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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Persian Society Nowruz Monday 20th March, 18:00-23:00** | **Date** | **17 March****2023** |
| **Unit/Faculty/Directorate** | **An-Sofie Van Rafelghem**  | **Assessor** | **Arezou Nayebi** |

Line Manager/Supervisor

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Signed off

Wigan-Sofie

| ***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** |
| Overcrowded | Could lead to an increased likelihood of injury | All those attending the gatherings | 2 | 1 | 2 | Make sure to book a room larger that can accommodate more people than the number of expected attendees | 1 | 1 | 1 | 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 |
| Nature of site | People may trip, fall, or slip, and get injured because there are at least 30 people showing up in each gathering and sometimes the tables need to be moved around by students | All those in the gathering | **2** | **2** | **4** | Encourage people to wear appropriate footwear, ensure that trip hazards are identified and removed | **1** | **2** | **2** | Make students aware at the beginning of gathering of trip hazards and ask them to be minimised |
| Exhaustion | Could lead to an increased likelihood of injury, or when hot fainting specially when the weather is warm | All those in the gathering | 2 | 1 | 2 | Make people aware of nearby water supply, and ensure that there are some doors open to let the air in and out.  | 1 | 1 | 1 | If a student appears exhausted, be pro-active in asking them to sit out to eliminate the risk of further exhaustion or other consequences |
| Fire alarm | People may panic, collide, or trip as they aim to leave the building. They may also get lost. | All those in the gathering | 1 | 1 | 1 | Make sure that everyone attending is aware of where the fire exits are, and where the assembly point is | 1 | 1 | 1 | Check regularly is there are any scheduled fire alarm tests |
| Security | Material could be damaged by the attendees, or potentially stolen | All those in the gathering | 1 | 2 | 2 | Make people aware that we cannot be responsible for the security of their belongings | 1 | 1 | 1 |  |
| Noise pollution | The music volume might disturb the people who work in the building  | All those in the building  | 2 | 1 | 2 | Make sure the level of music volume is kept as low as possible. Make sure all the room’s doors are kept closed.  | 1 | 1 | 1 | Check regularly the music volume level from outside the room. |
| Food allergies and food hygiene | Food poisoning and allergies reactions  | All those eat food and have allergies | 1 | 2 | 2 | Make sure keep everything hygiene and label all foods with ingredients including gluten, dairy, nuts etc.  | 2 | 2 | 4 | In the case of incident, call ambulance |

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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** |
| 1 | Ensure that society committees are made aware of fire procedures | Arezou Nayebi | Before any event |  |  |
| 2 | Ensure the event is not overcrowded by ensuring the number of attendees is suitable for the size of the venue  | Arezou Nayebi | Before any event |  |  |
| 3 | Ensure all the food is labelled properly  | Arezou Nayebi | Before any event |  |  |
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| Icon  Description automatically generatedResponsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Arezou Nayebi  | Date: 17 March 2023 | 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** |

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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.  |

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 |