

## Cavebus and cavepod Risk Assessments:

1. Running a cavebus/cavepod session (standard)
2. Vehicle Movements
3. Cavebus cleaning schedule
4. Holiday bus risk assessments

Please ensure that you read and comply with the risk assessments, these risk assessments are considered to ensure that the activities are kept as safe as possible at all times.

If you have any concerns or recommendations please contact Mark ([cavebus@gmail.com](mailto:cavebus@gmail.com))

# 1. Running a standard cavebus/cavepod session

Name of activity, event, and location	<p>1. Running a standard cavebus or cavepod session</p> <p><i>(See additional Covid secure risk assessment for using / working on cavebuses during the pandemic)</i></p> <p>All locations, this risk assessment is suitable for use with Cavebus and Cavepod only (due to their unique ventilation and emergency access systems, it would not be appropriate to use this risk assessment for other confined space activities).</p>	Date of risk assessment	1st Feb 2024	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st Feb 2025		

Hazards	Who is at risk? (Level of risk)	How are the risks already controlled? What extra controls are needed? (Controls)	Risk (after control measures put in place)	Further controls.
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<p>Bodily injuries. (Bumps, Scrapes, Falls).</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<p>All participants must wear a helmet when inside the cavebus (including entering and exiting the cavebus). Participants and instructors must wear appropriate clothing (covering all limbs).</p> <p>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.</p> <p>Instructors familiar with the cavebus layout (including the emergency exits and emergency passageway).</p> <p>Instructors aware of first aid facilities (may not always be onboard, but may be provided by the organising event/location).</p> <p>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.</p>	<p>Low</p>	<p>Read the short risk assessment to the participants and ask them questions to check understanding.</p> <p>Cavebus staff to undergo regular retraining.</p> <p>Event staff to only be left with the activity when they feel competent.</p> <p>Where 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>Safety equipment</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<p>Instructors 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, ear rings, watches).</p> <p>Instructors refuse access to the activity if the participant refuses to wear a helmet or appropriate fitting helmet is not available.</p>	<p>Low</p>	<p>Instructor or competent adult to check helmets and clothing for appropriate fit.</p> <p>Instructors are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave.</p>
<p>Earrings and jewellery</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<p>Ask participants to remove piercings, watches and jewellery if possible, offer adhesive tape to participants so they can tape down "belly button" jewellery.</p> <p>Instructor and participants to be aware of the location of the site first aider and first aid kit.</p> <p>Instructor to brief participants that jewellery should be removed before entering the cavebus.</p>	<p>Low</p>	<p>Cavebus staff are NOT to look after jewellery / phones / money for participants. Event organisers to make provision for the storage of these items (i.e. scout leaders/teachers to be responsible for saving items of participants).</p>

<p>Headlamp failure</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<p>Brief participants not to worry if their lights fail; and have a spare torch 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.</p> <p>Instructors familiar with cave system layout, comfortable about being in confined space and have undergone site specific training.</p>	<p>Low</p>	<p>Open emergency exit doors to allow light into passage to calm any panicking participant.</p>
<p>Panic / Claustrophobia</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<p>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.</p> <p>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 undergone site specific training.</p>	<p>Low</p>	<p>Show nervous participants the cave from an emergency exit so that they can make an informed choice about using the activity.</p> <p>Do not pressure any participant and stop any peer pressuring immediately.</p>
<p>Entrapment / Evacuation</p>	<p>Participants, Instructors, Maintenance Staff.</p> <p>(Low risk)</p>	<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.</p> <p>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).</p> <p>Second instructor/supporter to assist all other participants to exit the cave where appropriate.</p> <p>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><b>All participants to be instructed NOT to turn around in the cave or try to return backwards to exit the cave. If a participant wants to exit they must stay where they are and shout for assistance then go forward to the next emergency exit (unless instructed different)</b></p>	<p>Low</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.</p> <p>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</p>	<p>Participants, Instructors, Maintenance Staff.  (Low risk)</p>	<p>Instructor to brief participants not to take the following inside the cave: Mobile phones, batteries, food, drinks, lighters matches or anything sharp.</p> <p>Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</p>	<p>Low</p>	<p>Instructors to remove anyone from the cave system who breaks contraband rules. Instructors not to allow this person back on the activity.</p>
<p>Head injuries</p>	<p>Participants, Instructors, Maintenance Staff.  (Low risk, when wearing helmets)</p>	<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>Low</p>	<p>Instructor or competent adult to ensure that helmets are fitted correctly.</p>
<p>Heat / temperature</p>	<p>Participants, Instructors, Maintenance Staff.  (Low risk)</p>	<p>Instructors to be aware of the temperature in the cavebus and be prepared to stop the activity if the temperature gets too warm.</p> <p>Cages fitted in top areas of all cavebuses to allow cool air to enter the system.</p> <p>Open bus fire exit to allow cool air in. On coach versions ensure the safety chains or panels are in place across fire doors. Open emergency doors labelled "Emergency door and vent" when in use to cool the cave down.</p>	<p>Low</p>	<p>Open all emergency doors when the cave is not in use to allow air into the system and allow the system to cool down.</p> <p><b>Do not leave doors marked "Emergency exit only" open when participants are in the cave.</b></p>

## 2. Cavebus Company Vehicle Movements

Name of activity, event, and location	2. Cavebus Company Vehicle Movements  <i>(See additional Covid secure risk assessment for using / working on cavebuses during the pandemic)</i>	Date of risk assessment	1st February 2024	Name of person doing this risk assessment	Mark Hoyle
	All locations, this risk assessment is suitable for use with Cavebuses only (due to their unique ventilation and emergency access systems, it would not be appropriate to use this risk assessment for other confined space activities).	Date of next review	1st February 2025		

Hazards	Who is at risk?  (Level of risk)	How are the risks already controlled?  What extra controls are needed?  (Controls)	Risk  (after control measures put in place)	Further controls
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<p>Moving vehicles in confined spaces.</p>	<p>Pedestrians, other road users.  (Medium).</p>	<p>All locations to be checked (physically or via Google maps etc.) prior to the vehicle being dispatched and manoeuvred into position.</p> <p>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 competent D or C licence holders (or DVLA approved drivers). Use a banksman for reversing where available.</p> <p>Vehicles to be escorted through areas with no defined road and pedestrians present.</p>	<p>Low</p>	<p>No cavebus vehicles to be moved in crowded areas. Cavebuses to be delivered the day before the event starts where possible.</p> <p>Driver to stop if losing sight of the banksman.</p> <p>Vehicles must have hazard lights on when moving.</p>
<p>Moving vehicle in normal road conditions,</p>	<p>Pedestrians, drivers, passengers, other road users.  (Low).</p>	<p>Vehicles only to be driven by qualified and competent drivers.</p> <p>Vehicles only to be driven by insured drivers.</p>	<p>Low</p>	<p>Fully qualified category D drivers used where appropriate.</p>
<p>Reversing.</p>	<p>Pedestrians, drivers, passengers, other road users.  (Medium).</p>	<p>Use hazard lights and horn as required where possible.</p> <p>Use a banksman if required (ensure that communications are clarified before starting maneuver).</p> <p>Ensure that bus reversing lights are working correctly.</p> <p>Reversing limited to 2 miles per hour maximum speed.</p>	<p>Low</p>	<p>STOP immediately if unsure and check behind the vehicle.</p>

Immobilising / energising vehicles	Participants, staff, instructors and general public.  (Low)	Only Cavebus staff know where to re-energise the bus starting system. Only Cavebus staff are permitted in the cab area of the vehicle.  Battery disconnected when the cave is in use and start switch or key removed.	Low	When disconnecting/reconnecting the battery always remove negative or connect first (Incase of any accidental contact with bodywork).
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### 3. Cavebus/Cavepod cleaning schedule

Time interval	Method	Responsibility
Every hour when in use. Also before every new group and at the end of every session.	Wipe down all touch surfaces (external to the cave system). Using Anti Bacterial wipes.	Participants / Instructor.
Every hour (or every time a new person receives a helmet).	Wipe down the helmets using anti bacterial wipes.	Participant / Instructor.
Every week.	Sweep out emergency passageways and clean accessible areas of the cave.	Static cavebuses: Site Mobile Cavebuses: Cavebus Company.
Every six months	Deep clean and tunnel inspection.	Cavebus Company.
Every two years	Repaint interior of the cave system.	Cavebus Company.
Every three years	Exterior repaint of cavebus (Using Tekaloid Coach Paint).	Cavebus Company.

## 4. Holiday Bus Risk Assessment

Name of activity, event, and location	Holiday Bus  <i>(See additional Covid secure risk assessment for using / working on cavebuses during the pandemic)</i>  Currently sited at Polyapes Scout Camp (Surrey).  More locations to follow.	Date of risk assessment	1st February 2024	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st February 2025		

**NOTE: Holiday Bus not to be used until NYA/Scouts Green status (and end of pandemic).**

Hazard	Who is at risk?  (Level of risk)	How are the risks already controlled?  What extra controls are needed?  (Controls)	Risk (after control measures put in place)	What has changed that needs to be thought about and controlled?  (Further controls)
Slips, trips and falls.	Users, site staff, cavebus company staff.  (Low)	All floor edges are clearly marked, where floor levels change. Stairs have a handrail to assist stair users.	Low.	Ensure that stairs are kept clear of luggage etc.

Fire.	Users, site staff, cavebus company staff.  (Moderate)	Fire extinguishers provided on each level. Four emergency exits downstairs and one emergency fire window upstairs. No cooking or naked flames allowed on the bus. Cooking to be done at cooking stations away from the bus. All combustible materials used up to CRIB 5 standard (Minimum).  No smoking onboard the holiday bus.  Fire alarms fitted on both floors.	Low.	
Vehicle Movement.	Users, site staff, cavebus company staff. (Low)	Bus disabled, air brakes locked on and spring parking brake manually wound on.  Wheels also chocked.  Air suspension disabled to minimise movement in the wind.	Low.	
Clean Air Supply and ventilation.	Users, site staff, cavebus company staff. (Low)	Air vents on both floors of the cavebus. Extractor fan fitted in the upper saloon to pull old air out of the vehicle and pull clean air into the vehicle.	Low.	
Electrical faults.	Users, site staff, cavebus company staff.  (Low)	All electrical work fitted and approved by a qualified electrician. Bus electrics disabled and batteries removed.	Low.	

Vermin.	Users, site staff, cavebus company staff.  (Low)	No food allowed onboard the vehicle. Groups to clean up after themselves and bus to be inspected for cleanliness / signs of vermin between groups.  Three monthly deep clean to be performed by Cavebus company.	Low.	
Heat (temperature)	Users, site staff, cavebus company staff.  (Moderate)	Regularly check the temperature in the bus to ensure that it is safe for participants.		