

# Risk Assessment

<b>Risk Assessment for the activity of required</b>	Southampton University Wireless Society	<b>Date required</b>	03/09/2020
	<b>Name</b>	<b>Role</b>	<b>Experience/Qualification</b>
<b>Club or Society Representative required</b>	Cori Haws	President	University of Southampton Health and Safety Risk Management Training SUSU Health and Safety Training Ofcom Radio Full Licence Holder Radio Society of Great Britain
<b>Qualified/Experienced Individual* required</b>	Frederick Nash	Treasurer	Ofcom Radio Full Licence Holder

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.



(<https://www.suws.org.uk/wp/>)

Next Event: None Scheduled



(<https://twitter.com/g3kmi>)



(<https://facebook.com/groups/g3kmi>)



(<https://www.youtube.com/user/G3KMI>)



(<https://github.com/SUWS>)



(<https://www.suws.org.uk/events.ics>)



(<https://susu.org/>)



(<http://rsgb.org/>)

# RiskAssessment/GeneralRisk2020

## General Operating Risk Assessment

General Operating Risk Assessment, applicable to standard meetings and on-campus radio-operation.

**General Operating Risk Assessment**

**Event Lead** Members/CoriHaws  
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		Impact				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood	Description
1	Rare 1 in 100,000 chance
2	Unlikely 1 in 10,000 chance
3	Possible 1 in 1,000 chance
4	Likely 1 in 100 chance
5	Very Likely 1 in 10 chance

Impact	Description
1 Trivial/Insignificant	Very Minor injuries e.g. slight bruising
2 Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even if self administered
3 Moderate	Injuries or illness e.g. straining or sprain requiring first aid or medical support
4 Major	Injuries or illness e.g. broken bones requiring medical support > 24 hours and time off work or study > 4 weeks.
5 Severe/Extremely Significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work or study.

## Risk Assessment

Hazard	Potential Consequences	Persons at Risk	Inherent			Control Measures	Residual			Further Controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>COVID-19 Risks</b>										
Transmission via Equipment Contact	Spread of Covid-19. Ill-health. Sickness absence. Spread of infection to others.	Society members, Anyone who comes into physical contact with equipment.	5	3	15	Handwashing and Equipment Sanitation. Society members to wash hands and/or use alcohol based hand sanitizer before and after using club equipment. Handmics to be disinfected after each unique user.	1	3	3	Mask to be worn when using handmics. Members to be supervised to ensure adherence.
Transmission via Proximity	Spread of Covid-19. Ill-health. Sickness absence. Spread of infection to others.	Society members, Anyone who comes into close proximity of society members.	3	3	9	Implement social distancing Society members to maintain a minimum separation of 2m where possible.	2	3	6	Put up signs to remind members and visitors of social distancing guidance.

Transmission via Proximity (Reduced Separation)	Spread of Covid-19. Ill-health. Sickness absence. Spread of infection to others.	Society members, Anyone who comes into close proximity of society members.	4	3	12	Society members to maintain a minimum separation of 1m where possible. Face coverings to be worn (even if activity is outside).	3	3	9	Inside gatherings to be minimized. Where not possible, seating to be arranged such as to maximise effective distance between people. Keep the activity time involved as short as possible.
Members who are clinically extremely vulnerable	Severe illness if infected. Long term sickness absence. Risk of non-compliance with government guidance.	Society members who are clinically extremely vulnerable	5	5	25	All clinically extremely vulnerable members should not attend physical events while the university is still in phase 2.	1	5	5	Risk cannot be mitigated any further by the society.
Members who are clinically vulnerable	Likelihood of more severe illness for those in the clinically vulnerable category.	Society members who are clinically vulnerable	5	4	20	All clinically vulnerable members should not attend physical events while the university is still in phase 2.	1	4	4	Risk cannot be mitigated any further by the society.
Members Wellbeing	Adverse ill-health, physical health or Mental health. Sickness absence.	Society members	3	3	9	Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE. Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services	2	3	6	Regular communication of mental health information and SUSU policies for those who need additional support.
Symptoms of Covid	Spread of Covid-19. Ill-health. Sickness absence. Spread of infection to others.	Society members, Anyone who comes into close proximity of society members.	4	3	12	If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance. Committee Members will maintain regular contact with members during this time. If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> ( <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> )	3	3	9	Planning for people who are unable to engage in person. Provide meaningful alternative activity for those who have someone shielding in their household. Helping members at increased risk to engage from home, either in their current role or an alternative role. Offering people the safest available roles in an activity. Planning for members who need to self-isolate.

Non-compliance with regulations	Spread of Covid-19. Ill-health. Sickness absence. Spread of infection to others.	Society members, Visitors	4	3	12	Ensure the RA is uploaded on Groups Hub, this Wiki, and request members download and read it. Use social media and Club/Society communication channel to make all the members aware about the changes in activities and encourage them to take all the precautions. Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them. Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them	1	3	3	
<b>General Risks</b>										
Slips, trips and falls	Minor injuries, bruising, sprains.	People in proximity.	4	2	8	All cables routed away from walkways. Loose cables to be appropriately secured to prevent trip hazards.	2	2	4	
Operation of electrical equipment	Electric shock/electrocution	Equipment users.	3	5	15	Equipment should not be used in damp/wet conditions. Equipment shall not be operated while circuitry is exposed unless absolutely necessary. Equipment shall not be operated using damaged wires.	1	5	5	
RF energy	Warming of body tissue	People in close proximity of transmitting antenna	3	3	9	Power limited to 100W. All feeders placed well out of reach. Good RF earth for equipment.	2	3	6	Warning notice to be positioned around antennas warning to keep distance.
Manual handling	Musculoskeletal injuries, cuts, bruises and crushing.	People involved in manual handling activities.	4	3	12	Members must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the appropriate number of people are used to carry the load, depending on weight of load and capacity of those involved in the lift.	2	3	6	
Lead-acid batteries	Shorting of contacts could lead to damage to the cells or fire.	Equipment, storage location.	2	5	10	Contacts are taped over for storage and transportation.	1	5	5	
Wires/ropes at neck/head height	Walking/running into partially assembled/erected antennas could cause head/neck injury or tangling.	People in proximity to wires/rope.	3	3	9	Ensure everyone present are aware of the construction going on.	2	3	6	Warning signs, markers to be placed on antenna where possible.
Lightning strike on antenna or mast	If someone is operating a radio when the antenna is struck by lightning then there is risk of electric shocks or burns to the operator.	Equipment users, People in close proximity to mast or antenna.	2	5	10	Ensure that radios are not operated during stormy weather. Install lightning arrestors on the feeds to permanent equipment installations. Temporary masts shall not be used during stormy weather and shall be taken down as a precaution upon awareness of potential storms if safe to do so.	1	5	5	
<b>Mains Power</b>										
Mains electricity	Electric shock or electrocution	Users	3	5	15	Ensure that mains-powered equipment has recently been safety tested. Ensure that appropriately IP-rated equipment is used for outdoor installations.	1	5	5	
<b>Tripod Mast</b>										

Mast falling over	If the mast is not secured properly then it may fall over, causing injury to people who happen to be underneath or beside it at the time.	People in proximity to mast.	3	3	9	Ensure that the mast is properly secured ("guyed") during operation and that there is someone supporting it while the guys are being installed. Mast should not be erected during storms/highwinds.	2	3	6
Guy ropes	Tripping or falling over guy ropes	People in proximity to mast.	4	2	8	Ensure that the guy ropes do not cross footpaths or walkways. In situations where the guys are hard to see (e.g. at night), affix flags or markers to each to aid visibility.	2	2	4

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