

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Persian Society (USPS)</b> <b>Event:</b> Persian New Year Party (Nowruz) <b>Date and time:</b> 19/03/2024 from 6 pm to 10 pm <b>Venue:</b> Below Deck bar		<b>Date</b>	<b>26/02/2024</b>
<b>Line Manager/Supervisor</b>	Shahab Khodayari	<b>Assessor</b>		
		<b>Signed off</b>		
<b>Description of the activity</b>	<b><i>Small party on the Persian New Year (Nowruz) eve with music, dance and some refreshment for students and staff.</i></b>			

**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	
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

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		
Trip, Fall due to the Nature of site	Bruises, broken arms, and legs,	All those in the attending the gathering	2	2	4	Removing all the trip hazards if practical otherwise identify them using appropriate signs	1	2	2	Make students aware at the beginning of gathering of trip hazards and ask them to be minimised	
Exhaustion	Increased likelihood of injury, or when hot fainting specially when the weather is warm.	All those attending the gathering	2	1	2	Make people aware of nearby water supply and ensure the sufficient fresh air ventilation. Inform the refresher facility.	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 and loud noises	People may panic, collide, or trip due to the Fire alarm and other loud noises. As they aim to escape or evacuate the building, they may also get lost.	All those attending the gathering	1	1	1	Make sure that everyone attending is aware of where the fire exits are, and where the assembly point is. And inform if there is any Fire alarm test is expected. Encourage the attendees to inform the committee of any relevant health condition.	1	1	1	Check regularly is there are any scheduled fire alarm tests	

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refreshment	Food poisoning and leave the residual food left over.	People who eat the food	1	3	3	Food and Hygiene Safety Certified member will supervise the preparation, packaging and serving. The room will be cleaned, and all the rubbish will be disposed properly.	1	1	1	
Security	Material could be damaged by the attendees, or potentially stolen	All those attending the gathering	1	2	2	Encourage people to take responsibility of their own belongings	1	2	2	
Cold and other infection spread.	Feeling unwell and having symptoms	All those attending the gathering	1	2	2	In case of any infection spread official warning closer to event date, hand sanitisers will be available at the entrance. Encourage people to keep the distance particularly if they are ill.	1	1	1	

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Alcohol over drinking	Feeling unconscious due to the alcohol use, unsocial behaviour	The drunk person and other in the party	2	2	4	The committee members will be available to support the party and supervise alcohol consumption by attendees and support drunk people.	2	1	2	

**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	19/03/2024		
	Committee members will supervise the party and the guests, during the party.	Shahab Khodayari	19/03/2024		
Responsible manager's signature:				Assessor signature:	
Print name: Maryam Malakoutikhah				Print name: Shahab Khodayari	
Date: 26/02/2024				Date: 26/02/2024	

## 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