



SAFETY OFFICE

<http://www.ubu.org.uk/main/activities/healthsafety>

## Club/Society Risk Assessment Form

<b>Club:</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Governing Body:</b>	<b>Affiliated?</b>	<b>Club medical advisor:</b>
University of Bristol Spelaeological Society	Graham Mullan	30/10/2009	British Caving Association	Yes	Dr Tony Boycott MB ChB

RISK	CONTROL	RESPONSIBLE	COMPLETION DATE
Caving associated risks	The Society has the NCA's document <i>Guidelines for University and College Caving Clubs as its safety policy.</i>	Society Committee	N/A
	The Society holds an annual safety seminar at the start of the autumn term.	Society Committee	Autumn Term
	The Society encourages ex-students to remain active in the Society to provide depth of experience	Society Committee	Ongoing
	The Society affiliates to the National body and local regional Caving Council to maintain sources of help and advice as necessary	Treasurer	January
	For parties containing novices, the party leader should be familiar with the cave to be visited. Party size and composition to be appropriate for the trip	Party Leader	Each trip

	Check weather forecast, water levels and reaction of cave to rain before each trip	Party Leader	Before each trip
	Leave destination note with trip details with a responsible person, an experienced caver if available, who is familiar with the rescue callout procedure and inform them when the trip is over	Party Leader	At beginning and end of each trip
	All trip members to be briefed on what to do in the event of an accident including rescue callout procedure	Party Leader	Before each trip
	Practical training sessions in ladder and lifeline techniques to be held in Union building or other appropriate venue	Safety Officer	Ongoing
	Practical training sessions in single rope techniques to be held in Union building or other appropriate venue	Safety Officer	Ongoing
	Party size and experience to be appropriate for each trip	Party Leader	Each trip
	Appropriate personal and group equipment to be taken for each trip	Party Leader	Each trip
	Trip briefing to be held covering relevant aspects of trip (e.g. route, cave features, pitches etc.)	Party Leader	Each trip
	Party Leader to be aware of experience of party members and to consider and special needs of party members (e.g. diabetes, deafness etc.)	Party Leader	Each trip
	Party to carry relevant emergency equipment	Party Leader	Each trip
	Pitch rigging to be carried out or supervised by suitably experienced person	Party Leader	Each trip

Failure to learn from mistakes/Repeated accidents	Accident reporting procedure - all accidents should be reported to the Union Health and Safety Advisor.	Society Committee	
Transport risks	Any use of Union minibuses is by approved and trained drivers only.	Society Committee to police, Union Safety Advisor to provide training.	
Training risks	Training sessions in the Union building are covered by a separate risk assessment document	Society Committee	

SAFETY EQUIPMENT:

CHECKED BY:

LOCATION OF RECORDS:

Group caving equipment	Tackle Officer	Tackle Store
First Aid kits	Medical Advisor	Tackle Store

TRAINING NEEDS:

Training in technical descending techniques using ladder and lifeline or single rope techniques are carried out "in house" under the supervision of experienced members.

DISSEMINATION (i.e how does safety information such as this risk assessment reach club members):

The Society holds an annual safety seminar for its experienced and active members. The Safety policy document is copied and distributed to all attendees. This document has been placed on the Society's website

N.B. Advice and assistance on completion of risk assessments can be obtained from the Union Safety Office or downloaded from its website. No grants or services will be available from the Office until a club has submitted a risk assessment for the current academic year. Please return this form upon completion to [jim.lucas@bristol.ac.uk](mailto:jim.lucas@bristol.ac.uk)