



Risk assessment form (H&S)

Name of assessor(s)	Jake Tebbutt	Group / Establishment:	SSE Outdoors Charterhouse
Date Review Date	January 2023 Annually		

Venue Description	How was the assessment done?	Mobile Phone Signal
		Pool
Caving – Swildon’s Hole Cave entrance ST 531 512 Nearest road in Priddy ST 52699 51191	Completed by the Senior Instructor in consultation with other staff and our Technical Advisor (Marcus Taylor)	Nearest Landline
		Farmers house at parking

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Slips and trips	Local Cave Leader or site specific qualified Instructors used. Safety/activity briefing for all participants encouraging them to sit down rather than fall down. Participants to wear suitable footwear Move at a steady pace so no one feels like they have to rush. Vigilance of instructors in watching out for hazards or hazardous behaviour eg people pushing/ shoving top get to the front. Utilise visiting staff to maintain high standards of group control	3	2	6				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Falling	<p>Local Cave Leader or site specific qualified Instructors used.</p> <p>Safety/activity briefing for all participants informing them about vertical drops and how you plan to protect them, given at appropriate times.</p> <p>Potential hazards pointed out in advance and group kept away until asked to approach.</p> <p>On short drops, the instructor should spot participants.</p> <p>For longer drops rope should be used and the instructor to adopt a position of greatest use (POGU).</p> <p>Demonstrations given where necessary on how to complete climbs/ descents</p> <p>Vigilance of instructors in watching out for hazards or hazardous behaviour</p> <p>Participants to wear suitable footwear</p> <p>Utilise visiting staff to maintain high standards of group control</p>	3	2	6				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff	Individual/s getting lost/ separated from the group	<p>Local Cave Leader or site specific instructor running the session</p> <p>Safety/activity briefing for all participants, and constant monitoring throughout the session.</p> <p>Group given clear instructions on where to go/ stop. Not to wander off.</p> <p>Head counts after challenges.</p> <p>Keep a teacher/ mentor at the back of the group.</p> <p>Lighting fit for purpose</p> <p>If you meet another group, keep an eye on yours to ensure they don't go off with another group.</p>	3	1	3				
Participants and visiting staff Instructor	Falling rocks	<p>Brief the group on the dangers of kicking/ throwing rocks.</p> <p>Helmets to be worn at all times.</p> <p>Brief the group to shout "below" if they dislodge any loose rock and inform them not to look up if they hear that shouted.</p>	2	3	6				
Participants and visiting staff	Exhaustion	<p>Close monitoring of the group for signs of exhaustion. Cut the trip short if necessary.</p> <p>Encourage team work and slow the trip down if needed.</p>	3	1	3				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Weather - participants inappropriately dressed for journey to and from the cave	Activity run in accordance with standard operating procedures (SOPs) and activity notes Instructor to check weather before the activity and make sure everyone is suitably dressed	2	1	2				
Participants and visiting staff Instructor	Biohazards (animal/human waste, mud, rubbish etc)	Instructor vigilance Group to wash hands on return to the centre	2	2	4				
Participants and visiting staff Instructor	Road traffic accident whilst crossing and walking along the road	Safety briefing for all participants Vigilance and good group management when crossing and walking along the road to/from the cave, making the participants aware of your expectations Utilise visiting staff to maintain high standards of group control Use the paths beside the road leading to the fields where possible Position of Greatest Use (POGU)	4	1	4				
Participants and visiting staff Instructor	Injury whilst walking to and from the cave	Safety/Activity briefing for all participants, and constant monitoring throughout the session Point out hazards for example wet slippery rocks and assist if needed Appropriate footwear worn Position Of Greatest Use (POGU)	3	1	3				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Water level in cave Flood/ Drowning	<p>Activity run in accordance with standard operating procedures (SOPs) and activity notes</p> <p>Safety/activity briefing for all participants, and constant monitoring throughout the session</p> <p>Instructor to check weather before the activity and make sure everyone is suitably dressed</p> <p>Water level should be checked prior to entry (This may be done at nine barrows from the road)</p> <p>Chose a route suitable for your group/ conditions</p> <p>Familiar with cave, wet route / dry route</p> <p>A conversation should take place with the Centre Manager prior to the activity commencing if there are any concerns about the volume of water</p> <p>Do not use the cave if YOU have doubts about its suitability</p>	5	1	5				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Getting stuck in a squeeze	<p>Safety/activity briefing for all participants, and monitoring during challenges/ squeezes</p> <p>Instruction of appropriate movement techniques to negotiate chosen routes</p> <p>Local Cave Leader or site-specific instructor to lead the session and make decisions based on their knowledge/ experience.</p> <p>Assessment of suitability of participants, based on size and ability.</p> <p>Appropriate selection of passages and "tight squeeze" challenges suitable to participants</p> <p>Warn participants not to force their way in to a squeeze.</p> <p>Position yourself so you can ensure only those suitable are attempting the challenge/ squeeze</p> <p>If unsure about a person's size to fit through, don't let them try it</p>	4	1	4				
Participants and visiting staff Instructor	Cold/wet	<p>Safety/activity briefing for all participants, and constant monitoring throughout the session</p> <p>Close observation of your group checking for signs of hypothermia</p> <p>Ensure groups are suitably dressed</p> <p>Chose an appropriate route, avoiding water if necessary</p> <p>Keep group moving</p> <p>Stop session and exit cave if necessary</p> <p>Group shelter to be used if necessary</p>	4	1	4				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor Other users	Other groups	Avoid other groups and take alternative route if possible Communicate with other group leader/s and try to work on a plan to avoid any potential problems	1	2	2				
Participants and visiting staff	Claustrophobic reaction to cave	Encourage and support individual and help them back to the surface.	3	2	6				
Participants and visiting staff	Medical emergency	Brief the group to look after each other and inform staff if there are signs that people are feeling unwell. Medication to be taken with the group. Clarification sought on whether staff or individuals are carrying it. Discussion with staff or individuals about pre-existing medical conditions and warning signs to look out for and what to do.	5	1	5				

Assessor's Signature – Where a review takes place resulting in no changes to the assessment and risk rating this form can be re-signed, dated, any relevant comments made and a note added for the next review date.

Print	Jake Tebbutt	Date	22/01/2024	Comments	
Sign	Jtebbutt				
Print		Date		Comments	
Sign					