



The Morris Federation

How to Use the COVID-19 Risk Assessment Templates

1 Introduction

The COVID-19 risk assessment templates are intended to help members assess the risk from COVID-19 as part of deciding whether and how to restart morris practices or whether to put on a performance. The main aim of the templates is to allow teams to identify what they need to do to reduce the risk of catching or transmitting the virus, so they can put proper controls in place and hold practices or dance out safely.

The templates **must be customised to your team and venue**. Using them when you are organising a practice or a performance will help you decide what actions you need to take to keep people safe. You will need to put those actions in place before practising or performing, and make sure they remain in place.

The templates are based on the relevant sections of the government guidance at <https://www.gov.uk/coronavirus>. This is regularly updated; please check it before using a template and regularly while you are practicing or performing, especially the general guidance for [local tier restrictions](#). The guidance for the [performing arts](#) is also key for both practices and performances. Links to other guidance are included in the assessment templates where relevant.

2 Area

The templates cover practices and performances held in England. The tier your area is in determines whether you are allowed to hold practices and performances, where (i.e. outdoors and/or indoors) and how many people are allowed to participate. Before using a template, make sure you know which [tier](#) your area is in and what the [restrictions](#) are. The Morris Federation [guidance](#) should help you decide what is possible.

3 Using the templates

Each part of the assessment needs to be customised to your team and venue. If you need any further help or guidance, please see the end of these notes.

3.1 Part 1 – General information

This gathers basic information about your team, practices or performances, and venue. You need to record enough information so that anyone reading the RA will understand it.

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

- venue – where you practice or where the performance will be held
- date and times – when you intend to perform or restart practices.
- activity and description of activity – keep it brief, as in example in template
- tier – which tier your venue is in
- area(s) – brief description of where the performance or practices will be held
- information provided by others – list any documents you are using to help you assess the risks, including guidance etc. provided by venue, including the date(s) you received them
- people involved – very brief information as shown on form
- equipment used – list as necessary
- assessor(s) and date – fill in accordingly.



3.2 Part 2 – Hazard identification & risk assessment

Please note the three key issues listed on the form and follow the instructions.

The only risk covered by this assessment is the risk of transmitting coronavirus. I have therefore based it on activities that are likely to be involved in practices or performances. For each activity, you need to follow these steps.

1. Review the controls shown and decide how to put them in place. Read the relevant government guidance, to familiarise yourself with it and to check whether it has been updated.
2. Use the information provided by your venue and compare the controls required with the controls in the risk assessment. If they are different, you should use the most stringent.
3. Revise the controls to tailor them to your team, e.g. say who is responsible for managing how the team restarts or performs, add information about the venue's guidelines, etc.
4. If any controls are not relevant to your team, you can remove them e.g. if you do not use sticks you can remove the information about air sticking.
5. Decide whether there is anything else you can do to reduce the risk of transmission for each activity and add that to the "Controls" column.
6. Decide how to put all the controls in place and record who will do them and when they need to be done by.
7. After each action has been done, fill in the date it was completed in the last column.

Other activities: if your practice or performance includes any other activities, you need to add them to part 2. Fill in all the columns as for the other activities, including identifying and recording sufficient controls that will effectively reduce the risk of transmission.

3.3 Part 3 – Overall assessment of risk

It is important to consider the overall level of risk and record it on the form. For this, you need to estimate two things: likelihood and severity.

Likelihood

This is a rough estimate of how likely it is that the virus could be transmitted at a practice or performance. The key issues are how prevalent the virus is in your area, which you can find out [here](#), and how well you are able to comply with all the controls in the risk assessment. For instance, if your venue is poorly ventilated, then the risk of transmission will be higher than in a well-ventilated space. And the more people involved, the higher the likelihood.

The likelihood of transmitting the virus must be Low (1). Putting all the necessary controls in place means that it should be. If it is Medium (2) or High (3), then you should find ways of reducing the likelihood. If you cannot, you should not practise or perform.

Severity

This is how severe the outcome could be if someone caught the virus. Again, this is only a rough estimate. If all your team are young and are not considered to be vulnerable to COVID-19, then the outcome of catching the virus will probably be slight (1) or serious (2). However, those who are more vulnerable (e.g. older and/or of Black or Asian ethnicity) are more likely to be seriously affected so the outcome could be much more serious, i.e. major (3). For performances, if you do not know who will be in the audience, you should assume the severity would be major.

Overall Risk Level

You should record the overall risk level after all actions have been completed in the space on the form.



If all the controls are put in place and maintained, then the overall risk of transmitting coronavirus should be Low. If it is Medium, this is only acceptable if the likelihood is Low and the severity Major. If you cannot put all the controls in place, then it is probably not safe to hold practices or to perform.

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

4 Review

Practices: please review the risk assessment before each practice, to make sure it is still valid and you are doing everything you should to keep people safe. You need to check for updates to the government guidance and the updates published by MF, as well as [how your area is affected](#), including the number of cases and whether this is rising, staying the same or falling.

Performances: a risk assessment should only cover one performance, or a series of performances at the same venue on the same day.

5 Further help or advice

Contact me if you need any 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.

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