

Name of activity, event, and location	Cave Bus Cudham Shaws Outdoor Centre Top Field	Date of risk assessment	August 2022	Name of person doing this risk assessment	J Baxter
		Date of next review	January 2023		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults?	Review & revise. What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Adult Supervision	All participants	The Cave Bus requires two adults in order to supervise it one inside the bus and one external both would have a knowledge as to the safe working of the bus.	
General Requirements	All participants	Participants must wear a helmet when inside the Cave bus. Participants must wear appropriate clothing (covering all limbs). Supervising adult will ensure they are familiar with the Cave bus layout (including the emergency exits). All emergency exit doors fastened from the outside to stop them failing. Design of the doors makes them failsafe, so that it is not possible to drop an emergency door into the cave system.	
Safety Equipment	All participants	Supervising adult only to allow access to participants who have correctly fitted helmets, have suitable clothing that does not restrict movement, do not have jewellery on (rings, earrings, watches). Supervising adult are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave.	
Earrings and jewellery	All participants	Ask participants to remove piercings, watches, and jewellery if possible, offer adhesive tape to participants so they can tape down "belly button" jewellery.	
Entry and Exit	All participants	The supervising adult is to ensure that all members enter the bus though the correct entry point. Members entering through the exit are liable to become stuck which would end the event for all.	

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Torch Failure	All participants	Brief participants not to worry if their lights fail; and have a spare torch handy to pass to participants. Open emergency exit doors to allow light into passage to calm any panicking participant. Supervising adult familiar with cave system layout, comfortable about being in confined space and have undergone site specific training.			
Panic / Claustrophobia	All participants	Supervising adult to remain aware of participants within the cave so that can intervene to calm participant who may starting to panic before they become to distressed No part of the cave is more than 5m from an emergency exit. Supervising adult to open the nearest emergency hatches and assist participants to exit the cave. Supervising adult familiar with layout, comfortable about supporting people in confined space and have undergone site specific training.			
Entrapment / Evacuation	All participants	Supervising adult to immediately open all hatches (allowing as much air and light in as possible). Use an available 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			
Participants' behaviour	All Participants	If in the opinion of the supervising adult the behaviour of an individual or the group as a whole is not conducive to running a safe session then the activity session will be stopped and the person or persons causing concern removed. No person under the influence of alcohol or drugs should be allowed on the Activity.			
Insufficient adult supervision	All participants	The Group/Units Risk Assessment will indicate the number of leaders / Adults required for their Group / Unit. This is to be maintained by the Group / Unit. Cudham Shaws staff may choose postpone the session until the ratio is returned or they may choose to continue using the volunteers as part of the required ratio.			