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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