

The Morris Federation

How to use risk assessment templates

1 Introduction

The Morris Federation provides a number of template risk assessments to help members assess the risks from morris events. These were developed by me, Sally Wearing.

Risk assessments (RA) identify what might go wrong, who might be affected, how likely someone may be hurt and, most importantly, how to prevent that happening. Morris teams are often asked for risk assessments by councils, land owners and others before events. Assessments are rarely subject to close scrutiny; that usually only happens if something does go wrong at an event. That is unlikely to happen, but, if it does, you may need to show that you properly considered any risks.

Template risk assessments can be very useful but **they must be customised to your specific event**. This is because you know more about what you will be doing than I do. The templates cover basic possible risks, but there may be others that I am not aware of. And some of the risks in the templates may not be relevant to your event.

This note contains guidance on how to use the templates. They should be easy to use, but please follow this advice to make sure your risk assessment is as accurate as possible. You can contact me or send any customised templates to me for comment and advice at any stage.

2 Types of templates

Please use the right template for your event. Contact me if what you need isn't in the list or you are not sure which one(s) to use.

- Dance displays, for external events and those held in large covered or internal spaces.
- Workshops
- Processions.
- Rapper, for dancing in pubs and other small spaces.

3 Customising a template for your event

All of the templates are based on the same pattern.

3.1 Part 1 – General information

This gathers basic information about the event, so anyone reading the RA will understand it.

Replace ALL the text in *[italics and square brackets]* with information about your event:

- location – where you will be dancing (e.g. Reading town centre)
- event & date – name, date(s) and times (e.g. start and finish)
- description of activity – keep it brief, as in example in template
- area(s) – list where you will be dancing, or at least types of places, plus how teams will be travelling between dance spots
- people involved – remove any styles that are not going to be involved, then add anyone else who might be (e.g. stewards, organisers, etc.)
- equipment used – adjust as necessary, e.g. taking out swords, boards, if not present
- assessor(s) and date – fill in accordingly.

3.2 Part 2 – Hazard identification & risk assessment

The first part explains what the risk levels mean. The rest of part 2 lists a range of possible hazards that can be a problem at the relevant type of event. Hazards are simply things that potentially could hurt people.

For each one, I have assumed you will control the hazard properly (as shown by 'Yes' in the 'OK?' column) and put in suitable risk levels. But you need to check that my assumptions are correct.

For each hazard, follow these steps.

1. Decide whether it could apply to your event. If not, remove the whole row. You do not need to include hazards that are not relevant, e.g. there is no point in mentioning swords breaking if there are not going to be any sword dancers.
2. If it could apply, decide whether the 'Existing controls' are or will be in place at your event.
3. Decide whether there is anything else you can do to make sure this hazard won't be a problem and add that to the 'Existing controls' column.
4. If any of the existing controls on the template will **not** be in place or if you identify any other controls that you need to put in place, change the 'Yes' under 'OK?' to 'No', and write what you need to do in the 'Comments' column, e.g. "Take a first aid kit with us".

When you have reviewed all the hazards in the template, decide whether there might be any other hazards. If there are, add them at the end of Part 2. Fill in who might be at risk, what is already done to control the problem, then estimate the risk levels (see the start of Part 2) and decide whether these are OK. If anything is not OK, decide what you are going to do about the hazard and enter that in the 'Comments' column.

3.3 Part 3 – Overall assessment of risk

You need to decide whether the overall risk level is low, medium or high. Almost all morris related events are low risk, as I have already entered in the template. You should only change this to medium or high if you have either identified other hazards (e.g. fire juggling!) and/or if some of the hazards are not controlled.

Either sign (if you have an electronic signature or are doing the risk assessment on paper) or enter your name in the last row.

3.4 Part 4 – Actions required to control hazards

If you have decided that any of the hazards will not be controlled (i.e. you said 'No' in the 'OK?' column), then record what you need to do in Part 4. Write in which hazard it relates to, then fill in the rest of the columns, saying what needs to be done, who will do it and when.

After the action has been done, fill in the date it was completed in the last column.

4 Further help or advice

Contact me if you need are further help, advice, etc. My contact details are below.

And please let me know if there is anything wrong or missing in the templates or this advice. I am always keen to improve them!

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