

AMATEUR RADIO CLUB HOUSE RISK ASSESMENT

Person(s) responsible.

A safety officer shall be nominated each meeting, that person to be a committee member.

Qualification.

Only those committee members who hold a Class A Amateur Radio Licence are deemed qualified to act as safety officer.

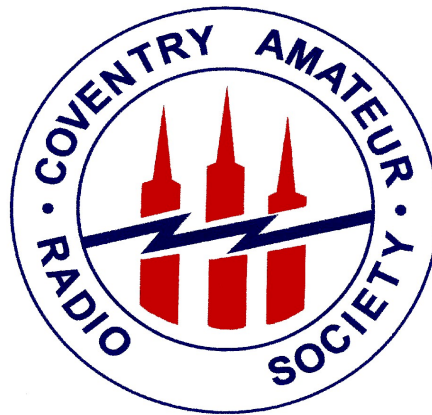
| RISK | WHO WILL BE EFFECTED | TYPE & PROBABILITY | SEVERITY | MITIGATION | NOTES |
|--------------------------------|-------------------------------|---|--|---|---|
| Equipment Handling Lifting | Club members Attendees | Personal injury, muscle & skeletal over load. Impact from falling equipment Low to medium | Range from minor to severe injury. | Ensuring that all equipment handled does not exceed single person safe handling limitation (There is no statutory limit If it feels too heavy to lift it is, get help) | |
| From RF energy & antenna | Club members Attendees | Personal injury, from tripping electric shock impact from falling antenna low | Range from minor injury or electrical burn to fatal injury. Damage to surrounding property & persons from falling antenna | The antenna shall be secured using standard mounting methods to prevent falling. In the event of high winds it must be lowered. There shall be no exposed conductors carrying RF energy. Transmitter power not to exceed 100 Watts PEP | The nominal spacing for near field effect is 0.5ft per MHz @ 100 Watts E R P |

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| From RF energy & antenna. (Continued) | Club members Attendees General public | Personal injury, from tripping electric shock impact from falling antenna low | Range from minor injury or electrical burns to fatal injury. Damage to surrounding property & persons from falling antenna | Cables must be routed & secured to prevent trip hazards, not in walk ways steps or stairs | |
| From Equipment Range from minor injury, electrical & direct burns to fatal injury | Club members Attendees General public | Burns personal injury damage to property Very Low | Range from minor personal injury to death & conflagration | No heating devices except soldering irons and commercially available non flame heating tools be used in the meeting area. No smoking in the building | A fire plan , alarms & extinguish ers are in place at the meeting room. |
| Sign-age Banner type sign Display boards | Club members Attendees General public As above | Personal injury by impact Low As above | Cuts bruising skeletal injury As above | Ensure secure fixing on at least 4 points. Do not use in windy conditions. Sighted to avoid trip hazard Do not us in windy conditions. | |
| Projects & construction | Club members Attendees | Shock hazard due to exposed electrical circuitry. Injury from hand tools & electrically operated tools | Range from minor injury or electrical burns to fatal injury. | Ensure by questioning that an adequate skill level exist by those undertaking the work check by | |

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| | | | | <p>observation.</p> <p>Ensure that all sharp tools are collected at the end of the session.</p> <p>The work areas to be completely cleared</p> | |
| Use of premises | <p>Club members</p> <p>Attendees</p> | Personal injury | Range from minor personal injury to death & conflagration | <p>Adhere to all safety requests & instructions issued by the church hall officials.</p> <p>Report any matters regarding the safety of the hall to the officials</p> | |

Overall these are seen as low risk activities provided that all the relevant safety precautions are carried out, within the current Ofcom licensing regulations & usual best practice.

A log must be kept of any / all incidents & made part of the club records for a period not less than 12 months from that event, incident or accident



This document effective from 9th January 2013