users / notice to mariners