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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **The Gulistan Concert** | | **Date** | 29th Feb 2020 |
| **Unit/Faculty/Directorate** |  | **Assessor** | Maryam Malakoutikhah | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

The Gulistan (“The Rose Garden”) is a landmark of Persian literature, perhaps its single most influential work of prose. Written in 1258 CE, it is one of two major works of the Persian poet Sa’di, considered one of the greatest medieval Persian poets. Persian Society is organising a musical concert based on 101 stories of Gulistan.

The event will start at 7pm on Saturday 29th Feb and ends at 9 pm. The concert is taking place in the Cinema in building 42.

About 8 volunteers from the Persian society will be standing in concourse and Bar 3 and the cinema to control the guests and guide them to their seats and answer any questions.

| ***PART A*** | | | | | | | | | | |
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| **(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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips, Trips, Falls | Accident and/or Injury | Volunteers, participants | **4** | **3** | **12** | The minimum age for attendees is announced at 8 years old and any children should be supervised by an adult. There will be volunteers also moving around to organise the crowd avoiding any group gatherings on the commuting paths and in front of the stairs. | **4** | **2** | **8** | SUSU team and security are informed about the event taking place, and in case of any incident they will help to contact emergency and take further action. |
| Large Groups - Congestion | Accident and/or Injury | Volunteers, participants | **2** | **4** | **8** | To avoid people, commute in groups from the stairs there are volunteers in the concourse area to guide them in a queue if required. | **1** | **4** | **4** | SUSU team and security are informed about the event taking place, and in case of any incident they will help to contact emergency and take further action. |
| Traffic | Accident and/or Injury | Volunteers, participants | **2** | **3** | **6** | To avoid any uncontrollable traffic, there are volunteers moving around to guide people and advise people where to go and where they can park. | **1** | **3** | **3** | SUSU team and security are informed about the event taking place, and in case of any incident they will help to contact emergency and take further action. |
| Loss of valuables | Stress, Accident and/or Injury | Volunteers, participants | **2** | **2** | **4** | 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 | **2** | **2** | **4** | Volunteers are having wrist bands and will be introduced to the crowd and will be all around the area to have a control over the situation. |
| Distressed Students | Stress, Accident and/or Injury | participants | **2** | **1** | **2** | There will be volunteers around the area to control the event | **1** | **1** | **1** | There are members of committee around the area to make sure the event runs smoothly |
| Music performances | Electricity shock/ slips trips over wires | Musicians/ participants | **3** | **3** | **9** | A technician from university is controlling the electronics and will check all the equipment and will be presents during the whole event at the tech equipment  all the wires will be wrapped out of the way and all the electronics will have valid pad test on them | **1** | **1** | **1** | SUSU team and security are informed about the event taking place, and in case of any incident they will help to contact emergency and take further action. |
| Moving the piano into the performing location | Accident and/or Injury | The people who help moving the piano | **2** | **3** | **6** | There will be a professional company specialised in moving pianos with all required equipment to move the piano. The facilities team are informed and the lift is going to be used for moving the piano from one floor to another.  There will be enough people to help the moving procedure. | **1** | **1** | **1** | SUSU team and security are informed about the event taking place, and in case of any incident they will help to contact emergency and take further action. |

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| ***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** | |
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| Responsible manager’s signature: | |  | | Responsible manager’s signature: | |  | |
| Print name: Maryam Malakoutikhah | | Date:20/02/2020 | | Print name: | | Date: | |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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** | | | | |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red, do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high-risk means that even at high cost the control would be necessary.

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| 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 |

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| 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. |