



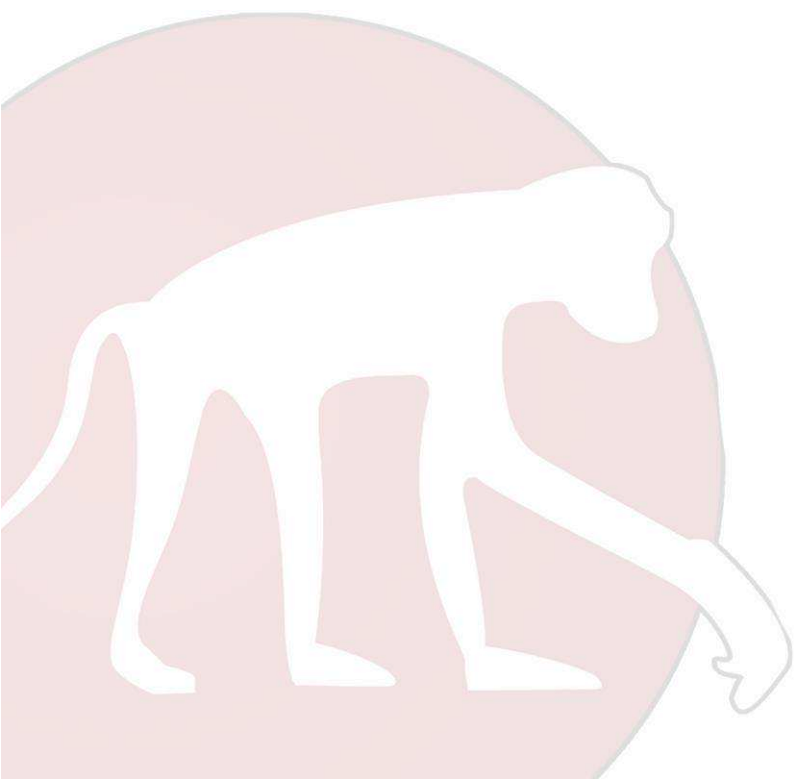
Fourth Monkey
Actor Training Company

Risk Assessment for The Monkey House

Fourth Monkey Education Ltd.
The Monkey House
97-101 Seven Sisters Road
London N7 7QP
020 7281 0360

Risk Assessment Information

Reference:	COVID-19
Date of Assessment:	13 September 2022
Risk Assessors:	Jonne Damhuis, Head of Operations Steven Green, Artistic Director & CEO
Task or Process:	Risks from Coronavirus
People at Risk:	Student, Employees, Practitioners & Members of the Public
Next Review Date:	31 September 2023





Hazard (hazard and hazard description): People at risk not fully informed.
People accessing the building who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. Our plans and procedures have been shared and co-ordinated with students, staff, practitioners and external users at our premises.
2. Alcohol-based sanitiser gel available from automated hand sanitisers in every studio and by hotspots.
3. Expansion of bike rack/storage provision to encourage bike travel.
4. Doors that are essential touch points hand sanitisers are available shortly after.
5. Every member of staff and practitioner has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
6. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
7. Students/practitioners/staff are encouraged to wear PPE where preferred.
8. Anyone concerned about feeling unwell whilst in the building is to report to the main office and will be examined appropriately by a member of staff and sent home if need be.
9. Anyone feeling symptomatic is instructed not to leave their home and report via telephone to the Senior Academic Services Officer appropriately, in good time ahead of their rehearsal.

Groups who use our building for external hire are given full information and guidance regarding the changes we have made, and their own responsibilities for their own risk assessments/covid secure arrangements for their own individuals.

Hazard (hazard and hazard description): Equipment/studios not being cleaned properly



Control Measures (existing):

1. Thorough regulated cleaning will be done at the start and the end of the day for all equipment and studios used.
2. Cleaning has been increased. Toilets and communal areas, along with studios, are cleaned more frequently than before and the cleaning routine is to a higher specification.
3. Ensure that when spills of food or liquids occur, they are cleaned straight away and surfaces are left in a clean and sanitised condition.
4. Studio space to be swept and cleared after each session by student studio rota

Groups who use our building for external hire are given full information and guidance regarding the changes we have made, and their own responsibilities for their own risk assessments/covid secure arrangements for their own individuals.

Hazard (hazard and hazard description): Food and drink preparation areas.
Potential risk or transfer of virus through cross contamination.

Control Measures (existing):

1. Water cooler converted into foot pedal operated to avoid direct contact.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and surfaces are left in a clean and sanitised condition.
3. Use own water bottles/mugs to avoid cross contamination.
4. Wash/sanitise hands thoroughly before and after using facilities.
5. Staff to prepare own drinks and lunch and store lunch in sealed containers.

Groups who use our building for external hire are given full information and guidance regarding the changes we have made, and their own responsibilities for their own risk assessments/covid secure arrangements for their own individuals.

Hazard (hazard and hazard description): Communal facilities, entrance, toilets, stairs, etc.



Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures (existing):

1. Cleaning has been increased. Toilets and communal areas, along with studios, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Students/groups instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
3. Supplies of soap and sanitiser gel provided and regularly topped-up at all locations.
4. Ensure that coats, scarfs and other outdoor items are stored separately in lockers avoiding contact with other people's personal items.
5. Installation of bike storage and regular access for users to encourage bike travel.
6. Doors that are essential touch points hand sanitisers are available in close proximity.
7. Communal areas will have disposable towels, anti-bacterial spray and sanitiser available.
8. Students have been advised that deliveries on their behalf will not be accepted.

Groups who use our building for external hire are given full information and guidance regarding the changes we have made, and their own responsibilities for their own risk assessments/covid secure arrangements for their own individuals.

Hazard (hazard and hazard description): Waste.

Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures (existing):

1. Students/Staff/groups are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins are emptied daily by cleaning or main office staff.
3. Students/groups instructed that tissues should be used when coughing and sneezing and put directly into the bin.
4. Students/groups/staff instructed to not put their hands directly into bins as they may contain contaminated products.
5. Dustpans to be emptied after every session.
6. Main office and cleaning staff are given appropriate PPE (masks, gloves).

Hazard (hazard and hazard description): External members entering the building



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Control Measures (existing):

1. Expansion of bike rack/storage provision to encourage bike travel.
2. All External Members are to provide address and contact details ahead of entering the building to ensure their location isn't locked down. If their area is locked down they will not be permitted in the building.
3. All External Members are to provide full details upon entry of the building into registry system for the purpose of tracing.
4. External members will have staggered entries in the building, separately from other users of the building.
5. Groups are obligated to clean and clear the space and leave it as they found it, and ensure they check with a member of staff to ensure satisfaction.

Hazard (hazard and hazard description): Studio spaces

Potential risk or transfer of virus on account of close contact with other persons.

Control Measures (existing):

1. Studio space to be swept and cleared after each session by student studio rota
2. Anything unsanitary reported to the main office before usage of space.
3. Light switches and windows are only to be interacted with by a member of staff.
4. Equipment will be cleaned daily.

Hazard (hazard and hazard description): Workstations, IT and telephone equipment within the main office.

Direct contact with potentially cross contaminated workstations, IT or telephone equipment may cause adverse coronavirus health effects.



Control Measures (existing):

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Staff are instructed to ensure that their workstations, IT and telephone equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment can be provided.

Hazard (hazard and hazard description): Personal hygiene.

Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures (existing):

1. The importance of good personal hygiene has been explained to all students/practitioners/staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if hands are not clean
2. Students/practitioners/staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided
3. Staff/volunteers/groups instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be put into a bin.

The above has been shared with external groups entering the building and it is the groups responsibility to decide who joins their session

Hazard (hazard and hazard description): People not being aware of the new rules and guidelines



Control Measures (existing):

1. Our plans and procedures have been shared and co-ordinated with students, staff, practitioners and users of our premises.
2. Appropriate staff have received additional training in order to help follow the new procedures and guidelines.
3. Appropriate documentation, including this Risk Assessment will be shared with all users prior to accessing the building.

The above has been shared with external groups entering the building and it is the groups responsibility to decide who joins their session

Hazard (hazard and hazard description): Having symptoms for Covid-19, such as a high temperature, loss of taste/smell, consistent cough,

Control Measures (existing):

1. Before entering the building, students/practitioners/staff are strongly encouraged to test on a weekly basis
2. If they are displaying symptoms, they should isolate away from the building until they are able to obtain a test. In this time, they will be able to be brought in through online provisions.
3. Upon receiving of a test result;
 - a. If negative, they can proceed as normal but encouraged to keep distance where possible and wear appropriate PPE.
 - b. If positive, they will have to isolate away from the building. This will have to be for 10 days, or until **two consecutive** Negative Lateral Flow results are received.
4. The test results will be shared via office@fourthmonkey.co.uk directly
5. After day 4, daily Lateral Flow Tests should be taken to ensure accurate results. As soon as two consecutive Negative tests are received and communicated, it will be cleared to re-enter the building

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