



Education | Environment | Experience

Dive Project Cornwall CIC

Porthkerris Divers

St Keverne

Nr Helston

Cornwall

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Risk Assessment for Dive Project Cornwall CIC dive centre and campsite

RISK ASSESSMENT DOCUMENT

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Name of Activity, Event and Location	Dive Project Cornwall General Risk Assessment for site	Date of Risk Assessment	June 2022	Name of Person doing this risk assessment	Andrew Forster
		Date of Next Review	April 2023		

Document prepared by DIVE PROJECT CORNWALL for use by staff working on DIVE PROJECT CORNWALL Dive Centre and campsite, and Porthkerris Dive Centre, and participating schools.

1 General Statement

DIVE PROJECT CORNWALL uses the outlines of Risk Assessment as laid out and contained in HSE Information Document ND(G) – Entitled **Five Steps to Risk Assessment**. A copy of the document is held for reference with this risk assessment.

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

Identify hazards

Assess the risks

Control the risks

Record your findings

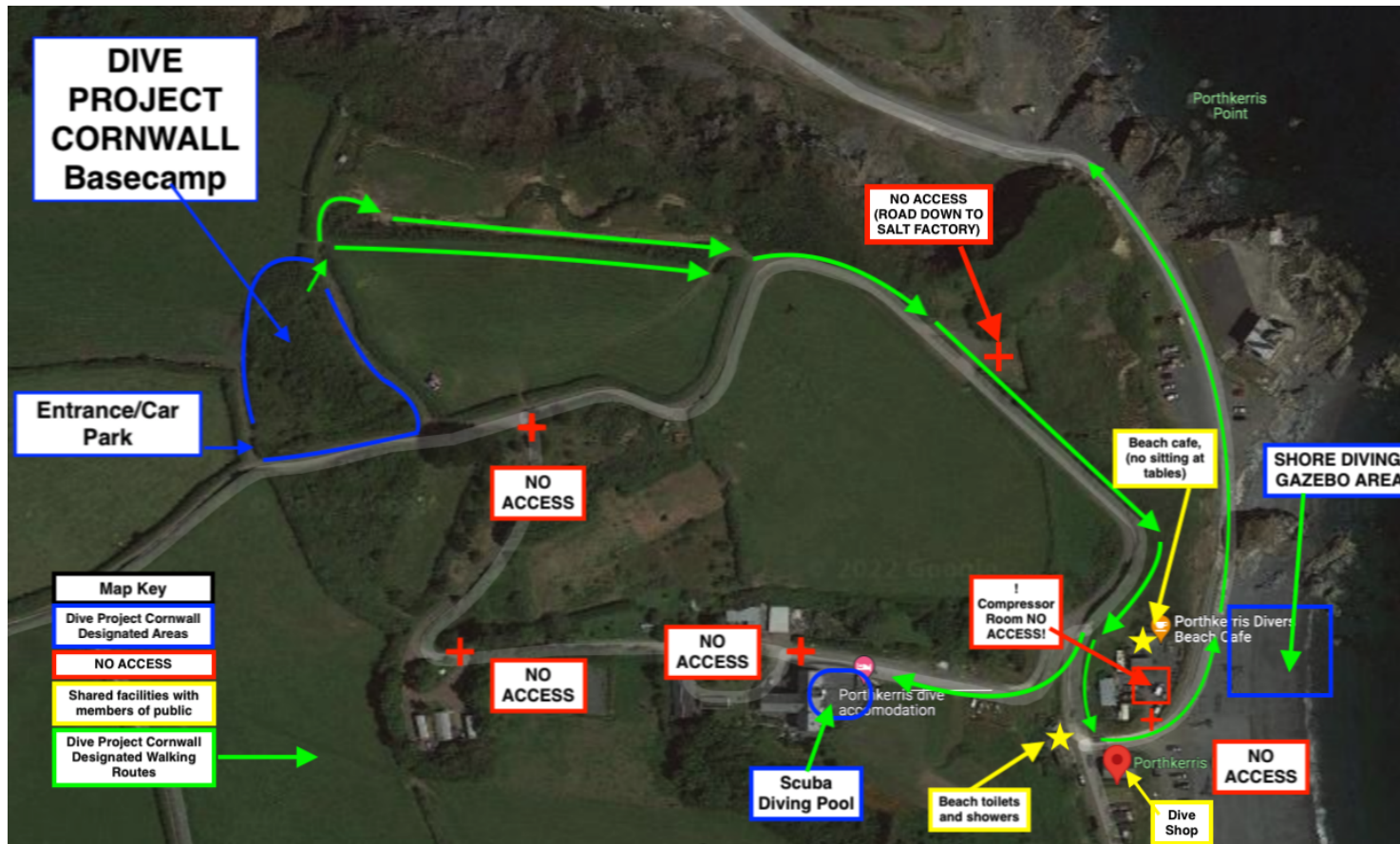
Review the controls

1.1 Location

DIVE PROJECT CORNWALL CIC will have its Dive Centre and Campsite at Porthkerris Bay, in a designated area of Porthkerris Dive Centre, address. Porthkerris Divers, St Keverne, Nr Helston, Cornwall, TR12 6QJ. Dive Project Cornwall will have a dedicated campsite area for schools students and teachers, DIVE PROJECT CORNWALL CIC staff will use another campsite at Porthkerris Dive Centre. We will have a communal tented area, where activities, project work, guest speakers and dining will take place. We will have our own catering container to prepare food. We will have our own toilet facilities and also have use the public shower and toilet facilities provided by Porthkerris Dive Centre in the day when at the shore and pool. We will use Porthkerris scuba diving pool and shore area for the practical element of the diving.

1.2 SITE MAP

Clearly showing out of bounds and accessible areas printed and displayed as a poster in Dive Project Cornwall Campsite, sent to participants in advance, and in the welcome pack on arrival, plus areas will be walked through on arrival at site orientation.



1.3 Operating Procedures

To be used in conjunction with DIVE PROJECT CORNWALL'S Safeguarding Policy, Catering and Fire Risk assessment.

Dive Project Cornwall is a competition for 400 lucky teenagers to win the experience of a lifetime; a 6-day, life-changing trip to Cornwall where they will learn to scuba dive with PADI, stay at our campsite, enjoy outdoor adventures, take up beach-related activities and attend presentations from leading marine industry experts. The aim is for these 400 lucky teenagers to become PADI Open Water qualified and Dive Project Cornwall Ocean Influencers who positively engage, inspire and motivate the next generation to save our planet.

When working at DIVE PROJECT CORNWALL it is important that the staff guidance, copies of which are attached for reference with this Risk Assessment, is followed by staff.

Dive Project Cornwall Team

Andy Forster	Project Director and Designated Safeguarding Officer (DSO)

DIVE TEAM & QUALIFICATIONS

Darren Sutton - Head of Diving	PADI Open Water Scuba Instructor, Emergency First Responder (EFR) & O2 Provider
Andy Forster	PADI Open Water Scuba Instructor, Emergency First Responder (EFR) & O2 Provider
We will also have other qualified PADI dive instructors and dive masters assisting throughout the programme	

BEFORE CAMP - It is the project director's responsibility to ensure the following:

- All staff involved are well prepared, trained and the equipment and site is ready, prior to the clients' arrival.
- The clients & staff, all sign the participation forms and any medical conditions are addressed.
- The Venue will be in easy reach of a road, have water access, and toilet and shower facilities.
- The Campsite must have clear definable boundaries that have been Risk Assessed prior to the residential.
- Staff will have been DBS checked, enhanced, and basic where appropriate, and Safeguarding Policies read and signed by all staff and volunteers.
- Health & Safety checks are in place for daily and weekly routines.

DURING CAMP

It is the project director's responsibility to ensure the following:

- On arrival all visitors will be given a site orientation and shown the accessible, out of bounds and areas of risk.
- All camping equipment should be monitored and checked by the instructor as it is issued and used.
- The Event Manager/Head of Diving will ensure that equipment remains serviceable for the duration of the camp.
- That the staffing ratios are adhered to at all times.
- At the end of each day the kit is to be returned to its correct store.
- Damaged kit must be reported and quarantined and not to be used and marked RISK.
- The session runs smoothly and clients are well informed.
- The Event Manager/Head of Diving is informed of any incidents, accidents or deviations from the procedures
- Health & Hygiene protocols are followed and recorded
- Submit a written account of any issues within 12 hours of the session (medical or safety)

AFTER CAMP

It is the project director's responsibility to ensure the following:

- After the clients have departed, make contact with the Event Manager/Head of Diving for a debrief
- To clean and dry all of the equipment used.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.

Sections of the relevant guidance are displayed in the following areas, for staff to carry out safety checks and to follow in the event of emergencies:

- Dive Project Cornwall campsite site office
- Porthkerris indoor scuba diving pool
- Porthkerris shore diving area instructor bag
- Mullion shore diving area instructor bag

All staff are briefed on the guidance that is relevant to the area of the Project that they are working in.

In addition to the staff guidance there are additional safety notices for members of the public displayed around the dive centre, including:

- Emergency procedures – displayed at Dive Project Cornwall Campsite, Porthkerris indoor diving scuba diving pool, and the shore dive area
- Site Maps with out of bounds areas marked – displayed at Dive Project Cornwall Campsite and in each students welcome pack
- DDRC flowchart for oxygen provision at Dive Project Cornwall Campsite and Porthkerris Site Office
- Fire Evacuation Procedure displayed at Dive Project Cornwall Campsite & Porthkerris pool, and Porthkerris Site office

In addition to the staff guidance and above safety notices there is also always a trained First Aider on site to respond to any minor incidents (referring to the emergency procedures where required). At least one teacher from the visiting school will be Emergency First Responder trained plus at least two of the staff dive instructors at Dive Project Cornwall.

- 1) For shore dives, staff ensure that they are aware of the risks of the shore diving area and include safety briefing and a dive plan in their pre-dive talk with the divers. All staff that carry-out guided dives are fully qualified, and include de-briefing and recording of the dive as standard.
- 2) **All divers are also asked to read and sign:**
 - Dive Project Cornwall Participation Form
 - RSTC Dive Medical Form
 - PADI Non-Agency Disclosure, Acknowledgement,
 - PADI Agreement. Liability Release and Assumption of Risk Agreement,
 - PADI Safe Diving Practices Statement of Understanding

(Copies of which are filed for reference if needed)

First aid, emergencies, oxygen provision and fire procedures are covered in a separate section of this risk assessment.

2. Risk Assessments

This Risk Assessment covers the following areas of Dive Project Cornwall.

2.1 Scuba Diving Risk Assessment

Hazards	People at risk	Possible injury	Controls in place
Inappropriate session delivery as a result of poor planning/research	All participants	Any range of injuries from cuts and bruises to fatality hypothermia and drowning	<ol style="list-style-type: none"> 1) The head of diving has the responsibility to check that all students have completed the dive medical, can swim 200m, and are eligible to dive, and checking again on arrival to Porthkerris that all are well enough to dive. All students under age students have had a parent or carer sign the form. 2) The head of diving has the responsibility to check that all students have completed the PADI eLearning and have passed the knowledge section. 3) The head of diving has the responsibility to check that all students have read and signed the Non-Agency Disclosure, Acknowledgement, Agreement, Liability Release and Assumption of Risk Agreement, Safe Diving Practices Statement of Understanding 4) Dive Project Cornwall ratios shall be two/three instructors to five students, above the PADI guidelines. 5) The dive instructors know and have dived the sites. 6) Plans/venues should be altered as appropriate and bad weather plans initiated as required. 7) It is the job of the Head of Diving to write the daily weather forecast, sea/air temp, wind direction on board in the campsite learning zone and debrief students each day. 8) It is the job of the Head Dive instructor to inform the Event Manager & school of any change to the plan.

			9) In extreme cases, the Project Director/Head Dive Instructor will inform the client of the need to cancel the planned session and offer an alternative activity or new date.
Additional risk as a result of poor understanding of effect	All present	Any range of injuries from cuts and bruises to fatality Hypothermia and drowning	1) Each adult accompanying the group is responsible for ensuring the participants are aware of the risk of diving may pose to their safety and enjoyment of the session. 2) With minors, the instructors and teachers have the responsibility to ensure that actions are taken to counteract these effects where the outcome may cause a risk to the individual's well-being. 3) There is a clear discipline procedure to ensure students who are not participating or putting themselves and others at risk are removed from the course.
In the event of an emergency	All participants	Any range of injuries from cuts and bruises to fatality Hypothermia and drowning	1) There is an Emergency Action Plan in place, and all staff are trained and visitors informed of the EAP in the event of an emergency
Risk posed through incorrect kit	All participants	Any range of injuries from cuts and bruises to fatality Hypothermia and drowning	1) Head of Diving is responsible to make sure all kit is checked prior to use, and after each dive, and if damaged put in storage container and marked RISK. 2) All students will wear 7mm wetsuits, with hood, gloves and boots.

2.2 Shore Diving Area

Hazards	People at risk	Possible injury	Controls in place
Entering and exiting the shore diving area	Shore divers	Cuts and bruises	Divers are advised there is an accessible route available across from the main beach. Students have smaller/lighter air tanks to make carrying them easier.
Trips over objects left on the walkway or beach	All people	Cuts and bruises	When shore diving divers are advised by staff to keep the walkways and beach clear of dive kit. The area is checked by staff on a regular basis to ensure that it is safe for use. Staff also have a rota for clearing the beach of rubbish.
Missing or overdue diver	Shore divers	Run out of gas, decompression illness, exhaustion, hypothermia, drifted away, and drowning.	Divers are taught by staff to use a buddy system so that they do not dive alone. Staff advise divers to use the shore diving facilities only if the weather is suitable. Please see EAP and missing diver action plan. Ratio of dive instructors to students is 3:5 above guidance levels.
Cars driving through area where people are walking	All people	Any range of injuries from cuts and bruises to fatality	Staff in place at the stop sign just before the shore diving area to warn any cars that are driving too fast to slow down.
Launch and recovery of Porthkerris boats and other club boats by tractor	All people	A range of injuries from cuts and bruises crushing from boat	Staff ensure that when boats are launched and recovered that no one is near the boats, on the walkway or in the water so that there is no risk of crushing.

2.3 Porthkerris Pool Diving

Hazards	People at risk	Possible injury	Controls in place
Slip hazard around water. Entry/ Entrance to pool may be slippery.	All people	Any range of injuries from cuts and bruises to broken bones and head injuries.	Signs up clearly displaying no running, jumping. Ensure wet areas are mopped up quickly and trained First Aid provider are on site
Trips over objects in public areas	All people	Cuts and bruises	Staff keep walkways clear and ensure that all equipment, leads, hoses and cables are fixed safely.
Drowning/ lack of conscious while in pool	All people	Any range of injuries from cuts and bruises to fatality	Trained Rescue diver and First Aid Provider around poolside.
Depth of training pool	Divers	Risk of injury to ears after 1.5m. Risk of injury or drowning	Divers should be warned of slope leading to depth and watched by staff in and out of pool. Signs displaying depth of pool, shallow and deep ends.
Dehydration/ hyperthermia	Divers	Sickness/ Unconsciousness/ Tiredness/ Slurred speaking/ confusion	Breaks to be given when necessary to re-hydrate and warm up. Staff to keep close eye on anyone suspected with either issue.
Kit maintenance	Divers	Equipment failure resulting in injury	All hire kit is serviced annually and regularly maintained
Changing area	All participants	Safeguarding risks	Changing area is provided for privacy, there is also a large toilet room, that can be used for changing

2.4 Weather Risk Assessment

Hazards	People at risk	Possible injury	Controls in place
Inappropriate session delivery as a result of poor planning/research	All participants	Any range of injuries from cuts and bruises to fatality Hypothermia and drowning	1) The instructor has the responsibility to check the weather forecast within 24 hours of the planned session starts. 2) Plans/venues should be altered as appropriate and wet weather plans initiated as required. 3) It is the job of the Head Dive instructor to inform the Event Manager & school of any change to the plan. 4) In extreme cases, the Event Manager/Head Dive Instructor will inform the client of the need to cancel the planned session and offered an alternative activity or new date. 5) All diving participants have filled out the Participation form prior to arriving, all sign and confirm they can swim 200m.
Additional risk as a result of poor understanding of effect	All present	Any range of injuries from cuts and bruises to fatality Hypothermia and drowning	1) Each adult accompanying the group is responsible for ensuring the participants are aware of the risk that the weather may pose to their safety and enjoyment of the session. 2) With minors, the instructors and teachers have the responsibility to ensure that actions are taken to counteract these effects where the outcome may cause a risk to the individual's well-being.
Risk posed through incorrect clothing	All present	Injury/sickness/hypothermia/Tiredness	1) It is the job of the instructor/adult in charge to ensure that the group have all the appropriate clothing for the planned activity and the foreseeable/prevaling weather conditions 2) Unless the supervising adult is 100% sure that the individuals are carrying the equipment (having seen the items) they should pack spare clothing as required.
Sun	All present	Sunstroke/sunburn, dehydration/illness	1) The use of sun cream and hats is to be activity encouraged

			<p>2) Those with sun cream should be encouraged to share it with anyone who does not have theirs available</p> <p>3) Sun cream should be re applied as appropriate and after water sports.</p> <p>4) Sunbathing, especially between the hours of 11am-3pm, is to be discouraged.</p> <p>5) Equipment lists should state sun cream as an essential item for summer and water based activity sessions</p> <p>6) Shade will be provided in the campsite and on the shore when not diving.</p>
Dehydration	All present	Illness/tiredness	<p>1) The adult in charge should check that each participant has a suitable volume of drink with them before leaving base.</p> <p>2) Activity sessions should build in drinking breaks to encourage rehydration</p> <p>3) The activity instructor should have reasonable spare fluids on hot days.</p> <p>4) Session activity should be modified to take into account the weather and predicted exertion levels</p>
Cold	All present	Hypothermia/sickness	<p>1) Sessions should be evaluated for suitability based on the weather.</p> <p>2) Activities in cold weather should be high energy</p> <p>3) Participants should be correctly equipped and carry spare clothing.</p> <p>4) Wetsuits for diving all year round</p>
Hypothermia	All Present	Sickness/ Unconsciousness/ Tiredness/ Slurred speaking/ confusion	<p>1) Enforce good early discipline to stop the onset of hypothermia. 2) Instructor to carry additional clothing / appropriate equipment in order to treat it appropriately 3) Breaks to be given when necessary to rehydrate and warm up. 4) Staff to keep close eye on anyone suspected with either issue.</p>
Effects of getting wet in land based activities	All Present	Any range of injuries from cuts and bruises to fatality	<p>1) Alter and adapt session to try to stay dry.</p> <p>2) Wear protective waterproof clothing and encourage early 'suing up'</p> <p>3) Find / provide shelter in extreme downpours</p>

			<p>4) Monitor flood risk and move activity and routes to take ground saturation into consideration</p> <p>5) Monitor surface water and evaluate footwear against the need to cancel/alter the planned activity</p>
Wind	All present	Any range of injuries from falling objects/cuts/bruises/fatality	<p>1) Waterproofs are to be used as protection from the wind</p> <p>2) Before each night and when wind is forecast, secure tents and equipment</p> <p>3) Be aware of the extra effort required to counteract the effects of the wind and modify the session appropriately</p> <p>4) Check and assess risk from local trees, especially on campsites. 5) Check tree maintenance programmes with woodland / campsite owners</p> <p>6) Move scuba diving to secondary site if wind and swell is too big at primary site</p>
Storms and Lightning	All present	Struck by lightning	<p>1) Check weather forecast regularly</p> <p>2) Reassure participants and discuss the actual risk vs the perceived risk</p> <p>3) In extreme weather, abandon the activity and seek shelter</p> <p>4) water based activities should be postponed, or activity stopped for 30 minutes following thunder or lightning.</p> <p>5) land based activities should be moved to lower, less exposed locations.</p> <p>6) Stay away from single trees</p> <p>7) Do not camp under or around trees</p>

2.5 Dive Project Cornwall Campsite

Hazards	People at risk	Possible injury	Controls in place
Electrical faults in buildings on site	Staff	Electric shock	Electricity Certificate for Dive Project Cornwall site.
Location specific risks	All people	Any range of injuries from cuts and bruises to fatality	Hazards identified on arrival by event manager, safe camping area allocated. Fencing identified where large drops are on site, and signs put up. Visitors/Clients made aware of out of bounds areas day/night on arrival at site, and map on view in camp, walk around site with group on arrival. Any possibility of contamination from animal waste, chemical/industrial waste and plants will be assessed on arrival and alterations to the plan made as required. The campsite will have been assessed for risk from flooding during the planned period of use. Staff and visitors to be aware of the mobile reception in the area.
Trips over objects and slips on spills in public areas	All people	Cuts and bruises	Staff keep walkways clear and pathways clearly marked and ensure that any spills are cleared up quickly. All leads and cables are fixed safely. Steps and site lit, and clearly marked. Games areas will be checked for holes, and trip hazards before being allocated. No running around tents. Guy ropes are to be within a reasonable distance of the tent to reduce trip hazard. Tents will be arranged to make movement easy and ensure guy rope location is predictable. Clients are requested to use torches when moving around after dark. After dark a limited safe area will apply.

Cliffs/steep coast paths	All People	Any range of injuries from cuts and bruises to fatality	Site orientation on arrival, maps showing areas of access and out of bounds.
Cars driving through area where people are walking	All people	Any range of injuries from cuts and bruises to fatality	Parking area marked out, staff in place to direct the van when dropping off kit to the kit store at the top of camp. Students briefed on areas of road where cars will be on the road.
Cleaning products for toilets	All people	Chemical burns and skin irritation. Potential poisoning if swallowed.	Products stored in a locked cupboard in the site office to ensure that they are not accessible to members of the public. Staff supplied with gloves and instructed on use of cleaners.
Poor Supervision	Students	Any range of injuries or incidents.	1) On-site supervision will be 3 teachers for 20 students. Diving ratios are 3 instructors to 5 divers when in the water. Supervision is shared between Dive Project Cornwall and school/client during the hours of 8am - 9pm. During the hours of 9pm - 8am teachers will be solely responsible for onsite supervision. But there will be a Dive Project Cornwall staff member, contactable by phone throughout the night in the event of an emergency. 2) A first aider (minimum of 12 hours) will always be present when clients are at the site. This may be an approved adult from the client group 3) Clients under 18 should be remotely supervised at all times during waking hours. 4) At night, dedicated duty members of staff(s) must be available on site and the clients informed of their location. 5) Clear 'duty of care' handovers between Dive Project Cornwall and the schools own adult staff member should be made. 6) The event manager is responsible for working with the accompanying client to guide their understanding of supervision and 'duty of care'
Environmental Injuries/Weather	All People	Any range of injuries or incidents.	1) Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain. 2) Camp manager to take steps to discourage clients sun bathing and to encourage the use of sun cream, sunhats and hats and gloves as appropriate. 3) Shelter to be provided in case of poor weather, or groups sent to tents 4) Hot and cold drinks to be provided whenever clients are on site. 5) Clients should be supported in all campsite activities

			and should be immersed gently into camp life. 6) There should be no compulsion or consequence from within the group for a refusal to take part. 7) Sympathetic and considerate support to be provided to all clients by school camp staff
Burns	All people	Burns, scalds	1) Clients supervised around any open fire at all times. 2) A safe seating zone will be identified around the fire based on the size of the fire at any given time. 3) All stones will be moved from the fire area so as to minimise the chance of hot projectiles. 4) Clients educated of risks during cooking - the supervising adult will be made aware of the risks and the methods of minimising these. 5) Clients are to be trained in the use of cooking stoves before being remotely supervised. 6) Methylated spirits must not be added to lit flames. 7) All cooking to be done on stable flat surfaces. 8) Appropriate tools are to be used during cooking 9) Damaged cooking equipment should be removed from use.
Fire	All people	Burns, scalds, severe injury or fatality.	1) Fire extinguishers/water source to be available. 2) Fire extinguisher/Water or sand to be available around open fires 3) Clients to be made aware of fire risk to tents, gas and grass. 4) No smoking on site 5) Open fires to be supervised by staff at all times 6) Cooking to be supervised by staff at all times 7) Gas bottles to be stored away from clients and fire and locked up 8) Games not be played in cooking or fire pit areas. 9) Clients are not to fuel the fire with own rubbish, all fuel will be approved by an staff member 10) Tents to have basic fire proofing. 11) Cooking must only take place in dedicated catering area, and no other tents. 12) Open fires are not to be left unattended and should be put out/made safe before leaving the site.
Structures	All people	Any range of injuries from cuts and bruises to fatality	Stretch tent installed by professional, method statement and risk assessment filed.
Contamination	All people	Spread of disease, leading to illness. Destruction to the environment.	1) Water to be tested at source by Cornwall Council 2) Drinking water signposted 3) Food and waste water to be disposed of in agreed locations only 4) Toilets to be used rather than hedge rows. 5) Clients are encouraged to wash hands at the end of the sessions, after using the toilet and before

			food 6) Washing facilities (clean water and soap) to be available at all times and located in positions that encourage good practise. 7) Separate tented accommodation allowing client separation and privacy in case of sickness.
Kit hire/ maintenance	Divers	Hypothermia and drowning	All hire kit is serviced annually and regularly maintained
External Interference- Wildlife	All people	Spread of disease and destruction to property. Injury from wild animals	1) All waste food to be removed from the site regularly so as not to encourage animals.2) Food not to be stored in sleeping tents. 3) All clients eat in designated areas away from tents 4) Clients encouraged not to feed any local animals.
External Interference - Human	All people	Risk to students under 16 years of age/members of the public coming into DPC campsite.	1)No public access to campsite 2) A clearly defined ‘Dive Project Cornwall site’ will be created 3) Clients asked to inform staff of any stranger entering the site area. 4) After dark a limited safe area will apply in which under 18 clients must stay. 5) Key staff to have Enhanced DBS checks. 6) Clients under 18 to be accompanied by teachers and enhanced DBS staff at all times. 7)Any visitors on site to be accompanied by enhanced DBS staff at all times.
Theft	All people	Loss of personal items	1)Non-public sites to be used whenever possible 2) Clients to be informed of theft risk. 3) Clients encouraged not to bring valuables to the camp (outlined before event on standard equipment list) 4) All tents to be closed before leaving site 5) Valuables to be taken from the site.
Health Personal Hygiene	All people	Sickness/illness/ Spread of disease	Toilets and washing facilities are available on site. The facilities are checked and cleaned on a regular basis by campsite staff. It is everyone’s responsibility to keep these facilities clean and tidy. Ensure everyone uses handwashing facilities prior to preparation and eating of food.

2.6 Dive Project Cornwall Catering Container

Hazards	People at risk	Possible injury	Controls in place
Electrical faults in buildings on site	Staff	Electric shock	Electricity Certificate for DPC site.
Gas leaks	All people	Gas inhalation injuries, various injuries from any gas explosions	Gas turned off when not in use. No fires or flames near gas canisters. Only to be used by Dive Project Cornwall trained staff. Gas canisters to be locked away on site. Adequate ventilation in cooking area.
Oven and other cooking equipment and hot food	Head Caterer	Burns and scalds	The head caterer is aware of safe working procedures when handling hot food and equipment, and the wagon has heat proof equipment to handle hot food and utensils. Equipment is fit for purpose. The contractor wears closed toe footwear at all times. Members of the public are not allowed inside of the kitchen and the door is kept closed at all times (and locked when the head caterer is not there). Knives are locked away when not in use.
Trips over objects and slips on spills inside of kitchen	All present	Cuts and bruises	The contractor keeps the kitchen floor clear, and ensures that any spills are cleared up quickly. All leads and cables are fixed safely.
Cleaning products	Cleaning staff	Chemical burns and skin irritation. Potential poisoning if swallowed.	Products stored in a cupboard away from the food to ensure that there is no cross-contamination. The contractor has gloves and is aware of the safe use of the products. COSHH documents stored in office.
Waste and recycling	All people	Improper disposal of solid wastes can cause direct spreading	Make sure waste and recycling is bagged in sacks and disposed of in bins in the carpark, to prevent attracting wildlife and vermin, soil

		of infectious diseases and illness	contamination, water contamination, air contamination., harm towards animal and marine life, human damage.
Health & Hygiene	All people	Sickness, Food Poisoning allergies.	<p>Ensure there is a clean drinking water supply around the site. Separate hand wash area for chef. Ensure clean equipment, facilities, and hand washing for visitors. Head of catering has a level 2 Hygiene certificate, and allergy awareness training. Cleaning and fridge food temperatures taken and recorded.</p> <p>Allergen posters on display in kitchen, identify foods that contain allergens and use allergen matrix for each meal so they are clearly identified</p> <p>Any external caterers will provide allergen information</p>

3. Handling of minor & major incidents

3.1 First Aid

First aid kits can be found in the Dive Project Cornwall campsite office and there will always be a roaming first aid kit at the pool or on the shore when diving. There is always a trained First Aider on site. A teacher from every school will be first aid trained, and at least two dive instructors will be Emergency First Responders. All incidents are to be reported to the Dive Project Cornwall campsite office where first aid will be given, or the emergency services called. All accidents and injuries must also be recorded in the Accident at Work Book. First Aid Certificates of Dive Project Cornwall staff can be found filed with this document.

3.2 Emergencies

In the event of an emergency the Emergency Services can be called from the Porthkerris office, Porthkerris pool, Dive Project Cornwall staff mobiles. Dive Project Cornwall staff will also have handheld radios that link the campsite to the shore and pool areas. There is also an emergency phone in the fishing area at Porthkerris..

Please see the Missing Diver instructions, Diving Accident Management Flowchart, and the Emergency Action Plan for further information, copies of which are held for reference with this risk assessment.

3.3 Oxygen provision

Oxygen is given in an emergency as per oxygen providers training. In the event of a qualified oxygen provider not being available staff will follow the DDRC flowchart displayed in the Dive Project Cornwall Office and Porthkerris Site Office.

3.4 Fire safety and procedures

Fire extinguishers are in the Dive Project Cornwall Catering Container, and by the campfire. The Dive Project Cornwall catering container also has a fire blanket.

In the event of a fire, staff are trained to guide all members of the public to the meeting point at the far end of the beach (Porthoustock/South side) along the flat parking area. This ensures that the main beach area is clear for the emergency services, and that everyone is away from any fire.

Posters explaining the fire procedures are displayed in the office and toilets

Copies of the Fire Risk Assessment are held for reference with this Risk Assessment.

3.5 Safeguarding

Please see Dive Project Cornwall's Safeguarding Policy Documents

4 References and related files

The following related files can be found in the Dive Project Cornwall campsite office:

- Kit maintenance
- Staff manual & information
- Accident at work book
- Food hygiene daily checklist.
- COSHH folder

Documents held with this Risk Assessment:

- HSE Information Document - Five Steps to Risk Assessment
- Safeguarding Policies
- Schools Participation Forms
- Photo and video consent forms
- PADI Dive Medical Forms
- PADI Non-Agency Disclosure, Acknowledgement, Agreement.
- PADI Liability Release and Assumption of Risk Agreement,
- PADI Safe Diving Practices Statement of Understanding
- Emergency Action Plans
- Missing Diver Instructions
- DDRC flowchart for oxygen giving
- Evacuation Plan
- Fire Risk Assessment
- COSHH documents
- Electrical certificates
- Water testing certificates
- DBS Certificates
- Staff PADI Instructor and Dive Master Certificates
- Staff First Aid Certificates

- Catering Management Plan
- Contractor Risk Assessments and Method Statements
- Porthkerris Risk Assessments
- Porthkerris EAP

Review of Risk Assessment

Which section of this document has been reviewed?	Who by?	Date?
Page 3 - person carrying our Risk assessment - changed from Tamsyn O'Donohue to Andrew Forster	Michaela Sillick	23rd May 2023

This risk assessment should be reviewed at least annually – preferably before the start of each season.