

Burntwood Sub Aqua Club

BS-AC 0539

INTRODUCTION TO THE CLUB
BRANCH CONSTITUTION
CLUB RULES
CLUB HEALTH AND SAFETY



**A GUIDE TO MEMBERS ON THEIR GENERAL
RESPONSIBILITIES**

12th Jan 2016

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Introduction

The Club

Burntwood Sub-Aqua Club was formed way back in 1972 by a group of enthusiasts wanting to create a local facility for recreational diving. The club has always met at Burntwood Recreation Centre so the pool facilities there could be used for training purposes.

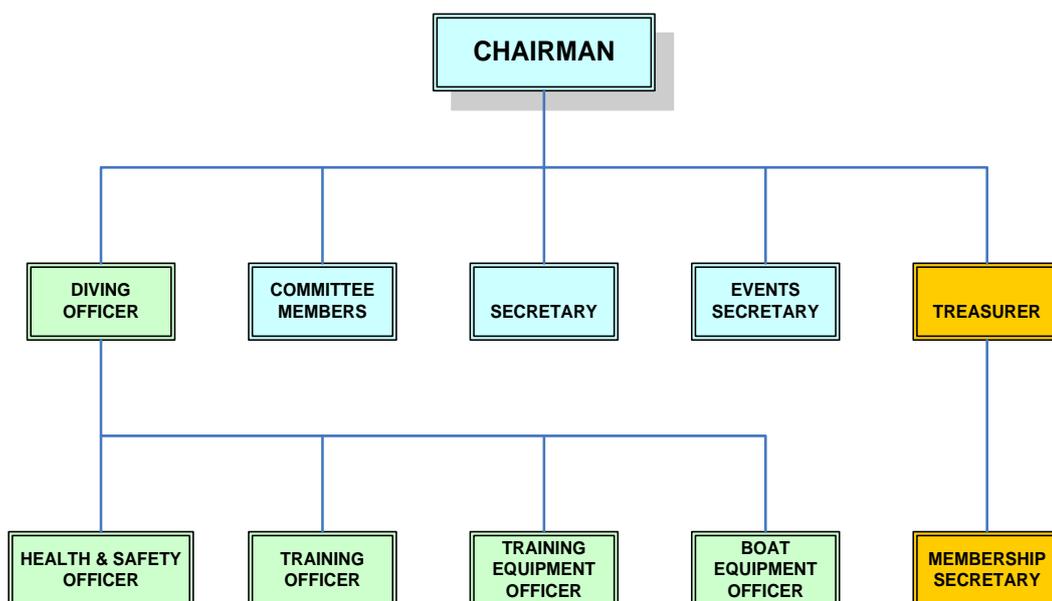
The club meets every Saturday for private use of the pool from 6pm to 7pm. Most pool sessions are followed by an adjournment to the social club around the corner, for a drink and a yarn about previous dives to remember, and of course, future plans.

Training

Our club has always been a member of the British Sub Aqua Club (BSAC). BSAC has long been recognised as one of the finest diver training agencies in the world, the benefits of which may not be immediately apparent. However, as you progress with your training and diving, you will begin to see why we are regarded with a great deal of respect around the world. A BSAC qualification will be accepted wherever diving is taking place in the world and, it is fair to say, you will be regarded as a safe, well trained diver.

Our objective with new divers is to ensure quality intensive training is given in both theory and practical aspects of diving. In most cases, within the first year, the Ocean Diver and Sports Diver qualifications will have been attained.

BURNTWOOD BS-AC COMMITTEE





The Current Committee

<u>Position</u>	<u>Name</u>	<u>Contact Number</u>
Chairman:	John Charles	07706 270293
Dive Officer:	Andy Bucknall	07539 45516
Club Secretary:		
Club Treasurer:	Steve Mawson	07774 621985
Club Training Officer:	Steve Hampton	07880 785139
Training Equipment Officer:	Alan Fowler	07989 396256
Boat Equipment Officer:	Mark Bishop	07930 005646
Membership Secretary:	Harry Griffiths	harrygriffiths8@hotmail.com
Events Secretary:	TBA	
Child Welfare Officer:	Sue Walker	07732 647918
Health & Safety Officer:	Terry Simpson	07508 251966
Web Manager	Mike Smith	07970 158839

Burntwood Sub Aqua Club Instructors

<u>Name</u>	<u>Instructor Grade</u>	<u>Contact Number</u>
John Charles:	Advanced Open water Inst.	07706 270293
Mark Beere:	Ass. Advanced OWI	07554 231529
Andy Bucknall	Open Water Instructor	07970 118022
Alan Fowler	Open Water Instructor	07989 396256
Steve Hampton	Open Water Instructor	07880 785139
Mike Smith	Asst Open Water Instructor	07970 158839
John Lewis	Asst Instructor	07769 534879



BURNTWOOD BSAC BRANCH CONSTITUTION

BRITISH SUB AQUA CLUB BURNTWOOD BRANCH-539 BRANCH CONSTITUTION

1. The Branch shall be known as the **BRITISH SUB AQUA CLUB. BURNTWOOD BRANCH.**
2. The Headquarters of the Branch shall be at the Burntwood Leisure Centre, or at such place as may at any time be decided by the Committee.
3. The management of the Branch shall be vested in the Committee, which shall consist of four Officers, i.e. the Chairman, the Secretary, the Treasurer and Diving Officer, and not less than four members. The Committee shall be elected at the Annual General Meeting of the Branch and shall hold office until the next Annual General Meeting. The Chairman shall be elected from the retiring Committee.
4. The Annual General Meeting may appoint a President for the ensuing year, and he shall be, ipso facto, a non-voting member of the Committee.
5. The Committee shall meet when required. The Chairman, Treasurer or Secretary is empowered to call a special Committee Meeting of all members available, any decision of which must be ratified at the next meeting.
6. A majority of the Committee shall form a quorum; one of whom must be the Chairman, the Treasurer or the Secretary. The Chairman of the meeting shall not normally vote, except when it is necessary to exercise his casting vote.
7. The Committee shall have the power to co-opt up to four non-voting members, and the Committee shall have the power to make an appointment to fill any vacancy among the Officer of the Branch.
8. The Branch year shall run from 1st September to 31st August.
9. The Annual General Meeting shall be held in October of each year. Notice of the Annual General Meeting shall be given to all paid-up members six weeks before the meeting. This notification is to include any motions proposed by the Committee, a reminder that any member may propose an amendment to these motions and that he may make any further motions for consideration at the meeting. Any such amendment or motion must be proposed and seconded and delivered to the Secretary fourteen days before the meeting.

This notification is also to contain the names of those Officers and Members of the present Committee willing to stand again, and a request for any other nominations for the Committee. All nominations must be delivered to the Secretary fourteen days before the meeting, proposed and seconded and signed by the nominee that they are willing to accept the position if elected.

A quorum at all General Meetings shall be 10% of the members entitled to vote. Associate members shall be entitled to vote.

Voting on such matters as the Committee considers may affect the objects or rules of the Branch may be by postal ballot; any such motion shall be passed only by a 3-1 majority of votes cast by not less than 10% of the members of the Branch who are entitled to vote. Otherwise, the method of voting shall be by ballot or show of hands.

**BRITISH SUB AQUA CLUB
BURNTWOOD BRANCH-539
BRANCH CONSTITUTION**

10. Any General Meeting other than the Annual General Meeting shall be known as a Special General Meeting and must be on the receipt of a request to do so signed by at least four paid-up members and giving the reason therefore, within two months thereof be convened by the Committee on giving fourteen days notice to all paid-up members.
11. The Committee shall have the power to call a Special General Meeting.
12. The business of a Special General Meeting shall be that for which it was called and no other.
13. When a member damages or loses equipment, except weight belts jettisoned, or life-jacket cartridges fired in an emergency, the Committee reserves the right to charge that member the cost of replacing or repairing the article. Private equipment used on Branch dives shall be treated in the same way as Branch equipment in the previous sentence.
14. In order to ensure the safety and good name of the Branch and its members, the Branch Official in charge of a Branch activity may suspend, at his discretion and for the duration of the activity, any member who commits a misconduct. Any such suspension must be reported to the Chairman and Secretary as soon as possible and must be discussed at the next meeting of the Committee. The suspended member shall have the right to be present at any meeting at which his suspension is discussed in order to hear the reasons for the suspension and to address the Committee in answer to such reasons.
15. The Committee may by a two-thirds majority of all Members thereof suspend or request the resignation of any Officer or Member of the Committee or of the Branch; failing compliance within seven days of any such request, such Officer or Member shall be deemed to have been suspended ; provided that, before requiring the suspension or resignation, the Committee shall give such Officer or Member the opportunity of appearing before the Committee, of hearing the reasons for such proposed suspension or request to resign, and addressing the Committee in answer to such reasons and provided further that the Officer or Member shall have right of appeal to the General Committee of the Club.
16. The Branch activities shall be open to members of other Branches at the discretion of the Dive Officer.
17. All new members must be able to swim 200m and will be tested by the Diving Officer on the first training session. The application for membership will then pass through Committee for acceptance by a simple majority vote.
18. No member of the Club or visitor may use any equipment other than basic equipment in the training pool without the permission of the Official in Charge of the session.
19. To prevent damage to training pool, all aqualungs must be fitted with rubber boot.
20. Branch members, visitors from other Branches or guests are, on arrival, to inform the Official in charge of the pool if they wish to enter the pool for the purpose of training with, or testing, an aqualung. Subject to the provisions of Rule 16, any Branch Member may use the training pool for training, testing, swimming with basic equipment and, when authorised, free swimming. Instruction may be given between Burntwood Branch Members other than by the accredited Training Staff,

BURNTWOOD SUB-AQUA CLUB DIVE RULES

(Last updated 1.3.14)

THESE RULES SHOULD BE READ IN CONJUNCTION WITH THE BRANCH CONSTITUTION - QUERIES REGARDING INTERPRETATION OF THE SAME SHALL BE REFERRED TO THE DIVING OFFICER.

1. All Branch Dives are to be carried out with the prior approval of the Branch Diving Officer. All official paperwork must be handed to the Branch Diving Officer at least one week in advance of the weekend e.g. Solas 5 documentation, voyage planning including pairings in accordance with the safe diving practise and shall at all times be under the charge of an Advanced Diver.
2. Log sheets are to be completed for all branch dives by the Dive Manager or delegated diver and any skills completed to be added to the log sheets with relevant signatures.
3. Ocean Divers may only dive together with the permission of the Diving Officer or the Dive Manager on site.
4. Persons wishing to use an Aqua-lung in the pool other than trainees under instruction should consult the Diving Officer prior to the pool session and not the pool Manager.
5. A minimum of four club members including one Advanced Diver are required to take the Rib's on branch activities with the permission of the Diving Officer. Each boat must be under the charge of a qualified boat handler.
6. All boats and ancillary equipment may only be booked with the Diving Officer's permission.
7. Weight belts shall not be worn whilst travelling on a club boat.
8. Any member towing a Club boat to a dive site shall expect to have their fuel costs reimbursed by the dive party. These are the costs after the person or persons travelling with the boat have contributed towards the fuel costs to the amount agreed and publicised by the committee.
9. The Dive Manager of any dive trip is responsible for all club equipment being suitably cleaned and maintained within a reasonable time following a dive trip and any problems or damage reported to the Equipment Officer.
10. A fee is charged at an amount set by the committee, per diver per weekend and the Dive Manager is responsible for collecting this fee.
11. Club equipment shall only be used by appropriately trained members.
12. In addition to all of the above, the Club most strongly recommends adherence to the current "Safe Diving Practices" as issued by the British Sub-Aqua Club.
13. No smoking on the boats.
14. Boats must be returned with each of the auxiliary tanks full.
15. Any member towing the boats must be suitably insured and proof must be provided on request.
16. On no account is any diver permitted to lift anything from the wrecks, reefs and beds dived without permission from the wreck owner, unless recovering a weight belt or item of equipment recently lost.

HEALTH & SAFETY CONTENTS

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GENERAL RESPONSIBILITIES FOR HEALTH AND SAFETY

1. Introduction

This document provides club members with a guide to their general responsibilities under the club health and safety policy statement and health and safety manual. The clubs committee are responsible for ensuring that the manual is readily available to members.

It is essential that all members familiarise themselves with their responsibilities and comply with club health and safety rules contained in the manual. Where members have specific responsibilities for health and safety, the health and safety officer will provide them with information on these direct.

Failure to comply with company health and safety policy and arrangements could lead to disciplinary action being taken against the individual member concerned. In addition, where an individual is in breach of any statutory health and safety duty, he/she may also be prosecuted by the Health and Safety Executive.

2. General Duties

Health and safety law requires members to: -

-  **Take care of themselves and other persons who may be affected by their acts and omissions**

- ✚ **Co-operate with the Committee to enable them to comply with their statutory duties**
- ✚ **Report any dive situation which is unsafe or which involves unhealthy club conditions**
- ✚ **Not intentionally interfere or misuse anything provided in the interest of health and safety**

It is important that members adhere to safe working practices and procedures and act upon any guidance, rules, training, instructions or advice for the purpose of avoiding accidents or related ill health.

Members should use the clubs 'Hazard Report Form' to notify their club Health & Safety officer of any work situation which is unsafe or which involves unhealthy conditions. Members may bring any matters or concerns they may have of safety to the notice of club safety representatives or the Dive Officer

3. Accident Reporting

- ✚ **DO** report all accidents (including near misses) and injuries caused to you to your Dive officer / dive manager without delay. Any related ill health or any violent incidents must be reported.
- ✚ **DO** record the details of any injury sustained from diving in the Accident Report Book (BI 510). If you are unable to do this, arrange for someone to do it on your behalf.
- ✚ **DO** co-operate in any accident investigation.

4. Fire Safety Within The Club

- ✚ **DO** familiarise yourself with and comply with the evacuation procedures for the leisure Centre and obey fire instruction notices.
- ✚ **DO** keep the leisure centre area neat and tidy. Rubbish and waste materials must not be allowed to accumulate except in suitable receptacles.
- ✚ **DO** keep flammable substances away from ignition sources and store them in a cool place when not in use.
- ✚ **DO NOT** prop open or wedge open internal fire doors.
- ✚ **DO NOT** obstruct fire escape routes and fire exits. Rubbish and furniture must not be placed in corridors.
- ✚ **DO NOT** interfere with or obstruct access to fire extinguishers or hose reels or remove them from their normal proper place except for the purpose of fighting a fire.
- ✚ **DO NOT** place combustible materials such as clothing and paper next to heating and lighting appliances

5. Work with Hazardous Substances

A substance hazardous to health includes any solid, liquid, dust, gas, fume, vapour or micro-organism that can enter the body and cause ill health or harmful effects. The routes of entry include inhalation, ingestion, injection and skin contact.

- + **DO** work to the agreed procedure for the use, handling, transport and storage of any hazardous substances and use the necessary control methods in accordance with any information, instructions and training provided.
- + **DO** store substances safely when not in use in the accommodation provided for them.
- + **DO** promptly report any defect in control measures and/or procedures
- + **DO** report to your dive officer any suspected health problems associated with the use of or exposure to any substance.
- + **DO** read and be familiar with club members hazard data sheets for all hazardous substances that you use at work.
- + **DO NOT** use any substance unless a COSHH assessment has been completed. Under no circumstance should a substance be brought privately onto the premises and used by members.
- + **DO NOT** put substances in unlabelled or wrongly labelled containers.
- + **DO NOT** mix substances together unless authorised to do so since the combination may release a dangerous fume.
- + **DO NOT** use or purchase any hazardous substance for work that is not included in The Clubs approved list of substances until a full risk assessment has been carried out. All new substances shall be regarded as hazardous until an assessment shows otherwise.

6. Work with Display Screen Equipment

- + **DO** familiarise yourself with the document 'Working with Display Screen Equipment – A Guide for Users' which is contained in Section 7 of the Safety Manual.
- + **DO** report any health problem you feel is associated with use of DSE
- + **DO** take breaks from DSE use/changes of activity to avoid the onset of fatigue
- + **DO** use DSE equipment in accordance with any information, instruction and training provided
- + **DO** co-operate in any risk assessment of your DSE workstation

7. Dive Site Safety

If you go to dive at locations away from your normal base:

- + **DO** familiarise yourself with the guidance of the health and safety manual for the site you are to visit. In particular pay attention to the emergency procedures and site rules.

8. Health and Safety Training

No one should consider themselves above the need for health and safety training – members have a legal duty to co-operate

- + **DO** make every effort to attend any Skill Development Course to help improve health and safety.

9. Electrical Safety Within the Club

- + **DO** familiarise yourself and act upon the document 'Electrical Safety at Work' contained in Section 8 of the Safety Manual
- + **DO** follow any information, instruction or training provided to you in the safe use of electrical equipment
- + **DO** undertake a brief visual check of equipment and cables for wear or damage before use
- + **DO** promptly report unsafe conditions or defects in electrical equipment. Faulty equipment must be withdrawn from use and clearly labelled to indicate that it is out of order
- + **DO** keep cables away from heat, sharp edges and water.
- + **DO NOT** attempt any electrical repair work unless you are competent and authorised to do so.
- + **DO NOT** bring privately owned electrical equipment onto the premises unless its electrical safety has been checked and its use agreed by the club Committee

10. First Aid

- + **DO** familiarise yourself with the first aid arrangements for your meeting place including location of equipment, facilities and first aid members
- + **DO** report any spillages to the premises manager immediately
- + **DO** report any Accidents and Injuries in the Accident Book
- + **DO NOT** touch spillages of blood or other bodily fluids since they are potentially contagious

11. Manual Handling

Manual handling is the transporting or supporting of a load by hand or bodily force and includes any lifting, putting down, pushing, pulling, carrying or moving.

-  **DO** use the correct method of manual handling of loads. You must familiarise yourself with and act upon the guidance contained in Section 13 of the Safety Manual
-  **DO** use any equipment or system of work provided for the safe handling of loads
-  **DO** report any health condition (including pregnancy) which may prevent you from being able to lift or carry objects safely
-  **DO NOT** attempt to lift loads that are too heavy or bulky

12. Club Equipment

Equipment is any machinery, appliance, apparatus, tool or assembly of components functioning as a whole.

-  **DO** use the right equipment for the job. Avoid improvising.
-  **DO** use equipment in accordance with any information; instruction or training that has been made available to you.
-  **DO** take care of your work equipment. You should not use any unsafe or defective equipment at work. Personal tools should be replaced as soon as possible.
-  **DO** use the right equipment for the job. Avoid improvising.
-  **DO** ensure dive kit is tested regularly
-  **DO NOT** use any machinery with access to dangerous parts unless you are authorised and adequately trained to do so and have checked that all guards, protective devices, etc are in place and operational.

13. Personal Protective Equipment (PPE)

PPE is any clothing or equipment that is provided to you in order to protect you against any risk to your health or safety that cannot be controlled by other means. PPE includes such items as safety shoes, hard hats, goggles, respirators, gloves, high visibility clothing, over clothing and safety harnesses.

-  **DO** use your PPE where there is foreseeable risk which cannot be controlled by other means
-  **DO** use your PPE as instructed and in accordance with any information or training received
-  **DO** keep your PPE in good condition. You should check its condition regularly and notify your dive officer or health and safety officer when repair or renewal is required
-  **DO** return your PPE to any accommodation provided for it after use
-  **DO NOT** use PPE for anything other than its intended purpose

14. Club Meeting Place Safety

- + **DO** report any defects or hazards immediately to your Dive Officer or Health and safety officer
- + **DO** keep your meeting place neat and tidy. All rubbish and waste material to be placed in suitable receptacles and not allowed to accumulate. Spilt liquids must be mopped up immediately they occur
- + **DO** keep work surfaces and equipment in a clean condition
- + **DO** avoid trailing cables and wires where persons could trip over them
- + **DO** store objects securely and safely
- + **DO** use the proper equipment to gain access to work above floor level (e.g. use of step ladders, ladders etc)
- + **DO** obey safety signs where displayed (No smoking, parking restrictions, speed limits, etc)
- + **DO** co-operate with fellow members in achieving a satisfactory club environment (i.e. comfortable room temperature, adequate draft free ventilation etc.)
- + **DO** drive carefully on the car park and observe the speed limit
- + **DO** co-operate with the club hierarchy in the undertaking of equipment inspections

- + **DO NOT** place objects on floors which may cause persons to fall
- + **DO NOT** place furniture, equipment, drawers left open, etc so that they present a hazard to others
- + **DO NOT** obstruct vision panels in doors with notices or paper
- + **DO NOT** park your vehicle in a manner likely to obstruct emergency exits or access for emergency service vehicles. You must allow sufficient space for persons and other vehicles likely to use the traffic route to pass safely
- + **DO NOT** run when using stairs or corridors or by the pool

15. Violence In the Club

- + **DO** familiarise yourself and act upon the guidance contained in the 'Safety of Members Policy' and Section 19 of the Safety Manual

- + **DO** act in a manner conducive to discouraging aggressive behaviour

- + **DO** report all incidents of actual or potential physical or verbal violence and co-operate in any ensuing investigation

- + **DO NOT** place yourself at unnecessary risk

