



## Health & Safety Policy

### Policy Management

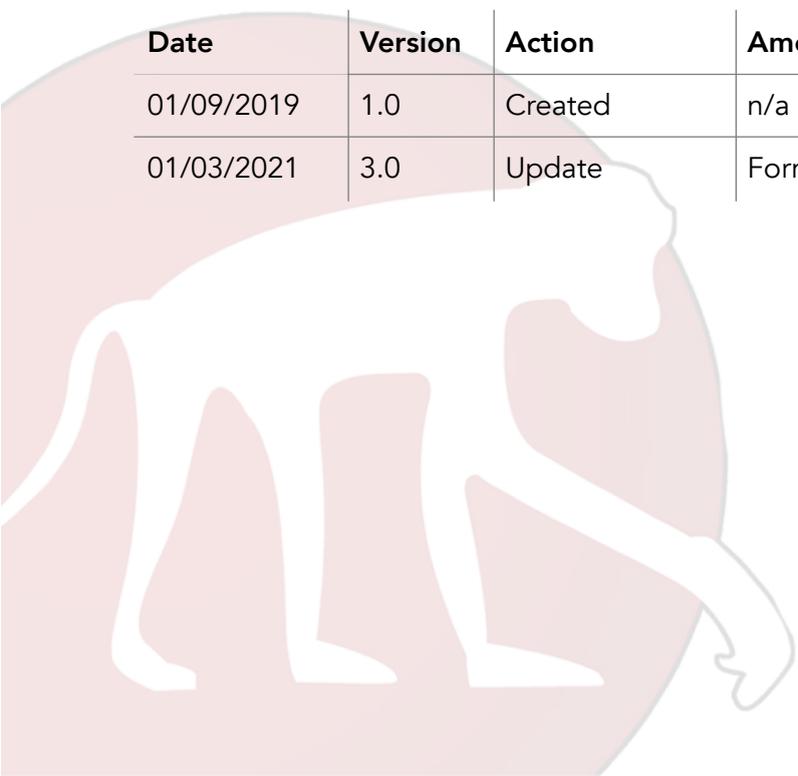
Policy Scope:	All students on accredited and vocational courses at Fourth Monkey and external members of the public
Policy Application:	Health and safety information for all students on accredited and vocational courses at Fourth Monkey
Policy Availability:	<a href="https://www.fourthmonkey.co.uk/policies/">https://www.fourthmonkey.co.uk/policies/</a>
Policy Manager:	Jonne Damhuis, Operations Co-ordinator
Policy Approval:	Steven Green, Artistic Director & CEO Charleen Qwaye, Head of Training & Deputy CEO

### Document Control

Policy Implemented:	September 2019
Review Frequency:	Annual
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Related Documents:	N/A

### Version Control

Date	Version	Action	Amendment	Staff
01/09/2019	1.0	Created	n/a	CQ
01/03/2021	3.0	Update	Format & Policy Manager	JMG

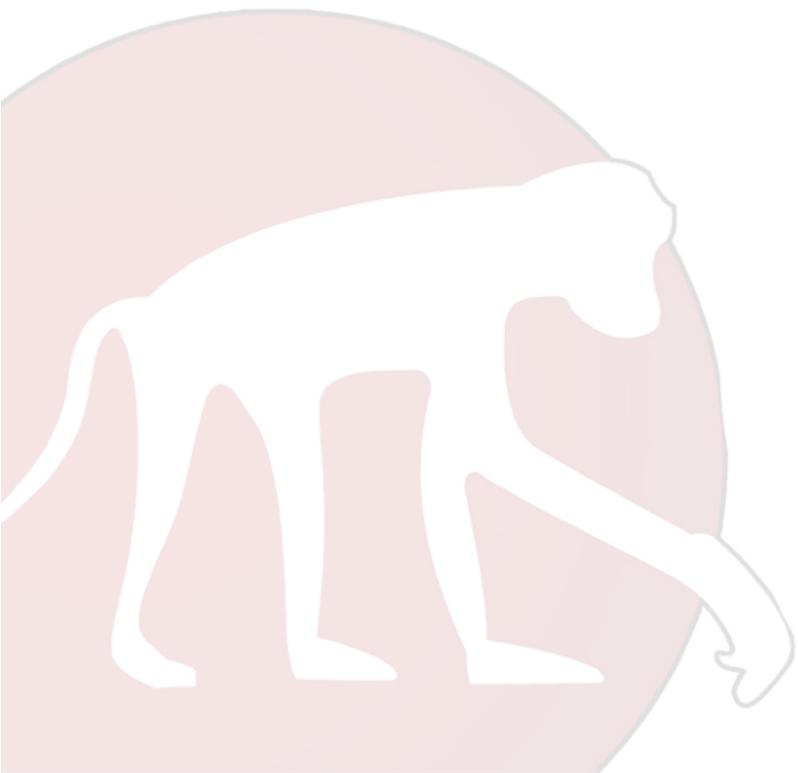




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Actor Training Company

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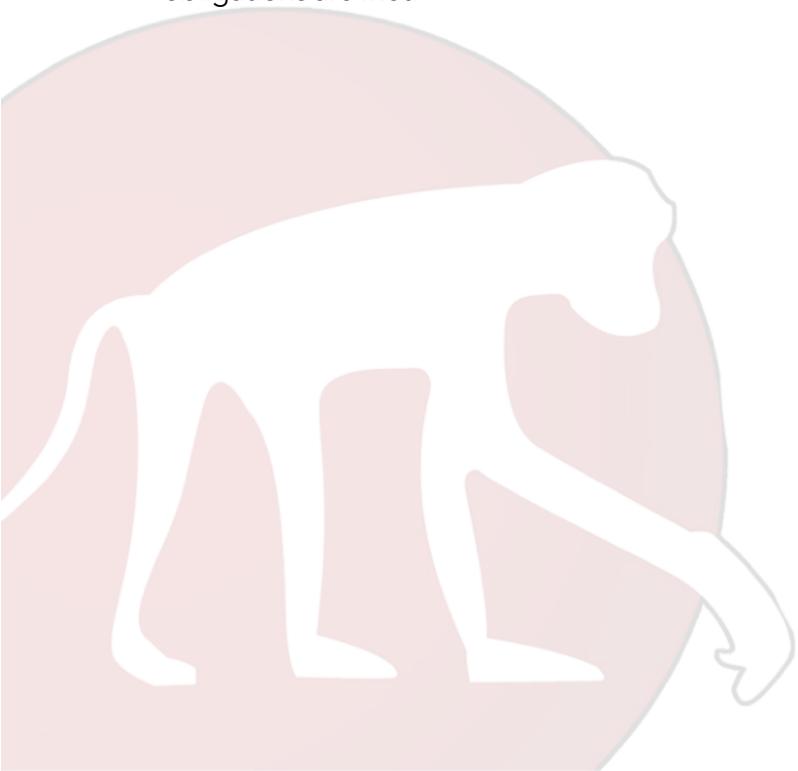
## Introduction

The organization regards the management of health and safety as a core part of our business and prioritises the safety of our staff and students. Our policy is specific to the nature of our business to enable us to manage any potential risks to the best of our ability and give the best protection to our employees and students. We ensure that we comply with current health and safety legislation and we have a target of zero accidents and ill health issues across all people in our building.

Our policies are implemented and monitored by Building Coordinator Jonne Damhuis supported by a core team of management staff. Details of who is responsible for each area are in the table below.

Our Health & Safety Policy is communicated verbally to all staff/students at the beginning of each academic year and distributed in hard copy. A copy of our health and safety policy is also kept in the office and can be accessed by all staff and students. Proactive observation of health and safety in the building is encouraged by Fourth Monkey for all staff and students and appropriate bodies are consulted on all Health & Safety Policy changes. Risk assessments are updated quarterly to enable us to continuously monitor risks in all areas of the building.

We are committed to providing appropriate training and seeking health and safety advice when appropriate to continually develop our policies and ensure that legal obligations are met.





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## First Aid Provision

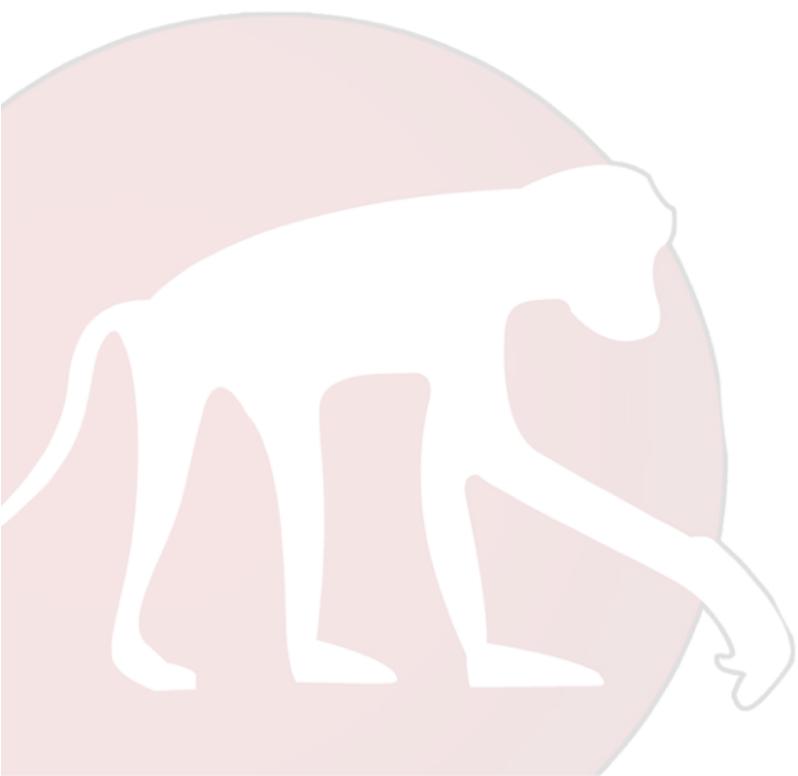
### Responsibility of Name/Title

Jonne Damhuis (Building  
Coordinator) Steve Green (CEO)  
Charleen Qwaye (Director of Training & Deputy CEO)

### Action and Arrangements

The first aid kit is stored in the Monkey Business Office and a stock take is done on a weekly basis. Ice packs are also available and stored in a freezer in the upstairs kitchen. Three of our core staff team are first aid in the workplace trained (valid Oct '16-'19) and all building key holders are first aid trained meaning that there is always at least one first aider on site at all times. All staff are aware of hospitals and walk in centers that are in close proximity to the building and can refer students accordingly. Our closest hospital is The Whittington Hospital, Magdala Ave, London, N19 5NF and local walk in centres are Hornsey Central Neighbourhood Health Centre, 151 Park Rd, London, N8 8JD & The Richie Street Group Practice 34 Ritchie Street, London, N1 0DG

Medical information on all students is stored confidentially with Courses Manager and relevant information is circulated amongst staff for their reference in a training context. Students with allergies who possess an EpiPen are asked to store a pen in to office to be administered if needed. Staff will not administer any pharmaceutical items (tablets, creams etc) to any students and will advise them of the closest establishment to purchase them for themselves.





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## Incident Reporting & Accident Investigation

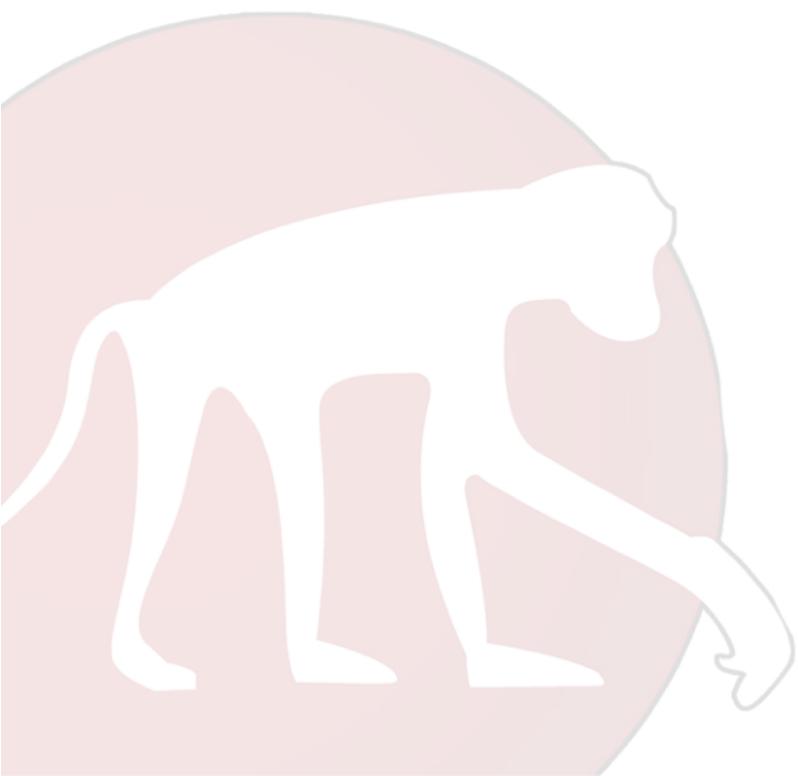
### Responsibility of Name/Title

Jonne Damhuis (Building Coordinator)

### Action and Arrangements

All incidents are reported to a member of staff in the Monkey Business Office and recorded on an incident report sheet. The incident report sheets are kept in the Building Folder in the office and once completed they are filed in year group groups. The form requires follow up action to be documented to ensure that appropriate action has been taken and to notify if any further action is necessary.

Building Coordinator Jonne Damhuis looks back on all reports at the end of the month to monitor reporting and look for regular occurrences and how these can be prevented.





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## **Risk Assessment / Hazard Identification**

### **Responsibility of Name/Title**

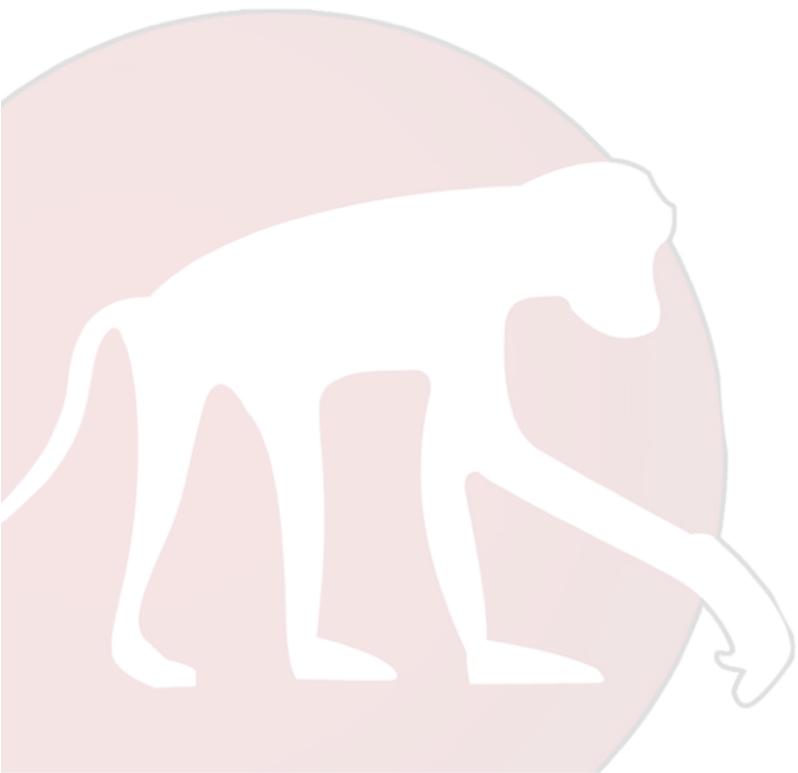
Jonne Damhuis (Building Coordinator)

### **Action and Arrangements**

Weekly building checks are completed by Duty Officers Tamara Tooher/Calum Littlely/Holly Cuffley, who will document any health and safety issues that need addressing. A Building Service Log Sheet is kept in the Building Folder in the Monkey Business Office so all staff are aware of recent servicing and certification. A studio risk assessment has been completed and is kept in the building folder.

The Monkey House has a no shoe policy for the whole building, potential risks have been identified as a result of this are outlined in our risk assessment.

Prior to a production season a risk assessment is completed by the Production Manager.





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## Fire Safety

### Responsibility of Name/Title

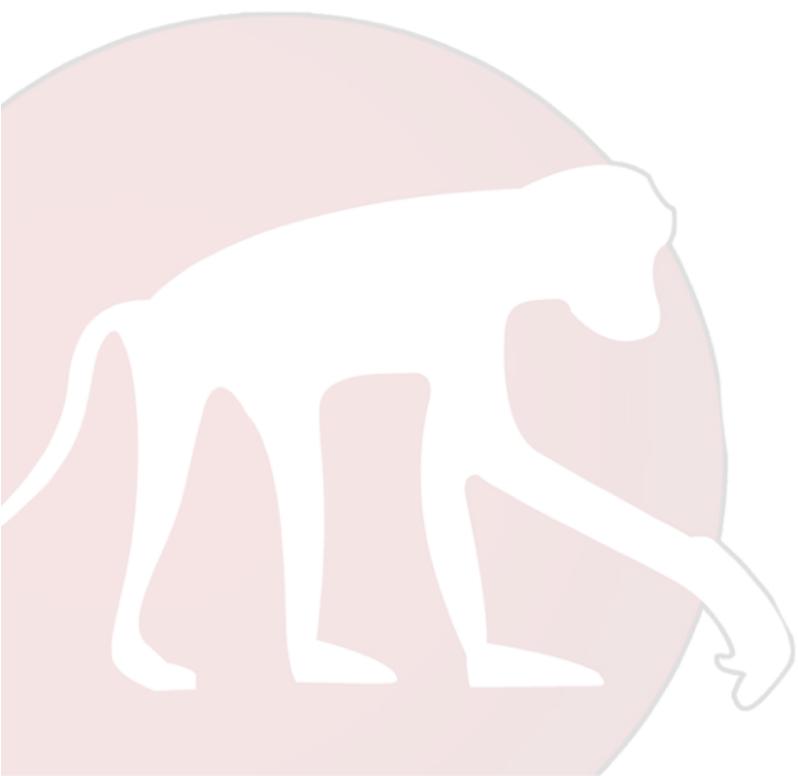
Jonne Damhuis (Building Coordinator)

### Action and Arrangements

We have 11 fire extinguishers located around the building that are tested on a yearly basis (last test 1st Aug '20). Fire Evacuation posters are displayed on each floor with a map of the building detailing all fire exit routes. We have three Head Fire Wardens who are fully briefed on the Evacuation Procedures and at least one of these members of staff will be on shift at all times.

Fourth Monkey's Evacuation Procedure is communicated to incoming students via email and a briefing at the beginning of the year. Procedures are provided for teaching staff at the commencement of each academic year in their welcome email and hard copy is found in their register packs. A copy of our Evacuation Procedure for both staff and students is kept in the Building Folder in the Monkey Business Office.

We have an Anti Terrorism Strategy in place in the event of a terrorism attack either on site or in the local area. This strategy covers procedures in response to a weapon attack, suspicious items, bomb threats and vehicle-borne improvised explosive devices.





## Personal Safety

### Responsibility of Name/Title

All employees

### Action and Arrangements

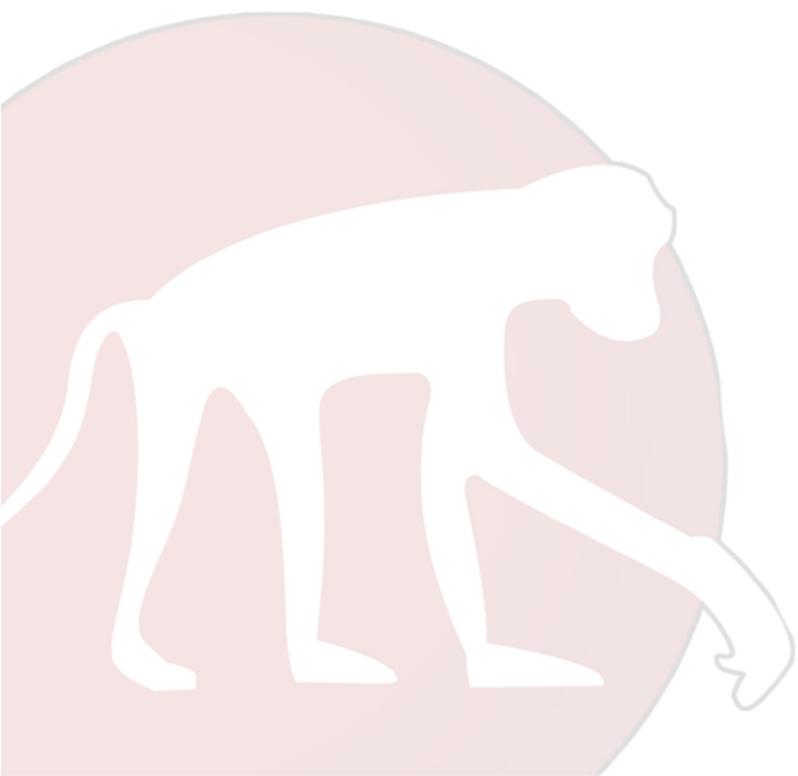
We ensure that staff avoid working alone whenever this is possible. However when they have to work alone, then staff are asked to make themselves aware of potential hazards and how to minimise them.

Fourth Monkey have a policy that all meetings take place on site at The Monkey House. However in the rare event that a meeting needs to occur offsite staff are asked to obtain as much information as possible about the person they are meeting and arrange to meet the person on company premises. Staff are advised to always ring back the telephone number that they have been given to confirm that it is legitimate. If a mobile number is given they should always ask for an alternative fixed line number.

Staff are asked to let colleagues know where they are going, with whom and what time they are expecting to return. If they think that they are going to run over their original timescales we ask for them let their colleagues know.

We have a double buzzer system installed on our front doors to ensure that the building is secure and we are aware of all personnel entering the building. All students are briefed to report any suspicious behaviour to the Monkey Business Office or if they are unsure about who has come through the front door with them.

When locking up the building at the end of the day all key holders will leave via the back exit into a secure gated car park. The key holder will have completed a throughout check of the building and will only set the alarm once this is done.





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## Work Equipment

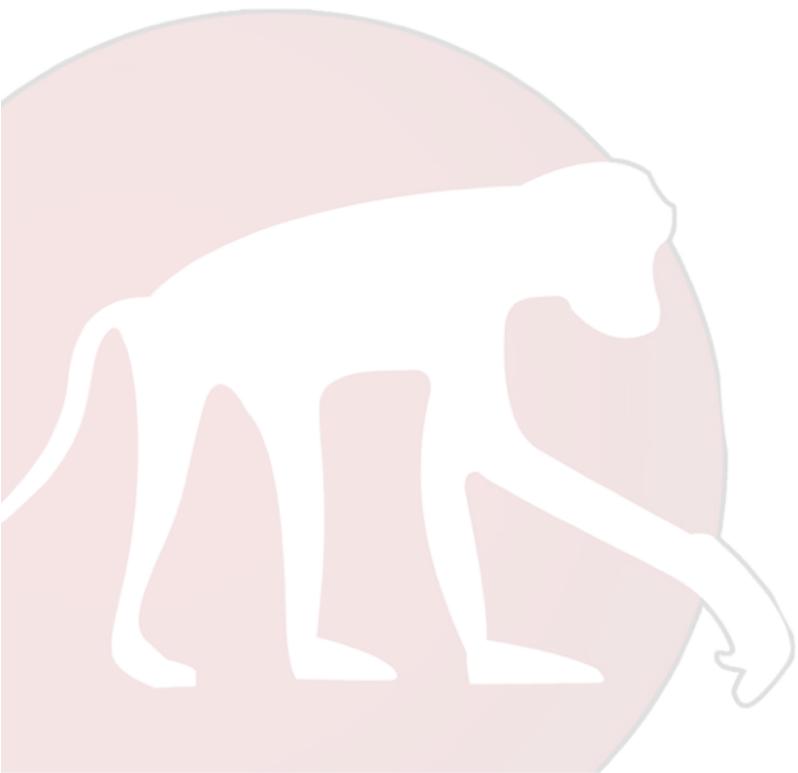
### **Responsibility of Name/Title**

Jonne Damhuis (Building Coordinator)

### **Action and Arrangements**

All office equipment is PAT tested on a yearly basis (last tested July 2020) and for any equipment brought in by external companies we require a valid PAT test certificate.

Technical equipment used in the Emrys Johns Studio is PAT tested annually.





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## **Alcohol/ Substance Abuse/ Smoking**

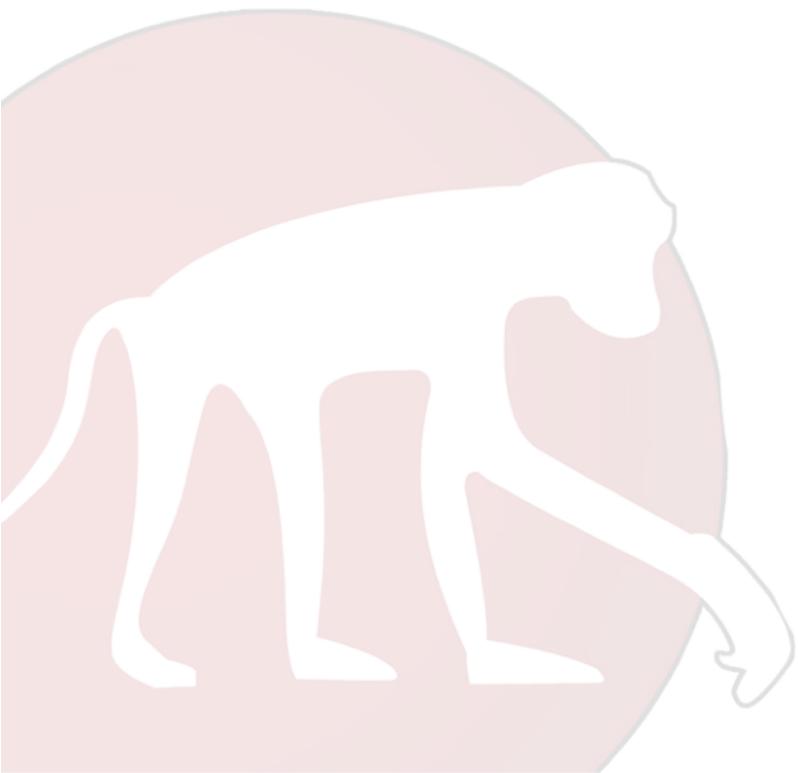
### **Responsibility of Name/Title**

Jonne Damhuis (Building Coordinator)

### **Action and Arrangements**

At Fourth Monkey we have a zero tolerance policy regarding smoking and substance abuse on site for both staff and students. A dedicated area outside of the building is given for people who wish to smoke, this includes vaporising also.

When operating a bar during a show season we have a strict Challenge 25 Policy and training is given to all bar staff regarding this. The bar is locked at all times outside of show hours and the key is kept in the Monkey Business Office.





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## Induction Training

### Responsibility of Name/Title

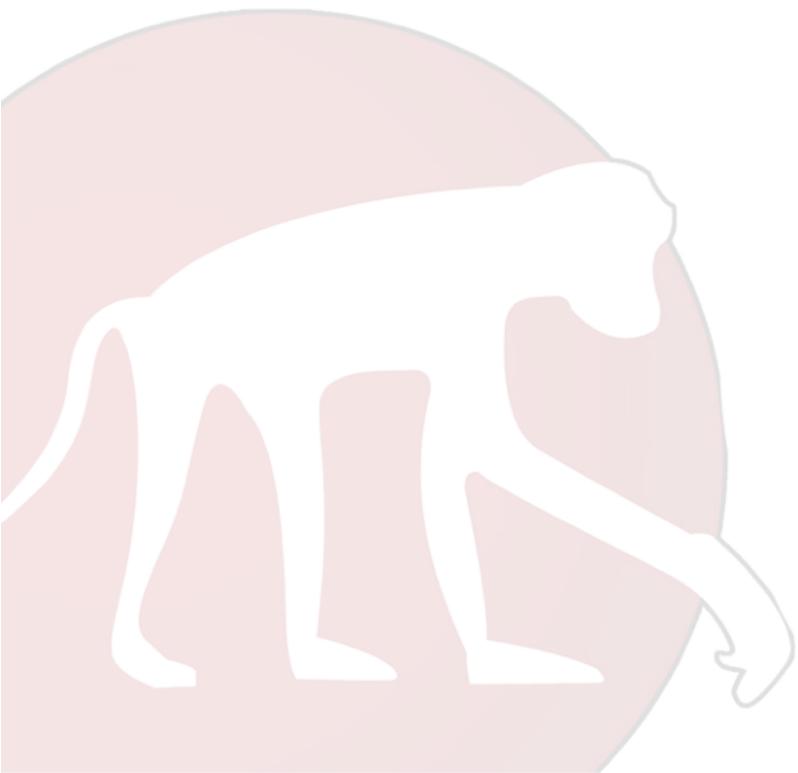
Jonne Damhuis (Building  
Coordinator) Steve Green  
(Artistic Director)

### Action and Arrangements

All employees are fully inducted when they commence employment with us, this includes a full verbal building briefing, fire safety and through the provision of a staff handbook.

All practitioners receive a detailed contract as well as a verbal building briefing and hard copy of our Practitioner Evacuation Procedure.

All new students receive a welcome email, a 'Monkey Do's and Don'ts information sheet about procedures in The Monkey House and a hard copy of the Student Evacuation Procedure. All of this information is also communicated verbally on their first day of training with us.



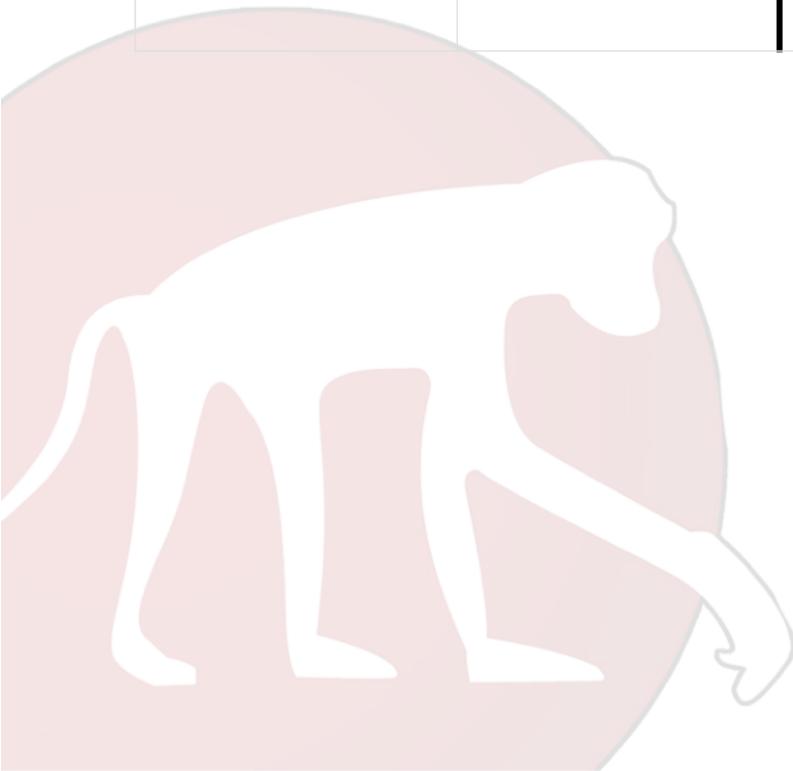


# Fourth Monkey

Actor Training Company

Below is a table detailing the location of all health and safety equipment and documentation:

Item	Location	Item	Location
Fire alarm log book	Ground floor lobby next to fire alarm control box	Fire Extinguisher 1xCo2 & 1 x water	2nd floor outside Bausch's Box studio
Building log book	Monkey Business Office filing cabinet	Fire Extinguisher 1xCo2 & 1 x water	2nd floor outside TheKitchen
Risk Assessment	Monkey Business Office filing cabinet	Fire Extinguisher 1xCo2	2nd floor in the EmrysJohns
First aid kit	Monkey Business Office filing cabinet	Fire Extinguisher 1xCo2 & 1 x water	3rd floor outside Wardrobe
Incident Reporting	Monkey Business Office filing cabinet	Fire Evacuation Poster	1st floor outside theMonkey Business Office
Fire Extinguisher 1xCo2 & 1 x water	1st floor outside theMonkey Business Office	Fire Evacuation Poster	2nd floor outside Bausch's Box studio
Fire Extinguisher 1xCo2 & 1 x water	1st floor outside Dali'sDen studio	Fire Evacuation Poster	3rd floor outside Wardrobe





## Risk Assessment

Hazard	Potential Risk	People at risk	Actions undertaken	Severity of risk
Slipping on wooden/studio floors	Risk of injury	All staff, students and external hirers	Non-polish cleaning products used on the flooring and socks advised if necessary	Low
Lift getting stuck	Risk of getting stuck	Staff and visiting guests	Release key kept in the office to be used to open the door in case of emergency. Lift is serviced every quarter to ensure proper working	Low
Wires in studios	Trip hazard	All users	All equipment to remain plugged in but turned off at the wall, and wires moved out of the way. Wires are taped down if they are into the space too much	Low
Equipment in studios	Risk of electrocution	All users	All equipment in the building is PAT tested yearly and faulty equipment is removed	Low
Technical equipment in The Emrys Johns Studio	Risk of electrocution	All users	All users under any circumstance are allowed upon the mezzanine. Only staff are allowed up there to operate equipment and aircon unit	Low
Floorboards and nails	Risk of injury	All users	Floors checked on a weekly basis for any loose nails	Low
Allergies	Risk of allergic reaction	All users	Allergies checked with students before start of term. If allergic, all sources to be removed	Low