



**C.A.R.S.**  
**COVENTRY AMATEUR RADIO SOCIETY**  
Founded 1932. President Graham Wale G4BCG  
Affiliated to The Radio Society of Great Britain  
[www.coventryradio.org.uk](http://www.coventryradio.org.uk)



## 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.

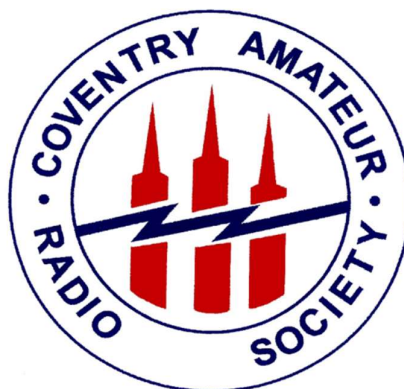
RISK	WHO WILL BE EFFECTED	TYPE & PROBABILITY	SEVERITY	MITIGATION	NOTES
Equipment Handling Lifting	Club members  Attendees	Personal injury,  muscle & skeletal over load. Impact from falling equipment  Low to medium	Range from minor to severe injury.	Ensuring that all equipment handled does not exceed 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

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	

				<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 &amp; 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 9<sup>th</sup> January 2013**