



# **GENERIC RISK ASSESSMENTS FOR PHOTO FINISH EQUIPMENT**

## GENERIC RISK ASSESSMENTS – PHOTO FINISH

In the following section you will find generic safety guidance risk assessments which highlight some of the common safety hazards associated with using photo finish equipment and the suggested steps required in order to control the risks.

UKA recommends that every facility and event/competition provider conducts pre event risk assessments and it is important that the following generic risk assessments are not just copied and pasted with your facility/event name added at the top as this would not satisfy the legal requirement and would not protect participants. Every facility is different so you need to think about the hazards and controls relevant to your event and document accordingly. (Click [here](#) for templates and guidance on carrying out a risk assessment).

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions of your session/venue

**HAZARD** Temporary/ Permanent Out-field/In-field Scaffold Tower Wet/Video Camera Location.

### WHO/HOW AFFECTED:

Injury from falling and collisions to Technical Officials, Athletes

### CONTROL MEASURES

1. In the case of temporary scaffolding towers, ensure that the tower is constructed to the manufacturers specifications and correctly tagged. For permanent towers/fixtures ensure safety information plate is in place, legible and in date.
2. Ensure that the working platform flooring is securely attached to the tower framework.
3. Ensure that the working platform safety rail is at the regulation height above the level of the platform floor, notwithstanding the camera's line of view.
4. Ensure that the tower is securely braced and stabilized against the ground environment.
5. Ensure that access to the working platform is preferably from within the ground foot-print of the scaffold tower.
6. Ensure that the working platform access device is safe and secured to both the working platform and ground environment.
7. Ensure that high visibility tape is wound around the lower tower extremities from ground level to a height of 2 metres.

### Control measure responsibilities:

1	Facility staff
2,3,4,5,6,7	Facility staff, Technical Officials, PF Equipment Provider(if appropriate)

**HAZARD** Permanent Out-field Wet/Video Camera Location

**WHO/HOW AFFECTED:**

Technical Officials:- Injury from falling

**CONTROL MEASURES**

1. Ensure that the aperture through which the PF camera points towards the track has a suitable safety rail(s) to prevent PF operatives from falling on to structures below the camera location.
2. Ensure that all PF technical officials are aware of the opening facility.

<b>Control measure responsibilities:</b>	1	Facility staff, PF Equipment Provider (if appropriate)
	2	Technical Officials

**HAZARD** Temporary Single Pole In-field Video Camera Mounting.

**WHO HOW AFFECTED:**

Athletes, Officials:-Injury from falling, collision

**CONTROL MEASURES**

1. Ensure that the pole is securely fastened to its ground anchorage.
2. Ensure that the pole is of a contrasting colour to its surroundings.
3. Ensure that when accessing the camera, an 'A' frame ladder is used suitably braced and steadied by a competent person.

<b>Control measure responsibilities:</b>	1,2	Facility staff, PF Equipment Provider (if appropriate)
	3	PF Equipment Provider (if appropriate)

**HAZARD** Temporary Stand Alone Video Camera Mounting Tri-pod

**WHO/HOW AFFECTED:**

Injury from falling, collision to Athletes, Officials

**CONTROL MEASURES**

1. Ensure that the tri-pod is securely positioned.
2. Ensure that the tri-pod is of a contrasting colour to its surroundings.
3. Ensure that when accessing the camera, an 'A' frame ladder is used suitably braced and steadied by a competent person.

<b>Control measure responsibilities:</b>	1,2	Technical Official, Athletes, PF Equipment Provider (if appropriate)
	3	Technical Official, PF Equipment Provider (if appropriate)

**HAZARD**      **Video PF Equipment Installation / Wet Camera Installation**

**WHO/HOW AFFECTED:**

Injury from electric shock, tripping and falling to Technical Officials

**CONTROL MEASURES**

1. Ensure that all Mains power supply outlets have switches and power 'ON' indicators.
2. Ensure that all Mains power supply plugs and associated cables have in-date safety labels.
3. Ensure that all electrical cables are routed away from the operating area and protected on the floor by rubber cable mats.

<b>Control measure responsibilities:</b>	1	Facility staff
	2	PF Equipment Provider, Technical Officials, Transducer Operator
	3	Facility staff. PF Equipment Provider, Technical Officials, Transducer Operator.

**HAZARD**      **Automatic Starting Device(s) Installation**

**WHO/HOW AFFECTED:**

Injury from tripping and falling to Athletes/Technical Officials/General Public

**CONTROL MEASURES**

1. Ensure that all electrical cables are routed via dedicated cable ways, near to the inside of the inside track kerb and protected from athletes/general pedestrian traffic by rubber cable mats.
2. Ensure that where no special provision is made for the egress of cables from manholes, notices are displayed warning of raised manholes.

<b>Control measures responsibilities:</b>	1,2	Facility staff. PF equipment suppliers, Technical Officials
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**HAZARD**      **Photographic Chemicals**

**WHO/HOW AFFECTED:**

Injury from spillage, splashing and inhalation of fumes to Technical Officials

**CONTROL MEASURES**

1. Ensure that the preparation, mixing and pouring of individual photographic chemicals are carried out in a well ventilated area, to the chemical manufacturer's guidelines.
2. Ensure that dedicated equipment and utensils are used for each chemical.
3. Ensure that protective glasses, gloves and overalls are used when preparing, mixing and pouring PF chemicals.
4. Ensure that caution is taken when:
  - a) PF film is taken from the development tank after the normal process of film processing.
  - b) PF film is taken from both the individual developer and fixer tanks
  - c) Dismantling and cleaning the PF camera at the end of an Meeting.

When changing films.

5. Ensure that an eye wash, copious amounts of cold water and washing facilities are located in the immediate vicinity of the PF camera and operatives.

6 Ensure that food and drink are not consumed in the vicinity of the PF cameras

**Control measure responsibilities:**                   1,4, 6    Technical Officials  
  2,3,5    Facility staff, Technical Officials

**HAZARD**       **Results Clips**

**WHO/HOW AFFECTED:**

Injury through collision with results clips to Technical Officials, Athletes, General Public:-

**CONTROL MEASURES**

1. Ensure that the area below the PF operating position, in which a results clip is dropped, is cordoned and warning notices displayed.
2. Ensure that the area below the PF operating position is clear of all personal before a results clip is dropped.

**Control measure responsibilities:**                   1        Facility staff, Technical Officials  
  2        Technical Officials.