



Potholing Rules

1. Agreement to these rules must be signed for by the camp leader who must nominate a competent adult before commencement of the activity, whom will be responsible for the duration of the activity booking.
2. The activity can only be run and supervised by a competent adult who has been shown how to run the activity by a member of the Willesley Campsite Activity Team. They must read the risk assessment and rules and ensure they are adhered to at all times. The instructor must be familiar with the course/ route and procedures.
3. The activity leader must check the activity before the activity commences and ensure it is set up according to the attached instructions.
4. The activity leader must ensure that adequate first aid cover is available at the activity.
5. Helmets, long sleeve top and trousers must be worn by all persons.
6. A safety talk should be given to all activity users before the activity starts.
7. No horse play is allowed.
8. The floor area must be kept clear at all times.
9. The activity must be vented for 10 minutes before each activity and every 2 hours during activities.
10. Users of the course must be counted in and out of the activity. The activity must be checked regularly by the instructor during the session and at the end of the session.
11. All accesses must be open during the activity and the hatches must never be closed. If you wish to make the course darker after initial use cover the two hatches as instructed by the Willesley staff with the wooden covers provided. Making sure they are positioned correctly and secure.
12. All accesses must be fenced off whilst open.
13. A maximum of 6 people are allowed on the activity at once.
14. Hatch accesses must only be used in an emergency
15. All accesses must be closed while the activity is not in use.

Ashby and Coalville District Scout Council

District Commissioner: David Kelly 12 Hervey Woods Whitwick Leicestershire LE67 5HH

ADC (Willesley): Richard Liddington 31 Barton Road Barlestone Nuneaton Warks CV13 0ER

Booking Secretary: Mandy Carney 17 Degens Way Hugglescote Leicestershire LE67 2XD Tel: 01530 839103

Website: www.Willesley.org **E-mail:** bookingsecretary@willesley.org

Charity No 521717



Potholing Course set up procedure

Procedure undertaken by Willesley staff before handing activity over to the activity instructor

1. Remove wooden board from on top of the steps. Place adjacent to the steps
2. Collect barriers and position them around the steps and two escape hatches. Collect the wooden man hole covers
3. Unbolt all steel plate covers
4. Remove steel plates one at a time. These plates are heavy and create a hazard to your back whilst lifting and to your body if they are dropped. Ensure you have secure footholds, your body is close to the weight and your feet are not positioned astride, and not below the plate in case it falls. The plates should be lifted out of position and placed on top of the wooden board. This operation should be carried out in such a way to minimise lifting.
5. Lift the black escape hatch with the tools provided and lock open with the chain and bolt provided to ensure it cannot be accidentally closed.
6. Lift the silver escape hatch with the tools provided.
7. Check the barriers and man hole covers are secure.
8. Check the pothole course for any hazards that need removing before handing the course over to the activity instructor.
9. Hand course over to instructor after checking they read and understood the activity risk assessment and procedure, and undergone instruction on how to run the activity.

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