

**Sutton and Cheam Radio Society Risk Assessment**

Title : Field Based Amateur Radio Station

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Hazard	Who might be harmed?	How is the risk controlled?
Trip hazard on the tent guy ropes and antenna guy ropes	Station operators and members of the public	An exclusion zone will be marked out around the tent and antennas with warning tape.
Antennas, masts or associated equipment falling onto someone during their erection and dismantling.	Station operators and members of the public	A single person shall co-ordinate the erection and dismantling activity to ensure each person's role is clearly defined and communication between team members is not confused. Marshalls will be assigned to ensure that the immediate surrounding area is kept clear of people not directly involved in the erection or dismantling activity. All mast securing bolts and other fixings should be tight. At least one member of the team will hold the mast whilst the others lay out and secure any guy ropes.
Falling antennas and masts during the operation of the station.	Station operators and members of the public	The weather forecast should be checked prior to the event and an assessment made as to whether the station should proceed. If used, all antenna masts should be securely guyed using rope and fixtures whose specification exceeds the loading caused by winds of up to Beaufort Force 5, which is defined as a "Fresh breeze, with winds of 29 to 38 km/h (19-24 mph)" . All guy ropes should be checked immediately prior to use and any found to have suffered damage be replaced. In conditions that exceed Beaufort Force 5, the masts will be taken down and the station shut down. A flag will be placed on top of the highest part of any mast so that wind speed can be gauged – a method of measuring wind speed is recognized by the Metrological Office.(At Beaufort number 5, the flag flaps and ripples in the wind.) 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 any person.
Electrical shock hazard from equipment when operating from a 230v AC power supply.	Station operators and members of the public	Any electrical equipment shall be inspected prior to use, with any defective item not being used and marked as such. Any generator used shall be suitably earthed. An exclusion zone will be marked out around the generator to minimise access when in use. Any generator will be protected from rain, but while ensuring adequate ventilation.

<b>Hazard</b>	<b>Who might be harmed?</b>	<b>How is the risk controlled?</b>
Carbon Monoxide poisoning.	Station operators and members of the public	A generator should only be used outdoors in a well ventilated area.
Fire – General.	Station operators and members of the public	Fuel shall be stored in appropriate containers designed for the purpose and at least 10m away from sources of ignition, such as the generator when in use. Any generator shall not be refuelled when running, and should be allowed to cool down before doing so. Sources of ignition, such as naked flames or lit cigarettes, shall not be permitted within 20m of any combustible material. No smoking is allowed within any shared indoor area, such as the operating tent, accommodation etc. A suitable fire extinguisher, appropriate to the materials on site, shall be located nearby.
Electrical shock hazard from touching the antennas.	Station operators and members of the public	An exclusion zone will be marked out around the antennas with warning tape.
Trip hazard from trailing cables.	Station operators and members of the public	Where possible, all cables within the station operating area will be routed so as to ensure that nobody can trip over them. Where cables have to cross a floor area of the operating area, they will be clearly marked.
Fire in the tent	Station operators and members of the public	Two exits are maintained within the tent to ensure everyone can get out as quickly as possible. A suitable fire extinguisher shall be located nearby.
Burns from cooking equipment.	Station operators and members of the public	Measures should be established to prevent people from accidentally coming into contact with hot items, such as stoves, kettles and pans. Once used, hot items are to be placed into an area to cool where they will not be easily accessed by others. Stoves or other sources of heat should not be left unattended. Access to running water should be provided to treat any burn injuries and/ or appropriate burn dressings should they occur.
Contraction or spread of covid-19 virus	Station operators and members of the public	All prospective attendees to be asked to review and adhere to the government covid-19 guidelines published at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> . Anyone with covid-19 symptoms should not attend.
General injury or illness	Station operators and members of the public	A first aid kit, with contents appropriate to the specific risks of the event, to be on site. Ideally a person with a First Aider (with a current FAW certificate) will be present. A mobile phone within its provider's service area (i.e. it is able to receive a signal), should be available should the emergency services need to be contacted.