



Fourth Monkey
Actor Training Company

Fourth Monkey Risk Assessment for Building

Fourth Monkey Education Ltd	97 - 101 Seven Sisters Road N7 7QP, London	0207 281 0360
Risk Assessment Reference: COVID-19	Date of Assessment: 13/08/20	Risk Assessors: Jonne Damhuis / Steve Green
Task or Process: Risks from Corona Virus	People at Risk: Students, Employees, Practitioners, Members of the Public	Date of next review: 31/08/20



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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. NHS and Public Health warning posters are displayed throughout the premises.
3. Alcohol-based sanitiser gel available from automated hand sanitisers in every studio and by hotspots.
4. One way system implemented with floor stickers to avoid cross over between people.
5. Safe-distance floor stickers installed in appropriate locations (corridors, kitchen, entrances) to avoid close contact.
6. Toilets have been changed to single use with signage.
7. Expansion of bike rack/storage provision to encourage bike travel.
8. Doors that are essential touch points are indicated and hand sanitisers are available shortly after.
9. Doors will remain propped open until studio sessions start and will be closed by a member of staff.
10. 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.
11. 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.
12. Students/practitioners/staff are encouraged to wear PPE where preferred.
13. 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.
14. Anyone feeling symptomatic is instructed not to leave their home and report via telephone to the Academic Manager 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.



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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, and swept, mopped and sanitised at the end of every day.
5. Contact points (door handles, light switches etc.) to be sanitised with provided spray and cloth after every use.

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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 operation to avoid direct contact.
2. Kitchen social area arranged with social distancing rules.
3. Furniture throughout building has been rearranged to allow social distancing.
4. Ensure that when spills of food or liquids occur they are cleaned straight away and surfaces are left in a clean and sanitised condition.
5. Use own water bottles/mugs to avoid cross contamination.
6. Wash/sanitise hands thoroughly before and after using facilities.
7. Staff kitchen to have equal social distancing rules.
8. 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.



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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 avoiding contact with other people's personal items.
5. One way system upon entry with floor stickers to avoid cross over between people.
6. Social distance floor stickers installed in appropriate locations (corridors, kitchen, entrances) to avoid close contact.
7. Toilets have been changed to single use with signage.
8. Installation of bike storage and regular access for users to encourage bike travel.
9. Doors that are essential touch points are indicated and hand sanitisers are available in close proximity.
10. Doors will remain propped open until the session starts and will be closed by a member of staff.
11. Communal areas will have disposable towels, anti-bacterial spray and sanitiser available.
12. 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.



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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. Bins are provided by studios to empty dustpans 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

Control Measures (existing):

1. Expansion of bike rack/storage provision to encourage bike travel.
2. All building users are to provide address and contact details ahead of entering the building to ensure adherence to localised Government lockdown restrictions. If their area is locked down they will not be permitted in the building.
3. All building users are to provide full details upon entry of the building into registry system for the purpose of adhering to Government Track and Trace data collection guidelines.
4. External rehearsals will be isolated from student rehearsals/classes to avoid crossing paths.
5. External members will have staggered entries, separate from other users of the building.
6. 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 prior to departure from site.
7. External members are required to wear PPE in communal areas (entries, toilets, eating areas) and are encouraged to wear PPE in the studio space.



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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. Students/practitioners/groups to adhere to designated working group sizes and 'bubbles' in line with Government advice.
2. Students/practitioners/groups using studios to follow government advice and maintain social distancing where necessary.
3. Students/practitioners/groups to avoid physical contact such as handshakes, hugs etc.
4. Studio space to be swept and cleared after each session by student studio rota, and swept, mopped and sanitised at the end of every day.
5. Anything unsanitary reported to the main office before usage of space.
6. Doors will remain propped open until studio sessions start and will be closed by a member of staff. Staff are instructed to sanitise afterwards.
7. Light switches and windows are only to be interacted with by a member of staff, and wiped down with provided spray after interaction.
8. Upon using a speaker, students/groups/staff are instructed to sanitise after use. 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.



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Control Measures (existing):

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is deep cleaned at the end of each working day by individual staff.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. 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 are provided.

Hazard (hazard and hazard description): Vulnerable students/practitioners/staff. Vulnerable people with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Control Measures (existing):

1. In accordance with Government guidelines, students/practitioners/staff who are in the vulnerable and high risk categories should follow necessary health advice and communicate any health concerns with Fourth Monkey prior to entering the building. Appropriate measures will be undertaken to accommodate remote working/learning where necessary.
2. All Fourth Monkey students/practitioners/staff are required to complete a Vulnerable Person questionnaire prior to entering the building to support any additional needs. Decisions on home working/learning in accordance with Government policy are made on a case by case basis and in consultation with the individual.
3. We have minimised the number of students/practitioners/staff in the building in order to reduce the number of people traversing the building and potentially crossing paths.
4. Weekly updates are given to students/practitioners regarding government advice and any measures to undertake.

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



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Hazard (hazard and hazard description): Personal hygiene.

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

Control Measures (existing):

1. All Students/practitioners/staff are required to travel to the building using PPE in line with Government guidelines when travelling on public transport.
2. 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.
3. 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.
4. Students/practitioners/staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
5. Students/practitioners/staff are also required to wear travel clothes to the building prior to changing in to working cloths when at The Monkey House to prevent contamination.
6. Students/staff/practitioners instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin.
7. All Students/staff/practitioners are required to bring a personal sanitation bag of hand sanitiser as well as personal indoor-use PPE should it be desired.

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



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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. NHS and Public Health warning posters are displayed throughout the premises.
3. Appropriate staff have received additional training in order to help follow the new procedures and guidelines.
4. Appropriate documentation, including this Risk Assessment will be displayed around the building for people to refer to where necessary and will be shared with all users prior to accessing the building.

Hazard (hazard and hazard description): Reopening the building before it is safe to do so



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Control Measures (existing):

1. Appropriate staff have received additional training in order to help follow the new procedures and guidelines.
2. Appropriate documentation, including this Risk Assessment will be displayed around the building for people to refer to where necessary and shared with staff, students and all those using the building prior to access.
3. There is limited access to communal spaces to avoid close contact with people.
4. We have minimised the number of students/practitioners/staff in the building in order to reduce the number of people traversing the building and potentially crossing paths.
5. We have considered the maximum number of people who can be safely accommodated within the building/spaces and have modified our working group sizes accordingly.
6. Several safety measures have been put in place (one way system, social distance stickers, hand sanitiser stations, extra cleaning, cleaning equipment available) to ensure safety for all who enter the building.
7. An extra entrance through the back of the building has been made available for people cycling to the building.
8. The flow of people entering and exiting the building will be carefully controlled by the Building Coordinator or Duty Officer. Where necessary a queuing system has been implemented.
9. Any live public performances will only take place in line with Government advice. This will be regularly reviewed in accordance with any changes to Government guidance.
10. Government Advice has been followed in regards to reopening, which is stated on the [gov.uk](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) website on the following link - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>