

## AMATEUR RADIO STATION RISK ASSESMENT

**Person(s) responsible.**

**The Coventry Amateur Radio Society is responsible for the safe running of the amateur radio section of this event.**

**A safety officer shall be nominated on a daily basis & be in attendance during hours of operation.**

**Qualification.**

**Only those members who hold a Class A Amateur Radio Licence are deemed qualified to install, or remove any of the amateur radio equipment forming this station.**

**Other club members may assist under the direct supervision of a class A licence holder.**

RISK	WHO WILL BE EFFECTED	TYPE & PROBABILITY	SEVERITY	MITIGATION	NOTES
Equipment Handling Lifting	Club members	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 to heavy to lift it is, get help)	
From Mains electricity continued	Club members  Attendees  General public	Shock hazard due to wet & or damp conditions  Low	Range from minor injury, electrical burns to fatal injury	No mains or generator electrical operation shall be undertaken under portable conditions in damp /wet conditions, an RCCB must be used  Exposed battery operation only with a maximum voltage of 50 Volts D C	

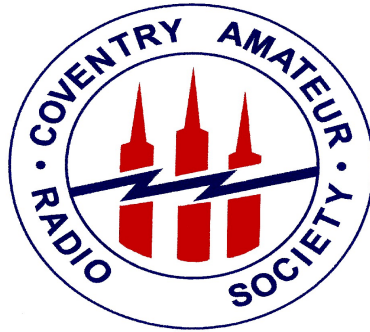
<p>From RF energy &amp; antenna</p>	<p>Club members Attendees General public</p>	<p>Personal injury, from tripping electric shock impact from falling antenna  low</p>	<p>Range from minor injury or electrical burn to fatal injury.  Damage to surrounding property &amp; persons from falling antenna</p>	<p>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</p>	<p>The nominal spacing for near field effect is 0.5ft per Mhz @ 100 Watts  E R P</p>
<p>From RF energy &amp; antenna.  (Continued)</p>	<p>Club members Attendees General public</p>	<p>Personal injury, from tripping electric shock impact from falling antenna  low</p>	<p>Range from minor injury or electrical burns to fatal injury.  Damage to surrounding property &amp; persons from falling antenna</p>	<p>Antenna cables should be coaxial, ribbon feeder is acceptable, open ladder line must not be used.  Cables must be routed &amp; secured to prevent trip hazards, not in walk ways steps or stairs</p>	
<p>From Equipment   Range from minor injury, electrical burns to fatal injury</p>	<p>Club members Attendees General public</p>	<p>Burns personal injury damage to property  Very Low</p>	<p>Range from minor personal injury to death &amp; conflagration</p>	<p>No heating devices except a soldering iron to be used in the public area.  If other heating devices are used eg catering,an additional risk assessment is required for that activity  No smoking.  All electrical equipment has</p>	<p>It is expected that a fire plan is in place for this event by our hosts.</p>

				<p>correct fuses fitted &amp; is fit for use.</p> <p>No flammable liquids or fire accelerants to be in the operating or public area.</p> <p>A dry powder fire extinguisher should be readily available.</p>	
<p>Signage</p> <p>Banner type sign</p> <p>Display boards</p>	<p>Club members</p> <p>Attendees</p> <p>General public</p> <p>As above</p>	<p>Personal injury by impact</p> <p>Low</p> <p>As above</p>	<p>Cuts bruising skeletal injury</p> <p>As above</p>	<p>Ensure secure fixing on at least 4 points. Do not use in windy conditions.</p> <p>Sighted to avoid trip hazard</p> <p>Do not us in windy conditions.</p>	
<p>From Vehicles</p>	<p>Club members</p> <p>Attendees</p> <p>General public</p>	<p>Collision trapping fire</p> <p>Low</p>	<p>Range from minor to fatal injury</p>	<p>Members are responsible for the safe driving, maintenance &amp; correct documentation making them fit for use on or off road.</p>	

**Overall this is seen as a low risk operation provided that all the relevant safety precautions are carried out, within the current Ofcom licensing regulations & usual best practice.**

**If additional equipment (e.g tentage lifting or access equipment) is used an additional risk assessment is required for that used by the society, or persons contracting to supply shall have their own current risk assessment for that equipment, of which the society shall have a copy.**

**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 9<sup>th</sup> January 2013**