















Risk Assessment			
Risk Assessment for the activity of	Persian Fire Festival (12/03/2024)		Date 22/02/2024
Unit/Faculty/Directorate	SUSU Activities Team University of Southampton Persian Society	Assessor	Shahab Khodayari
Line Manager/Supervisor	An-Sofie Van Rafelghem / SUSU Activities Team	Signed off	

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.

The event will start at 6 pm on Tuesday, 12th March 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.

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 ~ W×L×H = 100cm×20cm×20cm). 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!



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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Setting up the fire construction	Due to wind direction smoke can be directed to the queue crowd	The surrounding people	3	4	12	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	1	4	4	Bucket of water will be places adjacent each fire. SUSU Incident Reporting

Jumping over the Fire	People caught by the fire	Students, staff, members of public	3	4	12	<p>Fires will be consistently monitored to avoid them increasing in size. Should this happen, the fires will be closed off until these are at a reasonable height to jump.</p> <p>3 bonfires with rough size of 100cm x 20cm x 20cm (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.</p>	3	2	6	<p>Qualified first aiders will be in attendance from external organisation.</p> <p>SUSU Incident Reporting</p>
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Slips, Trips, Falls	Accident and/or Injury	Volunteers, participants	3	4	12	<p>A committee member will assist those jumping the fire. For younger participants (under 18) they will be advised either a committee member or a parent/guardian must assist them.</p>	1	4	4	<p>Qualified first aiders will be in attendance from external organisation</p>
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<p>Large Groups - Congestion</p>	<p>Accident and/or Injury</p>	<p>Volunteers, participants</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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. 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>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Security will be in place to ensure that the queueing systems are adhered to.</p> <p>SUSU Incident Reporting</p>
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Traffic	Accident and/or Injury	Volunteers, participants	2	3	6	Volunteers will be moving around to guide people and advise visitors where to park.	1	3	3	Security and first aiders will be in place to ensure that this system is adhered and in case of any accident. SUSU Incident Reporting
Adverse Weather	Slips/falls/trips hence accident and/or injury	Volunteers, participants	2	3	6	There will be tents on the bar and food vendor area and the concourse area is allocated for this event so in the case of bad weather people will be guided into the concourse. In the event of extreme weather, the event will be postponed. Please note, if ground conditions prove to be wet, too much wind or freezing conditions the fire jumping aspect of the event will be postponed.	1	3	3	Security and first aiders will be in place to ensure that this system is adhered and in case of any accident. SUSU Incident Reporting
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 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

Students becoming lost	Stress, Accident and/or Injury	participants	1	1	1	There will be signs and volunteers around the area to the guide people and the reception is open as well to answer questions	1	1	1	There are security and members of committee around the area to make sure the event runs smoothly
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 security and members of committee around the area to make sure the event runs smoothly

Music booth – tech equipment	Electric shock, injuries from tripping over wires or equipment	Musicians/ participants	3	3	9	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	Qualified first aiders will be in attendance from external organisation. SUSU Incident Reporting
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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	Share risk assessment with all organisers, event marshals, security and first aiders	An-Sofie	03/03/24		
2	Purchase needed equipment (fire resistant plasterboard and wood for fires)	Shahab	10/03/24		
3	Set up fire jump area according to layout and plan on risk assessment (check for wind direction)	Shahab An-Sofie	12/03/24		
4	Briefing for all staff and volunteers before the event starts (between 5PP-6PM)	Shahab An-Sofie	12/03/24		
5	Run through risk assessment to check all measures are in place	An-Sofie	12/03/24		
Responsible manager's signature:  Print name: An-Sofie Van Rafelghem				Assessor signature:  Print name: Shahab Khodayari	
Date: 22/02/2024				Date: 22/02/2024	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

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.

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	