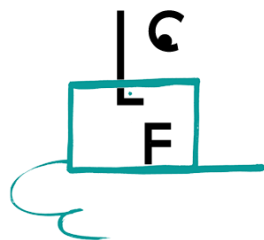


RISK ASSESSMENTS



London Careers Festival 2024 - Risk Assessment

This is the general risk assessment for the Guildhall events on Monday 26 and Tuesday 27 February. Individual stallholders for Livery Schools Link have produced their own risk assessments.

Safeguarding risk	Is the risk present and real? Yes/No	Low – Medium – High or N/A	Safeguarding Measures or N/A if risk not applicable to an event
Children getting lost	Yes	Low – all children under the age of 16 will be supervised by their teachers/staff/responsible adult. Volunteers will be fully briefed on their attendance in both their written and verbal briefing.	<ul style="list-style-type: none"> ▪ Event spaces will be clearly signposted. ▪ Volunteers/staff/security team will be fully briefed. ▪ Events within the festival will be limited to specific rooms – young people will not be moving between these spaces.
Children attending an event inappropriate for their age	Yes	Low- the teachers have been briefed on the event and will supervise the children at all times. The festival days are split by age group to ensure that all activities are suitable for attending young people.	<ul style="list-style-type: none"> ▪ Provide “entry by ticket only” ▪ There will be little mixing of very different ages. Festival days are split to ensure that activities are suitable for attending young people.
Physical hazards (trips, slips ect)	Yes	Medium- the exhibits are interactive with elements that may extend beyond their specific stand.	<ul style="list-style-type: none"> ▪ Individual exhibitors will also have carried out their own risk assessments. Stand locations/activity requirements have been assessed and allocated accordingly
Allergic reactions	Yes	Low – no food and drink will be consumed on the premises.	<ul style="list-style-type: none"> ▪ No food and drink to be consumed by visitors on site. ▪ A lunch space is available at the Museum of London -it must be pre-booked, as space is limited. Teachers/school staff will accompany pupils. ▪ Stalls/workshops involving foodstuffs will have allergen information available

RISK ASSESSMENTS

Opportunities for adults to remain on their own with a child	Yes	Low –young people under the age of 16 will be together and supervised by their teachers.	<ul style="list-style-type: none"> ▪ Be vigilant and report suspicious behaviour. ▪ Check the area is open and easy to monitor and supervise ▪ Adults will try and be in sight and hearing of others when with a child on your own, which would almost never occur in this context. ▪ An adult with a valid DBS will be present in all workshops
Presence of hot drinks/burn risk	Yes	Low – children will be always supervised by their teachers. The teas/coffees for exhibitors will be in a separate room that the children will not be entering.	<ul style="list-style-type: none"> ▪ Teachers will ensure children are supervised at all times. ▪ CoL Officers will ensure the refreshments area is clearly designated and access is restricted. ▪ No food or drink will be consumed by visiting children or adults. ▪ Exhibitors will only consume food and drink in designated areas.
Volunteers/staff not identifiable, blending into the crowd	Yes	Low – staff/volunteers will be clearly identified by LCF t shirts and lanyards	<ul style="list-style-type: none"> ▪ Wear t-shirts/lanyards ▪ All volunteers organising the event are registered with the City of London Corporation or Livery Schools Link. ▪ Any exhibitors not part of the above will be accompanied at all times.
Attendees not knowing how to access first aid/	Yes	Low – all security guards at Guildhall are first aid trained	<ul style="list-style-type: none"> ▪ School groups should follow their own first aid policy for an offsite activity. ▪ First aid escalations and liaison with the emergency services where necessary will be managed by the Guildhall security team.
Children walking out of the event on their own	Yes	Low – the children will be supervised and there are security staff located at the entrances and exits to stop children walking out on their own	<ul style="list-style-type: none"> ▪ Premises will be supervised. ▪ Transport/pick up arrangements are made in advance via the teachers and parents/guardians.
Overcrowding	Yes	Low – events are ticketed and time slots allocated	<ul style="list-style-type: none"> ▪ Tickets are allocated to times slots. ▪ Booking numbers have been kept withing venue capacity guidelines.

Safeguarding documents for the festival are up to date and can be found on the website here: [Your visit – London Careers Festival](#)