

# Vintage & Military Amateur Radio Society

## Health & Safety Risk Assessment

### Introduction

As a responsible organisation VMARS has implemented a Health & Safety policy for members to follow at VMARS meetings and events and at VMARS accredited events held by other organisations. Please ensure that you give serious assessment to all aspects of health and safety risks and follow through with appropriate actions to eliminate, minimise or warn against them. Health & Safety is the responsibility of each and every individual involved in the organisation and running of an event. Where a risk is identified, it is the duty of each individual to immediately take all necessary steps to eliminate or mitigate it to a safe level and to inform the VMARS nominated Risk Assessor for the event as soon as possible.

It is an insurance requirement that the Committee give prior approval to any VMARS event or to accreditation of an exhibit at non VMARS events. When granted, such approval for any event is subject to the implementation of a properly considered Health & Safety Risk Assessment. The risk assessment must be completed by a VMARS member who is directly involved in the event.

This document should be used only as a guide for the type of risks to look for and the type of actions necessary to eliminate them. It does not constitute a definitive list of risks or remedial action and it is the overall responsibility of all personnel engaged in the event to ensure that any potential risks to the Health and Safety of visitors and participants are identified and appropriately dealt with.

1. An event organised by VMARS shall have a Health & Safety Risk Assessor appointed by the Committee. In the case of an accredited event, the person co-ordinating it with the organising authority, who must be a VMARS member, shall nominate a Health & Safety Risk Assessor, which may be themselves, and notify the Committee of the name and contact details of that person.
2. The Risk Assessor shall establish what Health & Safety considerations are required by the site owner or event organiser and incorporate their requirements into the VMARS risk assessment. In all instances a separate VMARS Health & Safety Risk Assessment must be made, independently of any risk assessment carried out by an event organiser.
3. The Risk Assessor shall establish the location and access to first aid medical assistance for the event. The Risk Assessor shall also establish the locations of fire fighting equipment and of emergency exits where appropriate.
4. The Risk Assessor shall undertake a site survey and assess all Health & Safety risks. The survey shall be undertaken on a continuous basis during the build up and dismantling of the event and shall make such periodic inspections during the event as deemed to be appropriate. Listed below are some of the Health & Safety risks that may be apparent at VMARS events, but are not limited to:-
  - Trip hazards caused by guy ropes and cables**
  - Exposure of risk to electric shock or radio frequency burns**
  - Security and safety of aerials, masts & supporting guys.**
  - Proximity of overhead power lines and cables**
  - Fire risks, carbon monoxide emissions & burns**
  - Security, safety and lifting of heavy equipment**
  - Vehicle movements in exhibitor areas**
5. The Risk Assessor shall provide a pre-event briefing to explain the results of the site survey to the manpower manning the event and to remind all individuals of their personal responsibility to Health & Safety issues during the event.
6. The Risk Assessor shall make a written record of all Health and Safety risks found at the site survey and shall record actions taken to eliminate or mitigate them. **The completed record shall be signed and dated by the Risk Assessor who shall forward the document to the VMARS Honorary Secretary to be kept on file.**

## ***Example of how the Risk Assessment could be completed***

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## **Assessment of risk in connection with VMARS exhibit**

**Event:** NARSA Annual Rally, Norbreck Castle Hotel, Blackpool **Date:** 6<sup>th</sup> April 2013

**Description of Event :** A traditional radio rally with wooden tables provided for exhibits in large hall. Mains power supplied from overhead connectors and receivers will be demonstrated under power. It is expected that visitors will have hands-on access to the equipment on display. The rally is attended by over 1000 visitors and, whilst there is adequate space between stalls for visitors to circulate, the rally does get crowded at peak times (mid-morning to early afternoon). The VMARS stand will be manned by at least four VMARS Members (B Wedzicha, J Langan, S Furbank and S McKinnon). All equipment for display will be provided by these four individuals.

<b>Nature of Risk</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Precaution</b>
Personal injury whilst setting up heavy equipment	High	Low	Individuals to carry out an assessment of their ability to lift equipment in question and to use trolleys as appropriate. Seek assistance from colleagues if required to share the load.
Personal injury resulting from collapse of display table under load	Medium	Low	Seek advice from rally organisers regarding the maximum loading of display furniture. Assess extent of strain imposed on tables.
Trip hazard arising from mains cables running across the floor behind the stands	Low	Medium	Trailing wires to be taped down to the floor where there is likelihood of individuals crossing.
Electric shock from equipment powered from the mains	High	Low	Ensure that all equipment is properly earthed and that there are no exposed conductors which may carry a significant voltage.
Personal injury to a visitor arising from the weight of equipment	Medium	Low	Ensure that all equipment is well away from the edge of the display area and that access is supervised at all times. Visitors should not be allowed to lift items of equipment. Do not stack equipment unless consideration has been given to the stability of the stack and the weight of individual items.
Actual physical harm arising from any of the above risks or illness of those on the stand or visitors	Unknown	Low	Identify nearest first aider and have mobile phone available to call for emergency help.
Emergency evacuation of premises	High	Low	Familiarise all on the stand with evacuation procedure and ensure that escape routes from behind the stand are clear of obstructions.

**I confirm that I have carried out a health and safety briefing for those involved with the stand**

Person responsible: BL Wedzicha Signature Date .....