

## Cavebus Risk Assessments:

1. Running a cavebus/cavepod session (standard)
2. Vehicle Movements
3. Covid Secure Risk Assessment for Cavebuses
4. Cavebus cleaning schedule
5. 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 2023	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st Feb 2024		

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	<p>2. Cavebus Company Vehicle Movements</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 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).</p>	Date of risk assessment	1st July 2023	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st July 2024		

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. Covid Secure Risk Assessment for Cavebus

Name of activity, event, and location	3. Covid secure working  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 risk assessment	1st July 2023	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st July 2024  (or as guidance changes)		

**NOTE: Cavebuses are able to be used, following government relaxation of guidance on 19th July 2021. We will update this risk assessment if guidance changes.**

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)	Further controls
Spread of Covid-19	Participants, staff, instructors and general public.  (Moderate, based on current infection rates).	Staff, instructors, participants and visitors not to be allowed onboard or near a cavebus if displaying any Covid related symptoms or have been in contact with anyone displaying symptoms.  Location (site) NHS Track and Trace to be used and lateral flow tests to be used if available/appropriate for the age group at the facility.	Low	Check the temperature of all participants. If anyone is over 37.8°C ask them to leave the area immediately.  Observers to stay at least 5 metres away from the cavebus at all times. (This is good practice anyway and reduces crowding around the entrance/exit areas).

<p>Contact transmission – Participants</p>	<p>Low (if participants tested for covid before using the cavebus). Moderate if no testing.</p>	<p>All touch surfaces external to the cave system (handles) to be wiped regularly with anti-bacterial wipes (Min. every 30 mins).</p> <p>Helmets and torches to be issued to individual participants. The helmet or torch is not to be interchanged between participants, without the interior of the helmet and handle of the torch wiping.</p> <p>All participants wash hands and use hand sanitiser prior to entering the cavebus.</p> <p>All staff wash hands regularly, using soap and for a duration of at least 20 seconds. Staff not to assist participants with fitting helmets. <b>Staff must visually check helmets for fitment.</b></p>	<p>Low</p>	<p>Use hand sanitiser between trips through the cave (i.e. if one participant decides to re-enter the cave they must use hand sanitiser between trips).</p> <p>Participants are to keep their helmet for the duration of the activity, where possible.</p> <p>Helmets to be wiped with anti bacterial wipes between participants.</p>
<p>Contact transmission – the activity</p>		<p>Wipe down handrails and touch points external to the cave entrance before the activity starts and after the activity ends (and at 30 minute intervals).</p>	<p>Low</p>	<p><b>Regular surface cleaning and wiping down.</b></p> <p>Isolation of the activity between groups.</p>
<p>Ventilation</p>	<p>Participants, staff, instructors and general public.  (Moderate)</p>	<p>Ensure that all doors and windows are open to allow good air circulation through the cave. Remove emergency doors labelled “Emergency Door and Vent”. Do not leave emergency doors open that are marked “Emergency Door Only”. Open all windows and doors in the cavebus.</p>	<p>Low</p>	<p><b>Open doors to allow air to circulate. Leave cave emergency doors open once the activity is finished.</b></p>

<p>Exit Route <b>(bus variants, NOT suitable for coach variants).</b></p>	<p>Participants, staff, instructors and general public.  (Moderate)</p>	<p>Consider allowing participants to exit the cave through the lowest emergency door (next to the fire door) and out of the fire door if safe / appropriate. (Note: the fire door is too high to do this on the coach variants). Exits to be managed appropriately on the coach and double deck variants.</p>	<p>Low</p>	<p><b>DO NOT use the fire door as an exit for the coach variants as this is too high from the ground.</b></p> <p><b>Only use fire door as an exit on bus variants where there is safe access to the fire door.</b></p>
<p>Cleaning after confirmed Covid Contamination</p>	<p>Participants, staff, instructors and general public.  (High)</p>	<p>Contact Cavebus Company immediately, Cavebus company will schedule a deep clean of the cavebus.</p> <p>Cavebus to be quarantined for a period of one week before cavebus staff enter to clean the activity.</p>	<p>Low</p>	<p>Cavebus company to do a deep clean if confirmed Covid contamination.</p>
<p>Social Distancing</p>	<p>Participants, staff, instructors and general public.  (Moderate)</p>	<p>One person to enter the cavebus at a time, instructor to show them where to go, next participant not to enter until the first participant has cleared the first passage.</p> <p>Instructor to brief participants to keep 2m apart inside the cave at all times.</p> <p>After 19th July 2021: The guidance above is to be used as best practice, but no longer a legal requirement.</p>	<p>Low</p>	<p>Instructor to brief participants and observers to keep to 2m social distancing.</p> <p>Used helmets to be left in a designated place by participants after their session.</p>

Helmets and equipment	Moderate	<p>Minimise sharing of helmets and torches. Wipe down all equipment between participants.</p> <p>Helmet and torch to be allocated to one participant. This equipment is to be wiped down by the participant before passing to another participant.</p> <p>Helmets and torches to be wiped down by participants after the activity, using antibacterial wipes. Then again by the instructor just before the next session.</p> <p>After 19th July 2021: The guidance above is to be used as best practice, but no longer a legal requirement.</p>	Low	<p>Equipment allocated to participants is not transferable.</p> <p>Participants are to wipe down equipment at the end of the session.</p>
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## 4. Cavebus 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 three months.	Deep clean and antibacterial fogging.	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.

## 5. 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 July 2023	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st July 2024		

**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.		