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| **ACTIVITY** | **Running sessions in the Cavebus.** |



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| **Group** | | **Any groups** | | | | | | | **PARTY LEADER** | | | Cave bus Instructor / Competent adult. | | | |
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| Groups of People at Risk | | | | **Venue/Locations** | | | | | **Date and Time of Visit** | | | | | | **Age Range** |
| All | | | | Mobile Cavebus | | | | |  | | |  | | | 5+ |
| Number of People | | | | Male | | **Female** | | | Total | | | **Ratios – Staff: Participants** | | | |
|  | |  | | |  | | | 1: 10 (Advised). | | | |
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| **HAZARD/RISK.** | | | 1 | | Bumps, trips, scrapes, fall | | 4 | Light failure | | | | | 7 | Contraband | |
| 2 | | Ill fitting equipment | | 5 | Panic | | | | | 8 | Missing person | |
| 3 | | Piercings / skin tear | | 6 | Entrapment | | | | | 9 | Emergency Lighting | |
| **CONTROLS.** | | | | | | | | | | **Risk Level.** | **ACTIONS.** | | | | |
| 1 | * Brief participants. * Ensure participants are wearing appropriate protective clothing and helmets. * Brief participants on how to exit the cave and how best to perform moves in particular forward roll. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Briefing by instructor, hand out kit and check for sizes and fitting.**  **Equipment to be checked before being loaned from Cavebus Company by Cavebus appointed staff.** | | | | |
| 2 | * Do not permit participants to take part if correctly fitting equipment is not available. * Vehicle to contain all sizes of protective equipment. | | | | | | | | | **Low.** | **Briefing by instructor, hand out kit and check for sizes and fitting.** | | | | |
| 3 | * Ask participants to remove piercing jewellery if possible, offer adhesive tape to participants so they can tape down “belly button” jewellery. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Participant briefing and availability of adhesive tape.**  **When operated by Cavebus staff, minimum of 1 will be First Aid trained.** | | | | |
| 4 | * Brief participants not to worry if their lights fail; encourage a buddy system so participants assist and encourage each other. * Brief participants to make a mental note of the number of the last exit hatch they passed. * Participants to be told that if they are worried shout for help and instructor will open hatch to assist. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Briefing by instructor. Instructor to have light and helmet.**  **All equipment checked for operation and condition before being issued for use by Cavebus Company.** | | | | |
| 5 | * Brief participants not to panic, to ask for help and say which emergency exit hatch they have passed or are near. * Instructor to open nearby emergency hatch and assist participant to exit cave. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Briefing by instructor to participants prior to entry to the cave system.** | | | | |
| 6 | * Instructor to open all hatches (To maintain good circulation of clean air). * Remove ALL other participants from the bus. * Use available helmet/ Emergency light to flood passage with light. * Reassure participant, ensure they are breathing properly. * Assist and talk participants into freeing themselves. * Move participant’s limbs into position to allow them to free themselves. * If needed remove sections of the cave to free participant (LAST RESORT). * Seek help if required, call 999 ask for Fire Brigade, explain that the participant is trapped in a “WOODEN SIMULATED CAVE” | | | | | | | | | **Low.** | **Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.**  **Promote a calm manner with the participant, as not to escalate possible panic situations.** | | | | |
| 7 | * Instructor to brief participants not to take mobile phones, lighters or matches into cave. * Use the flexi tub provided by the instructor for participants to put their personal possessions in. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Briefing by instructor, flexi tub kept on bus for participants belongings.**  **Instructor to explain the dangers of taking contraband into the cave system.** | | | | |
| 8 | * Banks man system to be operated at ALL times. Participants names to be written on a whiteboard (or similar list) and crossed off as they exit the cave. * All kit is numbered, issued on a need basis (i.e. 5 participants, 5 helmets issued) Kit to be counted back in. * Bus is not to be moved while names are still on the banks mans list or kit is unaccounted for. * Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. | | | | | | | | | **Low.** | **Write participants names on banksmans list.** | | | | |
| 9 | * Emergency light kept in drivers cab (under dash board). * THIS IS FOR EMERGENCY USE ONLY | | | | | | | | | **Low.** | **Ensure that the light is deployed in passageways to light up the system.**  **Ensure that the light is not directed toward eyes, or making anyone uncomfortable.** | | | | |

Assessment completed by: \_\_\_Greg Hoyle / Mark Hoyle Date: 27th June 2014 Review Date: 27th June 2016

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| **ACTIVITY** | **Vehicle movements.** |



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| **Group** | | **Any groups** | | | | | | | **PARTY LEADER** | | | Designated, qualified driver. | | | |
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| Groups of People at Risk | | | | **Venue/Locations** | | | | | **Date and Time of Visit** | | | | | | **Age Range** |
| All | | | | Mobile Cavebus | | | | |  | | |  | | | 21+ (Driver). |
| Number of People | | | | Male | | **Female** | | | Total | | | **Ratios – Staff: Participants** | | | |
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| **HAZARD/RISK.** | | | 1 | | Moving vehicle in confined spaces. | | 4 | Reversing. | | | | | 7 |  | |
| 2 | | Moving in normal road conditions. | | 5 | Immobilising / remobilising the vehicle. | | | | | 8 |  | |
| 3 | | Moving in crowd conditions. | | 6 |  | | | | | 9 |  | |
| **CONTROLS.** | | | | | | | | | | **Risk Level.** | **ACTIONS.** | | | | |
| 1 | * All locations to be checked prior to the vehicle being dispatched and manoeuvred into position. * All locations to be checked by a qualified PCV driver. * All “tight” clearances to be detailed to the driver before departure. * Second man sent if deemed needed to assist with vehicle movements. * Vehicle ONLY to be driven by tested, competent D or C licence holders. | | | | | | | | | **Low.** | **Driver and assistant to agree a clear set of hand signals before commencing manoeuvres.**  **Driver to stop immediately if they loose sight of the assistant.**  **Drivers to take retests and health examinations as specified by DVLA.**  **Drivers to undergo periodic CPC professional driver training.** | | | | |
| 2 | * Vehicles only to be driven by qualified drivers. * Vehicles only to be driven by competent drivers. * Vehicles only to be driven by insured drivers. | | | | | | | | | **Low.** | **Drivers to take retests and health examinations as specified by DVLA.**  **Drivers to undergo periodic CPC professional driver training.** | | | | |
| 3 | * Vehicle to arrive at shows, schools etc before the event (to minimise exposure of moving vehicle to crowds). * Hazard lights to be switched on at all times. * Maximum permitted speed 5mph. * Person to escort vehicle to its desired location. (walk in front of vehicle alerting pedestrians of its presence.) * Drivers to be aware of surroundings and pedestrians locations. * All doors to be closed (To stop stray pedestrians from trying to board the vehicle). | | | | | | | | | **Low.** | **Drivers to take retests and health examinations as specified by DVLA.**  **Drivers to undergo periodic CPC professional driver training.**  **Driver prepared to stop immediately.** | | | | |
| 4 | * Use Hazard lights and Horn when reversing. * Vehicle only permitted to reverse when a banks man is available. * Bus fitted with reversing lights. | | | | | | | | | **Low.** | **Drivers to take retests and health examinations as specified by DVLA.**  **Drivers to undergo periodic CPC professional driver training.**  **Driver prepared to stop immediately.** | | | | |
| 5 | * Only Cavebus staff know where to re-energise the bus starting system. * Only Cavebus staff permitted in the cab area of the vehicle. * Cab locked off to other users. * Immobiliser fitted to all vehicles. | | | | | | | | |  | **Immobilise the vehicle as soon as it is in position.**  **Only energise the starting system when everything has been cleared away and the vehicle is ready for departure.**  **Ensure that the cab control panel is switched out.** | | | | |

Assessment completed by: \_\_\_Mark Hoyle Date: \_\_5th March 2013 Review Date: \_\_5th March 2015