

# Activity Risk assessment

Name of activity, event, and location	Cave on the Move Hertfordshire Scout Activity Centres- Includes offsite/mobile activities	Date of risk assessment	October 2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Poor air condition	Participants	Low	<ul style="list-style-type: none"> <li>Vent trailer before and after use by opening the hatches.</li> </ul>	Low
Injury from impact with structure /walls	Participants	Medium	<ul style="list-style-type: none"> <li>Numbers in the tunnel should not exceed 6.</li> <li>If a participant feels the cave is too small, participants should not start the activity without further advice.</li> <li>All participants must go the same direction around the tunnels.</li> </ul>	Low
Claustrophobia	Participants	Low	<ul style="list-style-type: none"> <li>Supervising adult to check on participants and give precise instructions to get to the next confidence hatch.</li> <li>Supervising adult must run their sessions utilising 'challenge by choice' and 'comfort zone' offering options for participants to set their own level of challenge.</li> </ul>	Low
Injury from set up and take down	Instructors	Low	<ul style="list-style-type: none"> <li>Set up and take down must be done by trained staff members, as per manufacturers guidelines.</li> </ul>	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> <li>Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout.</li> <li>Sessions must be stopped if wind speeds exceed 24mph, dependant on location.</li> <li>Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing.</li> <li>Sessions to be cancelled in extreme hot or cold temperatures. Tunnels to be well aired in times of excess heat.</li> <li>Sessions must be stopped in adverse rain. Equipment must be dry enough for the activity to commence/recommence.</li> </ul>	Low

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Keep all young people involved sitting down while not participating.</li> <li>Groups must be accompanied by a supervising adult.</li> <li>Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions.</li> </ul>	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> <li>Group leader is responsible to ensure that those running the activity Self-led must have completed and signed a Self-Led Activity Registration Form for the activity.</li> <li>Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method.</li> <li>An additional competent adult should be present to supervise individuals that are not engaged on the activity.</li> </ul>	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started.</li> <li>Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment.</li> <li>Group leader is responsible for having access to essential medication i.e. inhalers.</li> <li>Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting.</li> </ul>	Low
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Ratio of 1 supervising adult plus 1 competent adult per 15 participants.</li> <li>Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout.</li> </ul>	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly equipment checks are carried out.</li> <li>Routine visual inspections completed and signed off at the start of the day and before each session by the activities team.</li> <li>If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low
Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly activity area checks are carried out.</li> <li>Routine visual inspections completed and signed off at the start of the day and before each session by the activities team.</li> <li>If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low

# Activity Risk assessment

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"><li>• Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit.</li><li>• Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</li></ul>	Low