














## Risk Assessment

<b>Risk Assessment for the activity of</b>	Name of Club/Society: <b>Persian Society (USPS)</b>		<b>Date</b>	<b>(04/02/2025)</b>
	Date and Time of Event: <b>Tuesday, 18/03/2025, 17:00-22:00</b>			
	Event Location: <b>Redbrick area</b>			
	Details of the Catering Arrangements:			
<b>Group name</b>	<b>Persian Society (USPS)</b>	<b>Assessor</b>	<b>Shahab Khodayari</b>	
<b>2<sup>nd</sup> Committee Member</b>	<b>Aran Naserpour</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>	
<b>Event Information</b>	<p>The Fire Festival, known as "Chaharshanbe Suri" in Persian culture, is a vibrant and ancient celebration observed on the eve of the last Wednesday before Nowruz, the Persian New Year. This festival traces its roots back thousands of years to Zoroastrian traditions, where fire symbolizes the victory of light over darkness. The Fire Festival embodies the spirit of renewal, hope, and purification, marking the beginning of the Nowruz festivities. The Persian Society would like to celebrate this tradition and give all students the opportunity to celebrate it with us. We would like to have three fire lines in the redbrick area, where people should be able to jump over it.</p> <p>The event will start at 6 pm on <u>Tuesday, 18<sup>th</sup> March</u> with music, performances and jumping over the fire from 6:00 pm until 9:30 pm (roughly from 6:00 pm – 9:30 pm as the main body of the event and 5 pm - 6 pm preparation as well as 9:30 pm to 10:00 pm clean-up). We will host our guests to the redbrick area to gather around the fire, with a safe distance shown by  in the attached map.</p>			

Entering the area from , they will be welcomed and explained by a committee member  to follow the health and safety procedure.

There will be 3, traditionally, bonfires  (Each of them roughly ~ WxLxH = 40cmx40cmx25cm). The fire lines will be separated from the rest of the area by fences .

The entrance and exit of this area will have securities , who will be responsible to the queue ways  -  - . There will be also another committee member standing next to the fire lines to support the person who is jumping in case he/she needs any help. One person will be allowed at a time to jump from the fire lines! There will be at least one bucket of water  adjacent to each fire line to be used in emergency. At the end of the event, at the exit  all guests will discard their sparklers into a bucket of water and a committee member   will make sure they do so.

For more information please refer to the map attached below!





Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>Any cables to be organised as best as possible</li> <li>Cable ties/to be used if necessary</li> <li>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Setting up the fire construction	Due to wind direction smoke can be directed to the queue crowd	Event organisers and attendees	3	4	1 2	<ul style="list-style-type: none"> <li>On the day of the event, the society will find out the wind direction and prepare the fire venue to avoid of smoke being blown</li> </ul>	1		4	<ul style="list-style-type: none"> <li>Bucket of water will be places adjacent each fire. SUSU Incident Reporting</li> </ul>

Overcrowding	Physical injury	Event organisers and attendees	2	4	8	<p>Event organisers working to a maximum number of 200 people in attendance. SUSU staff will do a headcount at intervals. If numbers approach 200, crowd barriers will be placed around the event area with staff members counting numbers at entry and exit point.</p> <p>To avoid people coming close to the fire or jumping into each other, there will be a strict process structure given by the society members. Those wishing to jump can only enter from one side of the fire area (see layout), and exit by the opposite side. The three fire lines will be placed after each other and the metallic fences will be set on two sides (right and left) of the fire, so that people just enter from one side, one by one and exit from the other end one by one. The entrance and exit will be controlled by 2 committee members and queue ways</p>	1		4	<ul style="list-style-type: none"> <li>Security will be in place to ensure that the queueing systems are adhered too. SUSU Incident Reporting</li> </ul>
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Jumping over the Fire	People caught by the fire	Event organisers and attendees	3	4	1 2	<ul style="list-style-type: none"> <li>• Fires will be consistently monitored to avoid them increasing in size. 3 bonfires with rough size of 40cm x 40cm x 25cm (width x length x height). This will be fulfilled with the help of a metal basin. In addition, they will be distanced from the ground by bricks so that it does not damage the redbrick area.</li> <li>• The bonfire area will be isolated from the rest of the event venue using adjustable fences.</li> <li>• People who want to jump over the fire should be worn a suitable outfit which is not too long or can restrict their movement.</li> </ul>	3		6	<ul style="list-style-type: none"> <li>• Qualified first aiders will be in attendance from external organisation. SUSU Incident Reporting</li> </ul>
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> <li>• Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</li> <li>• Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</li> <li>• Society to follow and share with members Code of conduct/SUSU Expect Respect policy</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• SUSU <a href="#">Expect Respect policy</a> to be followed</li> <li>• Committee WIDE training</li> </ul>
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Travel to and from venue	Vehicles collision - causing serious injury	Event organisers and attendees, general public	4	3	1 2	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly</li> <li>• University venue known to UoS students chosen</li> <li>• Attendees will be encouraged to travel in groups. Members will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>• Avoid large groups of people totally blocking the pavement or spilling into the road.</li> <li>• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home, ideally with another member. If required a taxi will be called for them.</li> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Where possible venue chosen for the event will be local/known to members and within a short travel distance for members</li> <li>• Contact emergency services as required 111/999</li> <li>• Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
Disturbance to public	Conflict, noise pollution, crowds	Event organisers and attendees , general public	2	2	4	<ul style="list-style-type: none"> <li>• Event will be held after working hours</li> <li>• Everybody will be encouraged to stay together as a group</li> <li>• Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas</li> </ul>	1	2	2	

Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311)</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Food Catering	Allergies Food poisoning Choking	Event organisers and attendees	3	5	1 5	<ul style="list-style-type: none"> <li>Food will be only available to be bought from SUSU approved caterers.</li> <li>Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call for first aid/emergency services a required</li> <li>Report incidents via SUSU incident report procedure</li> </ul>
Alcohol over drinking	Feeling unconscious due to the alcohol use, unsocial behaviour	The drunk person and other in the party	2	2	4	<ul style="list-style-type: none"> <li>Alcoholic drinks will only be available only if SUSU licenced vendor (Stags) agrees to put selling stand outside.</li> <li>The committee members will be available to support the party and supervise alcohol consumption by attendees and support drunk people.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Call for first aid/emergency services a required</li> <li>Report incidents via SUSU incident report procedure</li> </ul>
Adverse Weather	Slips/falls/trips hence accident and/or injury	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>In the event of extreme weather the fire jumping aspect of the event will be cancelled. And the event will be held at building 42 Concourse area.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Security and first aiders will be in place to ensure that this system is adhered and in case of any accident. SUSU Incident Reporting</li> </ul>

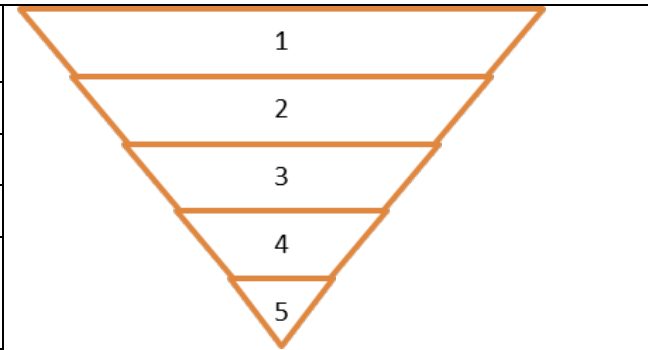
Loss of valuables	Stress, Accident and/or Injury	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> <li>• People are responsible to keep their personal belongings safe.</li> <li>• One of the committee members as the host of the night will explain to the crowd to talk to the reception or any of the volunteers in case of finding or losing any valuables.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Volunteers to wear Hi-Vis vests and introduced to the crowd and will be all around the area to have a control over the situation. SUSU Incident Reporting</li> </ul>
Music booth – tech equipment	Electric shock, injuries from tripping over wires or equipment	Event organisers and attendees	3	3	9	<ul style="list-style-type: none"> <li>• SUSU tech staff will check all the equipment and will be presents during the event All wires will be tidied/taped down/coiled outside of walkways and all the electronics will have valid PAT tests.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Qualified first aiders will be in attendance from external organisation.SUSU Incident Reporting</li> </ul>

**PART B - Action Plan****Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date	
1	Share risk assessment with all organisers, event marshals, security and first aiders	SUSU Officer	18/03/25			
2	Purchase needed equipment (fire resistant plasterboard and wood for fires)	Shahab	18/03/25			
3	Set up fire jump area according to layout and plan on risk assessment (check for wind direction)	Shahab SUSU Officer	18/03/25			
4	Briefing for all staff and volunteers before the event starts (between 5PP-6PM)	Shahab SUSU Officer	18/03/25			
5	Run through risk assessment to check all measures are in place	SUSU Officer	18/03/25			
Responsible committee member signature: 				Responsible committee member signature: 		
Print name: <b>Shahab Khodayari</b>			Date: <b>04/02/2025</b>	Print name: <b>Aran Naserpour</b>		Date: <b>04/02/2025</b>

## Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



<b>LIKELIHOOD</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
<b>IMPACT</b>						

Impact		Health & Safety
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 in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.
Likelihood		
1	Rare e.g. 1 in 100,000 chance or higher	
2	Unlikely e.g. 1 in 10,000 chance or higher	
3	Possible e.g. 1 in 1,000 chance or higher	
4	Likely e.g. 1 in 100 chance or higher	
5	Very Likely e.g. 1 in 10 chance or higher	