



Southport & District Amateur Radio Club

Making Friends Around The World

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SPECIAL EVENT STATION HEALTH & SAFETY RISK ASSESSMENT

Special event details:

Callsign/s used	
Date/s of event	
Description of event	
Host organisation	
Location of event	
SADARC H&S Officer	

This Risk Assessment has been conducted in accordance with the Southport & District Amateur Radio Club's Health & Safety Guidelines.

Signed	Print Name	Date

HAZARD	WHO MIGHT BE HARMED?	HOW IS THE RISK CONTROLLED?
<p>Trip hazard on the tent guy ropes.</p> <p>Trip hazard on the antenna mast guy ropes.</p>	<p>Special event station operators and members of the public.</p>	<p>An exclusion zone will be marked out around the tent and antennas with either stakes and warning tape, or crowd control barriers.</p> <p>'No Entry' signs will be placed along the perimeter of the exclusion zone at regular intervals to warn the public not to cross into the exclusion zone.</p> <p>Next to each 'No Entry' sign will be placed a 'Warning' sign to remind station operators, and other authorised persons, of the dangers of crossing in to the exclusion zone.</p>
<p>Falling metal work and antennas and masts during their erection and dismantling.</p>	<p>Special event station operators and members of the public.</p>	<p>The area in which the antennas are being erected will be marshalled to keep members of the public away from the site.</p> <p>Two special event station operators will be involved in erecting the antennas. They will both check to ensure that all securing bolts are tight. One will hold the mast whilst the other strings out and fixes the guy ropes.</p>
<p>Falling antennas and masts during the operation of the Special Event Station.</p>	<p>Special event station operators and members of the public.</p>	<p>All antenna masts will be securely guyed using rope and fixtures whose specification exceeds the loading caused by winds of up to Beaufort Force 5.</p> <p>All guy ropes will be checked immediately prior to installation and any found to have suffered chaffing will be replaced.</p> <p>In winds that exceed Beaufort Force 5, the masts will be dismantled and the Special Event Station shut down.</p> <p>A flag will be placed on top of the highest mast so that wind speed can be gauged – a method of measuring wind speed is recognized by the Metrological Office.</p> <p>An exclusion zone will be marked out around the tent and antennas in to which the antennas and masts can fall without fear of striking members of the public.</p> <p>'No Entry' signs will be placed along the perimeter of the exclusion zone at regular intervals to warn the public not to cross into the exclusion zone.</p> <p>Next to each 'No Entry' sign will be placed a 'Warning' sign to remind station operators, and other authorised persons, of the dangers of crossing in to the exclusion zone.</p>

HAZARD	WHO MIGHT BE HARMED?	HOW IS THE RISK CONTROLLED?
Electrical shock hazard from equipment when operating from a 240v AC power supply.	Special Event Station operators and members of the public.	<p>When using a generator, it will be earthed at the generator and the earth connection on the electrical supply will be checked to ensure that it is wired correctly.</p> <p>The generator will be placed within the antenna exclusion zone to keep it away from members of the public.</p> <p>When using a mains electricity supply, the earth of all 13A sockets will be tested to make sure that they are wired correctly.</p> <p>The generator will be surrounded by a wind break and placed beneath a gazebo to prevent the generator from becoming wet during a rain storm.</p>
Electrical shock hazard from touching the antennas.	Special Event Station operators and members of the public.	<p>An exclusion zone will be marked out around the antenna mast with either stakes and warning tape, or crowd control barriers.</p> <p>'No Entry' signs will be placed along the perimeter of the exclusion zone at regular intervals to warn the public not to cross into the exclusion zone.</p> <p>Next to each 'No Entry' sign will be placed a 'Warning' sign to remind station operators, and other authorised persons, of the dangers of crossing in to the exclusion zone.</p>
Trip hazard from trailing cables.	Special Event Station operators and members of the public.	<p>All cables within the Special Event Station operating area will be routed so as to ensure that nobody can trip over them.</p> <p>Where cables have to cross a floor area of the operating area, they will either be routed through insulated rubber bridges, specifically designed for the task, or sunk in the ground.</p> <p>Antenna cables within the antenna exclusion zone will not be covered as the exclusion zone is designed to keep people out of the area. The 'Warning' signs will remind station operators and other authorised persons of the trip hazard within the exclusion zone.</p>
Fire in the tent	Special Event Station operators and members of the public.	<p>A fire extinguisher is kept inside the tent to deal with electrical fires. A fire blanket is kept inside the tent to deal with kitchen area fires.</p> <p>Two exits are maintained within the tent to ensure everyone can get out as quickly as possible.</p>

HAZARD	WHO MIGHT BE HARMED?	HOW IS THE RISK CONTROLLED?
<p>Burns from cooking equipment.</p>	<p>Special Event Station operators and members of the public.</p>	<p>The kitchen area is constantly manned when in use to prevent people from walking in to a hot stove, kettles and pans.</p> <p>Once used, hot pans and kettles are placed under the stove where they cannot be knocked over, or touched by accident.</p> <p>The stove will not be kept burning whilst not in use.</p>