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**Cave Bus**

All group leaders using the Cave Bus as a self-led activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* Group leaders to undertake a short familiarisation briefing from a member of Centre Staff to be made aware of all escape hatches and procedure for rescuing a participant who is stuck.
* Check equipment is working including torches prior to starting a session
* Check all participants are wearing appropriate clothing before entering cave and wear a helmet throughout
* Brief participants prior to the session to:  
  + Remove or tape up piercings that may get caught
  + Make aware of escape hatches
  + Make aware to shout for help if they get stuck and to remain calm
  + Make aware to buddy up if a light fails to help each other
  + Make aware to remember escape hatch numbers so trapped people can be found quickly
* In hot weather, open a hatch or two to allow a breeze throughout
* Consider taking a site radio (On request from office) in case help needed
* Consider taking a first aid kit (Available from Reception)
* After the session switch off all headlights and return any faulty or dim ones to Reception for repair
* After the session, ensure all people accounted for then lock the main door and ensure all hatches secure