



**WOOKEY HOLE**  
CAVES + LEGENDS + ADVENTURE

# RISK ASSESSMENT

<b>Company:</b>	Wookey Hole Ltd	<b>Date of Assessment:</b>	March 2023
<b>Area / Location:</b>	All public access areas.		
<b>Description of work activity / process being assessed:</b>	General health and safety information and controls in place at Wookey Hole for group/organised visits.		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input checked="" type="checkbox"/>
Contractors	<input type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>	Operational review	<input type="checkbox"/>

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
<b>General Hazards</b> <ul style="list-style-type: none"><li>Slips, trips and falls.</li><li>Signage.</li></ul>	<ul style="list-style-type: none"><li>Daily inspections made by department managers to ensure there are no evident issues that could cause slips, trips or falls.</li><li>Any issues are dealt with/corrected as soon as possible.</li><li>Any issues unable to be dealt with immediately, dependant on severity, will be cordoned off, suitable signage provided and/or verbal instructions given to group organisers to warn of potential problems.</li><li>All warning signage will be maintained throughout the site.</li><li>Signage will be checked daily by Cave and Mill guides and department managers during their daily checks and recorded accordingly.</li><li>Group organisers should familiarise themselves with the potential dangers and hazards throughout the site.</li></ul>				

	<ul style="list-style-type: none"> <li>• Cave staff will reiterate to visitors the height restrictions in the caves and the floor level conditions.</li> </ul>				
<b>Arriving / Car Park</b> <ul style="list-style-type: none"> <li>• Being struck by vehicles</li> <li>• Children becoming split from the group</li> </ul>	<ul style="list-style-type: none"> <li>• Coach parking in the specific coach area in the main car park.</li> <li>• The correct ratio of supervisors to children must be maintained.</li> <li>• Group organisers are responsible for ensuring a correct head count of children when disembarking/embarking the coach.</li> <li>• Group organisers are responsible for ensuring children remain together as a group when crossing the car park and entering and exiting the park.</li> <li>• Group organisers are responsible for the safety of the children when crossing the car park to and from the park entrance.</li> </ul>				
<b>Water hazards</b> <ul style="list-style-type: none"> <li>• Unauthorised swimming.</li> <li>• Water safety information signage.</li> <li>• Falls from height into water.</li> <li>• Entanglement in foliage.</li> <li>• Risk of drowning.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate levels of management and / or supervisory staff are available.</li> <li>• There is a robust maintenance / grounds maintenance process in place; documented records are available.</li> <li>• Signage in place to warn visitors of the presence of water and that all children should be under the control of an adult.</li> <li>• Bridges across water have barriers in place.</li> <li>• Regular documented inspections of all safety signage / preventative measures are carried out where needed.</li> <li>• Suitable flotation devices are installed in higher risk areas.</li> <li>• Site staff have mobile radios for quick and effective communication and telephones are available in the caves.</li> <li>• Relevant staff have first aid training with documented records available.</li> </ul>				
<b>Play Equipment</b> <ul style="list-style-type: none"> <li>• Injuries due to damaged equipment or equipment failure.</li> <li>• Injuries due to tampering/ deliberate or non-deliberate.</li> <li>• Falls, Bumps and Bruises.</li> <li>• Injuries to smaller children due to collision with older children.</li> <li>• Overcrowding of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspections are carried out by an approved specialist and all defects are corrected.</li> <li>• The equipment is checked on a daily basis for obvious defects and recorded accordingly.</li> <li>• More in depth weekly and monthly checks are carried out by competent persons and recorded.</li> <li>• All defects noted during these checks are corrected at a frequency determined by the seriousness and risk.</li> <li>• The small soft play area, which is separate to the main soft play areas, is restricted to smaller children.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Suitable signage is in place requiring smaller children to be under adult supervision.</li> <li>• Age and height restrictions are in place.</li> <li>• Regular checks are being carried out by competent persons to ensure the play areas are not overcrowded where safety would be a concern.</li> </ul>				
<b>4D Cinema</b> <b>Strobe lighting/flashing lights</b> <b>Smoke machines</b> <b>Moving seats (medical conditions)</b>	<ul style="list-style-type: none"> <li>• Group organisers must be aware that this facility is not suitable for children under 3 years of age.</li> <li>• Group organisers must be aware of any children/adults with medical conditions that could be affected by strobe lighting or smoke machines.</li> <li>• Group organisers should be aware that this should not be used by people with the following medical conditions: recent surgery or illness, heart condition, neck or back conditions, pregnancy, high blood pressure.</li> <li>• Users must not be under the influence of drugs or alcohol.</li> </ul>				
<b>Strobe Lighting/flashing lights and Smoke Machines</b> <ul style="list-style-type: none"> <li>• Strobe Lighting (Photosensitivity)</li> <li>• Smoke Machines (Bronchial Conditions)</li> </ul>	<ul style="list-style-type: none"> <li>• Group organisers must be aware of any children/adults with medical conditions that could be affected by strobe lighting or smoke machines.</li> <li>• Group organisers should be aware that strobe lighting/flashing lights and smoke machines are used in the circus show performances.</li> <li>• Warning signs are displayed as a reminder that strobe lighting and smoke machines are being used in the circus show.</li> </ul>				
<b>Emergency Procedures</b> <ul style="list-style-type: none"> <li>• Emergency Evacuation</li> <li>• Effective Communication</li> <li>• Cave Rescue</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency evacuation plans have been developed and been tested to ensure they work effectively.</li> <li>• Telephones are available throughout the cave and mill complex for external contact with the emergency services.</li> <li>• The emergency services are to decide whether the Cave Rescue Service is required.</li> </ul>				
<b>First Aid Provision</b> <ul style="list-style-type: none"> <li>• First Aid Facilities</li> <li>• First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable first aid facilities are provided and made available to organisers if necessary.</li> <li>• The first aid facilities provided will include any that may be needed to deal with incidents potentially required for the site, such as foil blankets for casualties within the caves.</li> <li>• Formal first aid training is provided for Wookey Hole staff based on a formal assessment.</li> </ul>				

<b>Fire Safety</b> <ul style="list-style-type: none"> <li>• Fire Alarm System.</li> <li>• Fire exits and Doors.</li> <li>• Emergency Lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• The fire alarm system is tested on a weekly basis at different call points and records kept accordingly.</li> <li>• The fire alarm system is maintained by a competent outside contractor on a bi-annual basis.</li> <li>• The emergency lighting is checked during managers daily checks.</li> <li>• The emergency lighting is tested on a monthly basis and records maintained.</li> <li>• The emergency lighting is maintained by a competent outside contractor on a bi-annual basis.</li> <li>• The fire doors and fire exits are checked daily to ensure they are free from obstructions and monthly to ensure they operate correctly. Documented records are maintained.</li> </ul>				
<b>Gas Safety</b> <ul style="list-style-type: none"> <li>• Explosion due to incorrectly installed appliances</li> <li>• Explosion due to inability to turn off gas mains</li> </ul>	<ul style="list-style-type: none"> <li>• All gas installations and appliances are installed and maintained at a frequency decided upon by a qualified and competent person who is Gas Safe registered.</li> <li>• The gas shut off valves have been identified and all relevant staff are trained to close these valves in the event of an emergency and/or notify the emergency services when they arrive on site.</li> </ul>				
<b>Electrical Safety</b> <ul style="list-style-type: none"> <li>• Fixed Installations</li> <li>• Portable Appliances</li> <li>• Incorrect Use of an Appliance</li> </ul>	<ul style="list-style-type: none"> <li>• The entire site is subject to a fixed installation inspection at a frequency determined by a competent person.</li> <li>• All electrical defects identified will be corrected on a risk basis.</li> <li>• All portable electrical appliances are tested on an annual basis by a competent person and any failed items will be disposed of.</li> <li>• A policy is in place to include electrical appliances brought in by members of staff.</li> </ul>				

<b>Review period:</b>	Annually or where an incident or injury occurs
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