

## Activity Risk Assessment

### PART 1 – General information

<b>Location</b>	<i>[Where the workshop will be held, e.g. name of festival, school, town, etc.]</i>	<b>Event &amp; Date</b>	<i>[Name of workshop, date(s) and times]</i>
<b>Activity</b>	Morris dancing workshop		
<b>Description of activity</b>	<i>[Brief description, e.g. workshop teaching border morris dances to ]</i>		
<b>Area(s)</b>	<i>[Brief description of where the workshop will be, including whether it is inside or outside, type of floor, rough idea of space, etc. ]</i>		
<b>People involved</b>	Workshop participants <i>[brief description of who is expected to attend, including rough numbers (if possible), ages (if relevant, e.g. for children) and any other relevant information]</i> Instructors <i>[brief details, e.g. three dancers from XXXXX morris. Include names if necessary, e.g. for children's workshop.]</i> Musicians <i>[brief details]</i> Observers <i>[brief details, e.g. teachers, parents, group leaders]</i>	<b>Equipment used</b>	<i>[Simple list, e.g. morris hankies, morris sticks, rappers, longswords, musical instruments, etc. ]</i>
<b>Assessor(s)</b>	<i>[Your name]</i>	<b>Date</b>	<i>[Date of assessment]</i>

### PART 2 – Hazard identification & risk assessment

The significant hazards are listed on the following pages. For each one, the risk level has been identified using the system detailed below.

<b>Likelihood (L)</b>	1 = Low	2 = Medium	3 = High
<b>Severity (S)</b>	1 = Slight	2 = Serious	3 = Major
<b>Risk level (RL)</b>	Likelihood X Severity		

For each hazard, it has been decided whether the risk level is acceptable. If it is not, an explanation is included in comments box. The actions required to reduce the risk are listed in PART 4 on the last page.

**Key to Risk Levels (RL): 1 = Very low 2 = Low 3 & 4 = Medium 6 = High 9 = Very high**

## Activity Risk Assessment

### PART 2 – Hazard identification & risk assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
Dancing – risk of sprains, strains and other dancing related injuries	Workshop participants Instructors	<p>Instructors practice regularly and are usually fit enough to minimise the risk of injuries. They warm up as necessary before dancing.</p> <p>As participants are inexperienced, the instructors make sure that any risks from dancing are minimised. This includes warm ups, limiting the amount of dancing, making sure the dancing is not too vigorous, as far as necessary.</p> <p>Instructors only teach dances that are within the apparent physical capabilities of the participants, especially children.</p> <p>Area used for workshop big enough to allow everyone to dance safely, without having to avoid other dancers.</p> <p>First aid kit available.</p>	1	2	2	Yes	
Slips, trips and falls	Workshop participants Instructors	<p>Area used for workshop has suitable flooring, which is level, free from hazards and not slippery.</p> <p>The space used for the workshop is big enough to allow all the participants to dance without bumping into other dancers.</p> <p>Suitable footwear worn by participants and instructors. If any participants are wearing unsuitable (e.g. flip flops) or no footwear, the instructor will not allow them to take part.</p> <p>All equipment, belongings, etc. are stored out of way of participants and instructors.</p>	1	2	2	Yes	

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Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
Morris sticks – risk of hitting someone	Workshop participants Instructors Musicians Observers	Instructors practice regularly and know how to handle morris sticks. They make sure the participants are taught how to handle morris sticks safely, by explaining carefully and demonstrating. They supervise how the participants handle the sticks and react promptly to any behaviour that could be a problem.  Sticks are suitable for using in a morris dance. They are checked informally before use and any sticks showing signs of cracking or breaking will not be used.	1	2	2	Yes	
Swords – breakages	Workshop participants Instructors Musicians Observers	Swords are all well-made, using good quality materials, and are suitable for dancing. Regularly inspected by dancers.	1	2	2	Yes	
Swords – letting go, hitting dancers, etc.	Workshop participants Instructors	Instructors teach workshop participants not to let go. They supervise the participants and react promptly to any behaviour that might be a problem. Successful dance relies on participants keeping hold of swords.	1	2	2	Yes	
Moving morris related equipment	Instructors Musicians	All equipment carried in suitable bags, holdalls, etc. Weight of loads are minimised to make sure sticks etc. are easily carried.	1	2	2	Yes	

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### PART 2 – Hazard identification & risk assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
Lack of welfare facilities	Workshop participants Instructors Musicians Observers	Venue has sufficient welfare facilities (i.e. toilets, washing facilities, refreshment facilities) for all the people who will be present at the workshop.	1	1	1	Yes	
Children's welfare and wellbeing	Workshop participants under 18	<p>All workshops for children are adequately supervised by their teachers, parents or other suitable adults, who are present at all times during the event.</p> <p>Instructors and musicians follow good safeguarding principles to make sure that all the children at the workshop are protected from both adults and other children. This includes making sure that instructors or musicians are never left in sole charge of any children.</p> <p>If an instructor needs to touch any of the children (e.g. to demonstrate how to hold a stick), then this is only done with the agreement of the supervising adults.</p> <p>Instructors and musicians are only involved with teaching the children during the workshop, and are not responsible or involved in any other aspects of the event.</p>	<1	3	<3	Yes	

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### PART 2 – Hazard identification & risk assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
High temperatures / sunshine	Workshop participants	Participants able to drink enough water to avoid dehydration. Drinks easily available nearby. If weather is too hot, workshop will either be stopped or moved to an indoor venue. Participants protect themselves from sun with clothes, sun cream, etc.	1	2	2	Yes	
Lack of facilities for people with disabilities	Workshop participants Musicians	Any special requirements by any participants who have any disabilities (e.g. impaired mobility, vision or hearing) will be identified before the event and provided as necessary. This may include making sure that the workshop venue is accessible and has suitable sanitary facilities.	1	2	2	Yes	
Covid and other respiratory infections	Workshop participants Musicians Instructors Observers	Team members are encouraged to get vaccinated. If possible, workshops are held outdoors. If indoors, as much fresh air as possible is introduced into the venue to help reduce airborne particles. Everyone involved is asked to practise good hygiene, i.e. washing hands regularly, and covering nose and mouth when coughing or sneezing. Anyone in the team with symptoms or a positive Covid test result will not attend the workshop. If Covid rates are high, all participants will be asked to test before attending.	1	2	2	Yes	

**Activity Risk Assessment**

**PART 3 – Overall assessment of risk**

<b>Overall risk level with existing controls</b>	Low
<b>Overall risk level after any actions completed</b>	Low
<b>Date assessment due to be reviewed</b>	Before next event
<b>Complete PART 4 recording all actions required</b>	
<b>Assessor(s) signatures</b>	<i>[Sign here or just type name]</i>

**PART 4 – Actions required to control hazards**

Activity	Morris dancing displays – outside and/or in large indoor spaces				
Hazard	Action	Priority H/M/L	Who will do it?	When?	Date done

**Key to priorities: H = High M = Medium L = Low**