

Risk Assessment

Risk Assessment for the activity of	Name of Club/Society: Persian Society (USPS) Date and Time of Event: Thursday, 20/03/2025, 08:00 am -10:00 am Event Location: Concourse area Details of the Catering Arrangements: Some refreshment will be provided		Date	(12/02/2025)
Group name	Persian Society (USPS)	Assessor	Shahab Khodayari	
2nd Committee Member	Aran Naserpour	Signed off	SUSU Activities Team	
Event Information	<p>There will be a small gathering at SUSU Concourse area open to all the student and staff to join to celebrate the Persian New Year happening at 9:01 am on Thursday 20 March 2025. The event will include playing Persian music, showing the traditional symbolic new year table and giving a short presentation introducing the Persian New Year history.</p>			

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L	I	S		L	I	S	
			l	i	s		l	i	s	
			k	m	c		k	m	c	
			e	p	o		e	p	o	
			l	a	r		l	a	r	
			i	c	e		i	c	e	
			h	t			h	t		
			o				o			
			o				o			
			d				d			

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. • Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Overcrowding	Physical injury	Event organisers and attendees	2	4	8	Make sure to book a room larger than can accommodate more people than the number of expected attendees.	1	4	4	<ul style="list-style-type: none"> • If yet the number of people showing up is getting close to the capacity of the booked room, look up for a larger room and move the crowd there. Or if not possible, do not let people in, more than the capacity of the room

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"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	1	5	5	<ul style="list-style-type: none"> • Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy
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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"> ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed 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. 	1	5	5	<ul style="list-style-type: none"> All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311) Follow SUSU incident report policy
Refreshment	Allergies Food poisoning Choking	Event organisers and attendees	3	5	15	<ul style="list-style-type: none"> Refreshments will be prepacked. 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. 	1	5	5	<ul style="list-style-type: none"> Call for first aid/emergency services as required Report incidents via SUSU incident report procedure

Loss of valuables	Stress, Accident and/or Injury	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> • People are responsible to keep their personal belongings safe. • One of the committee members as the host of the event will explain to the crowd to talk to the reception or any of the volunteers in case of finding or losing any valuables. 	2	2	4	•
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"> • 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. 	1	3	3	<ul style="list-style-type: none"> • Qualified first aiders will be in attendance from external organisation. SUSU Incident Reporting

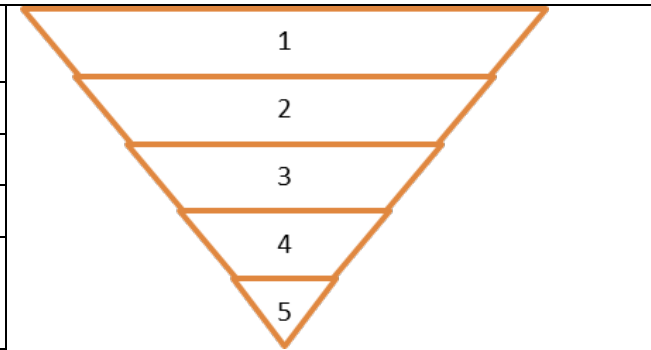
PART B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date	
1	Ensure that society committees are made aware of fire procedures. A short induction of the building particularly for new attendees to inform the refresher facility and fire escape and assembly point.	Shahab Khodayari	20/03/2025			
2	Committee members will supervise the party and the guests, during the party.	Shahab Khodayari	20/03/2025			
Responsible committee member signature: 				Responsible committee member signature: 		
Print name: Shahab Khodayari			Date: 12/02/2025	Print name: Aran Naserpour		Date: 12/02/2025

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



LIKELIHOOD	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
IMPACT						

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	