



# Safety Guidelines

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## 1. Introduction.

The purpose of this document is to ensure that the Dover Amateur Radio club provides a framework to enable all club members and the public to enjoy the hobby in a safe environment. The safety recommendations in this document apply to all activities whilst directly engaged on Dover Radio Amateur Club activities.

It is here only to provide a basis to enable suitably qualified persons to conduct activities when operating, repairing, building, or demonstrating Radio related equipment.

It is not a definitive guide to safety and good practices or the definitive guide to safety.

Members of the public must be protected whilst attending any club event and it is the club members responsibility to ensure that their actions do not put members of the public at risk.

## 2. Definitions

For the purpose of this document, it is necessary to provide a few definitions.

**Club** – Dover Amateur Radio Club

**DARC** - Dover Amateur Radio Club

**Public** - Any person or persons who is not a member of the Dover Amateur Radio Club or working directly with the Radio club.

**Club premises** – This refers to the location of the club at any of its recognised meeting places.

**Incident** – This is defined as any event that causes injury to persons or damage to any equipment or property that is not directly part of the test setup in use. However, it should include any equipment owned by the club or on loan to the club. This will also be deemed to include any structure or property of the premises, location or site.

**Competent person** – Any licenced Radio Amateur by nature of training and experience required to active this status is deemed to be competent. Other trained occupations where suitable training has been achieved will meet this criterion at the discretion of a licensed club member.

**Club Related off site** – Any Dover Radio Club event or action where there is direct involvement for and with Dover Radio Club. This includes Rallies, Demonstrations and Club stands, but does not directly include personal visits to other clubs and events where the local safety standards should be adhered to.

**Club Equipment** – This refers to equipment owned or on loan to the club.

**RSGB** – Radio Society of Great Britain

### **3. Club meetings**

During club meetings it is required that all attending behave in an appropriate manner for the safety of all and conform to general safe practices following the guidance in this document. It is also expected that any safety directive imposed by the local site safety are adhered to.

### **4. Club equipment**

Club equipment should be examined by a competent person on an Annual basis or when any significant alterations are made, to ensure it meets the appropriate safety requirements. This annual check should be recorded by the safety officer and confirmed to the committee to be recorded in the minutes. Before use club members are expected to ensure that they are using the equipment in a safe manner.

## 5. Construction Projects and Home Brew

The nature of the Hobby includes building and testing equipment. This in turn can require the testing, demonstrating and adjusting live equipment, to protect the operators and others it therefore requires that all persons performing such tasks take appropriate electrical safety precautions. Details of these procedures are beyond the scope of this documents but a list of some documents and authorities that may provide suitable advice or requirements is provided at the end of this document.

The use and construction of home-brew equipment whilst on any Dover Radio Club event or site should meet basic standards of safety.

This implies that appropriate covering, protection or shielding of any high voltage or RF components are provided wherever possible. The persons in charge of the project or equipment is responsible to have made sure that suitable and appropriate safety procedures are followed and the apparatus is used in accordance with both licensing and electrical requirements

### a. Construction

Construction projects generally have both mechanical and electronic components. It is required that club members familiarise themselves with the basic knowledge of materials handling and component handling before starting on any project. Soldering during construction may present additional hazards and users should ensure that the appropriate safety criteria are observed.

### b. Equipment testing

The testing of equipment will often require access to exposed circuitry which may be high voltage and/or RF. It is therefore essential that a competent person is present and the appropriate safety measures are in place.

### c. Demonstrations

All equipment should provide appropriate and suitable safe protection for both the demonstrator and the audience. All equipment should have the appropriate mains power supply connection and safety features in place.

## 5. Events Safety

A risk assessment should be made and available by the relevant club event organiser and Safety officer. From a safety perspective this risk assessment should include: -

- A Copy of Safety document

- A copy of EMF Document if appropriate

## 6. Incident reporting

It is deemed that any safety related incident during club activities in relation to radio operation, repair, construction or other associated radio issues are a club matter and will be addressed by club reporting process. Any incident relating to infrastructure or site property is a site or location issue and should additionally be reported according to local site procedures.

**a. On Club premiss**

If an incident occurs whilst at a Club Meeting, then a report if specifically radio or club related should be reported to a committee member as soon as possible and additional an entry made in the relevant local site accident book if relevant (see above).

**b. Club Related off site**

If an incident is reported whilst at a club related off site event then a report if specifically radio related, should be reported to a committee member as soon as possible and an entry made in the he relevant local site accident book if relevant (see above).

**c. Incident Investigation Requirements and Procedures**

Any incident reported will be considered by the safety officer and if deemed necessary an investigation may be instigated. The purpose of any such investigation is to ascertain if any further safety measure should be made to prevent further incidents and to ascertain if working practices have been followed. Any such investigation will be conducted by the Safety officer, a second Committee member, and a two suitably competent club members. A report and any recommendation will be presented to the Committee.

**7. Aerial Construction and Erection**

The normal recommended conditions as to siting aerial must be applied in particularly in relation to power cables, Roads, public areas etc. and any aerial erected must be in line with licencing conditions.

The construction of any aerial to be used on Club premises, Club events or non-club sites should be made of appropriate materials with sufficient strength and stability to withstand the prevailing conditions.

The process of erecting the aerial should be completed using the correct and most appropriate equipment available, It would be normal practice that a minimum of 2 persons would be needed for anything other than a portable or aerial designed to be erected by a single person.

Suitable safeguards should be in place to ensure that the RF live parts of the aerial are of sufficient height or protected from touch.

**8. Members responsibilities**

All members are expected to observe good working practices as specified by RSGB guidelines, Electrical safety guidelines or site-specific requirements. Members are expected to make sure they take suitable actions to avoid risks to themselves and others.

**9. First aid**

As a club is run by volunteers and has no paid officers there is no legal obligation for the club to provide First Aid support, training or first aid equipment. However the club offering a duty of care for the safety of its members and others, provides a basic level of First aid. This amounts to the provision of a basic first Aid kit and a

basic First Aid manual. This kit will be kept at the club premises for use during club meetings and will also be available at club organised event. The club does not undertake to provide First Aid Training on a formal Basis but will on an annual basis provide a Talk and demonstrations on some first aid techniques.

Any member with a recognised first Aid qualification may at the members own discretion may be identified on a list held n the First Aid Cabinet.

It is accepted that local site facilities may offer or provide additional First Aid support and local site regulations will be observed.

## 10. Further information

Nothing in this document in anyway alters the legal and licensing obligations of any member or non-member of the club.

Further reference should be made to documents by RSGB, Ofcom and HSE.

Any equipment directly connected to the mains power supply should also be used in accordance requirements of HSE

## 11. Links for further information

HSE electrical safety

<https://www.hse.gov.uk/electricity/electricequip.htm>

RSGB Safety in the Shack

<https://rsgb.org/main/get-started-in-amateur-radio/setting-up-your-shack/safety-in-the-shack/#:~:text=Always%20arrange%20your%20antennas%20and,%2Dcalled%20%E2%80%9Cnear%20field%E2%80%9D.>

Ofcom

<https://www.ofcom.org.uk/spectrum/electromagnetic-fields/faqs/#:~:text=In%20accordance%20with%20UKHSA's%20advice,%E2%80%9Cgeneral%20public%20EMF%20limits%E2%80%9D.>