



ACTIVITY

Running sessions in the Cavebus.

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).	

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	<ul style="list-style-type: none"> 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.	<p>Briefing by instructor, hand out kit and check for sizes and fitting.</p> <p>Equipment to be checked before being loaned from Cavebus Company by Cavebus appointed staff.</p>
2	<ul style="list-style-type: none"> Do not permit participants to take part if correctly fitting equipment is not available. Vehicle to contain all sizes of protective equipment. 	Low.	<p>Briefing by instructor, hand out kit and check for sizes and fitting.</p>
3	<ul style="list-style-type: none"> 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.	<p>Participant briefing and availability of adhesive tape.</p> <p>When operated by Cavebus staff, minimum of 1 will be First Aid trained.</p>

4	<ul style="list-style-type: none"> • 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.	<p>Briefing by instructor. Instructor to have light and helmet.</p> <p>All equipment checked for operation and condition before being issued for use by Cavebus Company.</p>
5	<ul style="list-style-type: none"> • 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.	<p>Briefing by instructor to participants prior to entry to the cave system.</p>
6	<ul style="list-style-type: none"> • 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.	<p>Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</p> <p>Promote a calm manner with the participant, as not to escalate possible panic situations.</p>
7	<ul style="list-style-type: none"> • 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.	<p>Briefing by instructor, flexi tub kept on bus for participants belongings.</p> <p>Instructor to explain the dangers of taking contraband into the cave system.</p>

8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Emergency light kept in drivers cab (under dash board). • THIS IS FOR EMERGENCY USE ONLY 	Low.	<p>Ensure that the light is deployed in passageways to light up the system.</p> <p>Ensure that the light is not directed toward eyes, or making anyone uncomfortable.</p>

Assessment completed by: _____

Date: _____

Review Date: _____



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	

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	<ul style="list-style-type: none"> 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.	<p>Driver and assistant to agree a clear set of hand signals before commencing manoeuvres.</p> <p>Driver to stop immediately if they loose sight of the assistant.</p> <p>Drivers to take retests and health examinations as specified by DVLA.</p> <p>Drivers to undergo periodic CPC professional driver training.</p>

2	<ul style="list-style-type: none"> • 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.	<p>Drivers to take retests and health examinations as specified by DVLA.</p> <p>Drivers to undergo periodic CPC professional driver training.</p>
3	<ul style="list-style-type: none"> • 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.	<p>Drivers to take retests and health examinations as specified by DVLA.</p> <p>Drivers to undergo periodic CPC professional driver training.</p> <p>Driver prepared to stop immediately.</p>
4	<ul style="list-style-type: none"> • Use Hazard lights and Horn when reversing. • Vehicle only permitted to reverse when a banks man is available. • Bus fitted with reversing lights. 	Low.	<p>Drivers to take retests and health examinations as specified by DVLA.</p> <p>Drivers to undergo periodic CPC professional driver training.</p> <p>Driver prepared to stop immediately.</p>
5	<ul style="list-style-type: none"> • 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. 		<p>Immobilise the vehicle as soon as it is in position.</p> <p>Only energise the starting system when everything has been cleared away and the vehicle is ready for departure.</p> <p>Ensure that the cab control panel is switched out.</p>

Assessment completed by: _____

Date: _____

Review Date: _____