

Activity Risk Assessment

Boyd Campsite & Activity Centre

Name of Activity	Cave Bus	Date of Risk Assessment	24.2.22	Name of who undertook this Risk Assessment	Graham Thorpe Tracey Murrell
		Date of Next Review			

Hazard Identified? / Risks from It?	Who is at Risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people Leaders Participants Visitors?</i>	<i>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	<i>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</i>
Leader / Supervisor untrained Risk of injury to participants	Instructors / Participants	Only trained leaders / instructors to manage the activity. Ensure instruction is given to all participants, as defined within the CaveBus Initial Brief prior to the start of the activity A minimum of two persons is required to run the cave bus activity.	Training on the CaveBus available from the Boyd Site Team
Incorrect CaveBus Preparation Risk of ineffective rescue from cave bus Risk of Panic Risk of overheating participants (during hot weather)	Instructors / Participants	Ensure all ventilation points and doors as outlined within the CaveBus Initial Brief are opened and suitably secured. Ensure each of the escape hatches are checked prior to the start of the activity to ensure rescue can be achieved from every crawlspace.	
Entry Door unprotected -Risk of head Injury	Instructors / Participants	Ensure anyone entering the CaveBus crawl spaces wear a helmet. Ensure foam edging pads are fitted to the lip of the entry and exit doors to protect from head injury	
General Hazards from Usage	Participants,	All participants must wear a helmet when inside the CaveBus	Brief participants prior to activity on

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<p>Risk of bodily injuries. (Bumps, Scrapes, Falls)</p>	<p>Instructors / Leaders, Site Maintenance Staff</p>	<p>(including entering and exiting the CaveBus). Participants and instructors must wear appropriate clothing (covering all limbs). Participants will stay at least two metres away from each other in the CaveBus at all times. Participants to be briefed to leave space between each other on entry. Instructors to be familiar with the CaveBus layout (including the emergency exits and emergency passageway). Instructors aware of first aid facilities available on site if required All emergency exit doors fastened from the outside to stop participants failing. Design of the emergency doors are failsafe, so that it is not possible to drop an emergency door into the cave system.</p>	<p>required behavioural requirements and requirement for use and ask them questions to check understanding. Supervising leaders to undergo regular retraining, and only be left with the activity when they feel competent. Where site maintenance staff are lone working, site to be aware of their presence in the CaveBus and check in at 30 minute intervals. Lone working to be avoided where possible.</p>
<p>Incorrect issue and Use of Safety Equipment Risk of Head Impact / collision injuries</p>	<p>Participants, Instructors / Leaders, Site Maintenance Staff</p>	<p>Instructors only to allow access to participants who have -correctly fitted helmets, Instructors refuse access to the activity if the participant refuses to wear a helmet or appropriate fitting helmet is not available.</p>	<p>Instructor or competent adult to check helmets and clothing for appropriate fit.</p>
<p>Inappropriate clothing Risk of clothing restricting movement causing injury Risk of clothes / hair snagging causing entrapment</p>	<p>Participants, Instructors / Leaders, Site Maintenance Staff</p>	<p>Ensure all participants have suitable clothing that does not restrict movement. Ensure participants do not have excessively 'loose baggy clothing' that could snag inside the cave system Due to participants needing to crawl / kneel down during activity, shorts should not be worn and covered arms is recommended Open toes shoes are not permitted on the activity. Neckers should be removed or tucked into clothing</p>	<p>Instructors are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave. Use of long sleeves vs Tee shirts may be dependant on the weather factors (i.e heat inside bus).</p>
<p>Earrings and jewellery</p>	<p>Participants,</p>	<p>Ask participants to remove piercings, watches and jewellery</p>	<p>CaveBus staff are NOT to look after</p>

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<p>Risk of snagging, skin injuries and potentially degloving</p>	<p>Instructors / Leaders, Site Maintenance Staff</p>	<p>if possible, offer adhesive tape to participants so they can tape down “belly button” jewellery. Instructor and participants to be aware of the location of the site first aider and first aid kit. Instructor to brief participants that jewellery should be removed before entering the CaveBus.</p>	<p>jewellery / phones / money for participants. Event organisers / leaders to make provision for the storage of these items (i.e. scout leaders/teachers to be responsible for saving items of participants).</p>
<p>Ingress of Water & Mud from wet clothes & dirty shoes Risk of slips Risk of general discomfort for other users</p>	<p>Participants, Instructors / Leaders, Site Maintenance Staff</p>	<p>It is recommended that the activity is performed in clean trainers or similar. Participants will be able to change footwear in the meeting area next to the CaveBus. Due to snagging risk, coats should not be worn and again, coats should be left in the meeting area provided.</p>	
<p>Headlamp failure Risk of panic Risk of collision injury</p>	<p>Participants, Instructors / Leaders, Site Maintenance Staff</p>	<p>Brief participants not to worry if their lights fail; and have a spare torches handy to pass to participants. Inform participants that if they are worried, shout for help and an instructor will open the access door to assist. Instructors familiar with cave system layout, comfortable about being in confined space and have undergone site specific training.</p>	<p>Open emergency exit doors to allow light into passage to calm any panicking participant. Once incident has been resolved, ensure emergency exits are closed once more.</p>
<p>Panic / Claustrophobia Risk of Excess stress Risk of Collision Injury</p>	<p>Participants</p>	<p>Each participant to use either their own headtorch or, if they do not have one, a torch will be provided as part of the activity Brief participants not to panic, to ask for help and describe where in the cave they are. No part of the cave is more than 5m from an emergency exit. Instructor to open the nearest emergency hatches and assist participants to exit the cave. Instructors familiar with layout, comfortable about being in confined space and have</p>	<p>Show nervous participants the cave from an emergency exit so that they can make an informed choice about using the activity. Do not pressure any participant and stop any peer pressuring immediately.</p>

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		undergone site specific training.	
<p>Entrapment / Evacuation Risk of Excess stress Risk of Collision Injury Risk of complications from other medical conditions (illness in CaveBus)</p>	Participants	<p>Instructor to immediately open all hatches (allowing as much air and light in as possible). Use an available helmet/ light to light up the passage and allow the trapped participant to see around them. Assist and talk participants into freeing themselves by reversing their manoeuvres. In extreme circumstances, assist in freeing the participant through pushing or pulling (where appropriate). Second instructor/supporter to assist all other participants to exit the cave where appropriate. All participants to be informed about exit doors and exiting the cave system safely. Ask all removed participants to wait at a designated point.</p>	<p>Ask participant to turn 45 degrees to the floor of the cave passageway in standard cave passageways. Standard passages are 18 inch squared, by taking the 45 degree angle in this passageway you are increasing available space to 25.4 inch. Ensure that persons waiting to go into the CaveBus/waiting for friends in the CaveBus must wait a safe distance from the bus at all times to avoid crowding if an evacuation has to take place.</p>
<p>Contraband Risk of Puncture Wounds from items in pockets Risk on bruising (kneeling on dropped items) Fire Risk Slip Risk from spilt foodstuffs / liquids</p>	Participants, Instructors / Leaders, Site Maintenance Staff	<p>Instructor to brief participants not to take the following inside the cave: Mobile phones, batteries, food & drinks, lighters & matches Sharp Objects. Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training. Instructors to recover / remove contraband if discovered inside the CaveBus System</p>	<p>Instructors to remove anyone from the cave system who breaks contraband rules. Instructors not to allow this person back on the activity. If contraband cannot be removed (inaccessible spilt drink / food etc..) the CaveBus may need to be closed for a period of time to conduct additional activity.</p>
<p>Head Impact injuries Risk of general injury, concussion and potential unconsciousness</p>	Participants	<p>High level of probability of a head strike inside the cave or exiting through an emergency exit. All participants are to wear helmets to minimise the effect of any bumps.</p>	<p>Instructor or competent adult to ensure that helmets are fitted correctly.</p>
Excessive Heat / temperature	Participants,	Instructors to be aware of the temperature in the CaveBus	Open all emergency doors when the

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<p>Risk of heat exposure and illness</p>	<p>Instructors / Leaders, Site Maintenance Staff</p>	<p>and be prepared to stop the activity if the temperature gets too warm. Cages fitted in top areas of all CaveBuses to allow cool air to enter the system. Open bus fire exit to allow cool air in. Open emergency doors labelled "Emergency door and vent" when in use to cool the cave down.</p>	<p>cave is not in use to allow air into the system and allow the system to cool down. Do not leave doors marked "Emergency exit only" open when participants are in the cave, as this could be misconceived as a travel route within the cave system.</p>
<p>Unauthorised access Risk of damage and Vandalism Risk of injury due to additional hazards from the offence</p>	<p>All unauthorised users Participants, Instructors / Leaders, Site Maintenance Staff</p>	<p>Ensure CaveBus is always locked after use to prohibit unauthorised access. Prior to starting activity at the start of the day, the CaveBus should be inspected for any evidence of unauthorised entry, and any related contraband that has been introduced that could present an additional hazard to users and staff. If contraband / damage is identified, the Site Team should be notified who will then assess the situation to see if hazard can be removed / resolved or if the CaveBus needs to be closed for repair</p>	<p>Ongoing monitoring of CaveBus and vicinity through CCTV to identify trespass in the area.</p>
<p>Poor Behaviour Risk of general injuries and collision injury</p>	<p>Participants Instructors / Leaders</p>	<p>Brief participants prior to activity to set clear expectations of behaviour prior to beginning activity. instructors / Leaders need to set an example when using the CaveBus to ensure that a good standard of behaviour is maintained.</p>	<p>Instructors to remove anyone from the cave system who deemed to have broken the expected requirements for behaviour. Instructors may allow this person back on the activity, if their behaviour improves.</p>
<p><i>Review:</i></p>			