



Special Event Station Risk Assessment Summary Sheet

ACTIVITY

Public Display of Amateur Radio

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 Special Event Call Sign: _____

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Operational Activity:								
Hazards	Risks	Estimate of Consequences before Control Measures	Estimate of Likelihood before Control Measures	Risk Rating (CxL)	Control Measures	Estimate of Likelihood after Control Measures	Risk Rating (CxL)	Additional Comments
					these must be communicated out and then followed by all Special Event Operators			communicate out as applicable
Antenna Erection/Dismantaling (Lightweight mast < 30 feet high)	Crushing Electricution Fracture Head injury	4	4	16	One person will be designated overall control of the mast party. All members must be briefed regarding antenna erection prior to process. Ensure suitability of ground to site mast. Ensure site is clear of overhead power/telephone cables (1a, 1b) Ensure that any guy rope systems are appropriate. Ensure that all guy ropes and ground stakes are clearly marked to prevent trips and falls. Where possible fence or rope off masts to prevent access by unauthorised personnel. Place warning signs to notify the public to the dangers of loitering near the mast. Wear Hi-Vis clothing, hard hat, gloves and safety footwear.	1	4	(1a) "Avoidance of danger from overhead power lines" - HSE publication GS6 (3rd edition) 1991 ISBN 0 11 885668 5 (1b) "Working safely near overhead power lines - Agricultural information sheet 8" Available from HSE.
Antenna Erection/Dismantaling (Lightweight wire < 30 feet high)	Crushing Electricution Fracture Head injury	4	4	16	One person will be designated overall control of the mast party. All members must be briefed regarding antenna erection prior to process. Ensure suitability of ground to site mast. Ensure site is clear of overhead power/telephone cables (1a, 1b) Ensure that any guy rope systems are appropriate. Ensure that all guy ropes and ground stakes are clearly marked to prevent trips and falls. Where possible fence or rope off masts to prevent access by unauthorised personnel. Place warning signs to notify the public to the dangers of loitering near the mast. Wear Hi-Vis clothing, hard hat, gloves and safety footwear.	1	4	(1a) "Avoidance of danger from overhead power lines" - HSE publication GS6 (3rd edition) 1991 ISBN 0 11 885668 5 (1b) "Working safely near overhead power lines - Agricultural information sheet 8" Available from HSE.

Generators	Fire Electricution Burns	4	3	12	Generators should only be attended to by those trained in their use. Use of generators must be in compliance with the instructions and safety notes published in the manufacturer's manual. Ensure that animals and unauthorised personnel are kept away from the generator. Generator should be operated on a level surface. Enusre generators are at least 1 meter away from any building, tent, vehicle etc. Allow for adequate ventillation, never operate generator in a confined space. Never operate generator with wet hands, protect from precipitation. Refuel generator only when not in operation. Fuel should be kept in an authorised and clearly marked container and stored in a safe place. Suitable fire fighting equipment should be located nearby. Generators must have a suitable ground earth spike connected prior and during operation.	1	4	"Electrical Safety of Independent Low-Voltage AC. Portable and mobile generators and connected systems" - HSE document OC482/2
Cables & feeders	Trips Falls Fracture	3	3	9	Ensure no cables/feeders trail across walkways. Where it is essential to route cables/feeders along walkways ensure they are taped securely to floors or walls. Antenna cables/feeders must have a suitable point of entry into building, tent, vehicle etc. Ensure cables/feeders do not impede access/egress through doorways, emergency exits etc.	2	2	
Electrical equipment Including transceivers, powers supply units, antenna tuning units, rotators, computers, etc	Electricution Fire	3	3	9	Ensure protection of electrical circuits by use of a suitable residual current device (RCD). Examine all power leads and plugs for damage. Look for signs of overheating (burn or scorch marks). Ensure correctly rated fuses are fitted to plugs for the load applied. Ensure no bare wires are visible from connectors or sockets. Ensure all terminal connections are tight. Where appropriate ensure that mains operated equipment is PAT tested for safety compliance.	2	2	"Maintaining portable and transportable electrical equipment" HSE document HSG107. "Maintaining portable electrical equipment in offices and other low-risk environments" HSE publication INDG236
Installing radio equipment in motor vehicles	Trips Falls Cuts Bruising				Batteries should be correctly vented to prevent gas build up. Batteries should be secured to prevent spillage. All connectors and cables should be adequately protected. The termination of flexible cables should be free from strain. Mobile radio equipment should be connected to a power supply by an appropriate fused link. Radio equipment should be secure.			"Guidance for safe handling and operating of mobile radio equipment" British Standards Institute BS IEC 1149:1995
Moving vehicles	Bruising Fracture Lacerations	3	3	9	Wear Hi Vis clothing. The loading and unloading of equipment from vehicles must take place in clearly designated areas.	2	6	Keep to designated walkways/routes. Maintain eye contact with drivers of vehicles where deemed appropriate. Be careful of vehicles that are reversing.
Uneven surfaces/Stairways and Ramps	Strain Sprain Bruise Cut	3	3	9	Safety footwear must be worn at all times. Use handrails where provided.	2	6	For additional protection wear safety shoes that have ankle support or are full length boots. Periodically check the grip pattern on the soles is in good condition and not worn. Replace if worn or damaged. Most accidents happen coming down stairs, slopes etc. Keep a good lookout for hazards.
Poor illumination	Strain Sprain Bruise Cut	2	3	6	A suitable, fully charged torch must be carried to enable safe working at night time (24 hour station operations).	2	4	

Weather conditions	Sun burn Heat exhaustion	1	3	3	Suitable protection should be provided for the effects of sunburn. Drink plenty of water and take regular rest breaks.	2	2	Sun cream with a factor greater than 14 should be used for skin protection. Wear a hat and keep back of the neck covered in fierce sun conditions.
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All Risks to special event station operators and members of the public must be reduced to as Low as reasonably practicable.

KEY

Estimated Consequence: 1 = Minor injury 2 = Medical treatment injury 3 = Reportable injury 4 = Major injury 5 = Death

Estimated Likelihood: 1 = Extremely unlikely 2 = Unlikely 3 = Likely 4 = Very Likely 5 = Certain

Risk Rating = Consequence x Likelihood

Up to 4 = Low Risk

Between 5 and 10 = Medium Risk, monitor the situation and maintain strict control measures

Over 10 = High Risk, the activity must be Stopped until more control measures are implemented