

**LLDC ACTIVITY: SAFEGUARDING ASSESSMENT FORM – EAST SUMMER SCHOOL 2025**

Names and contact details of person responsible for the activity	Event (Activity Description)	Activity – location (e.g.: office, Park, venue)	Date and time of activity:	Do the participants fall within the definition of the groups to which the LLDC Safeguarding policy applies (e.g.: children under the age of 18, vulnerable adults)? Specify ages if known:	Does any element of the activity take place online?
<p><b>Layla Conway</b> (Head of Education Careers and Youth Engagement) Designated Safeguarding Officer  <a href="mailto:Laylaconway@londonlegacy.co.uk">Laylaconway@londonlegacy.co.uk</a>            [REDACTED]</p> <p>[REDACTED] (Community Engagement Manager) – Main Organiser Designated Safeguarding Officer            [REDACTED]@londonlegacy.co.uk            [REDACTED]</p> <p>[REDACTED] (East Summer School Project Officer) [REDACTED]@londonlegacy.co.uk</p> <p>[REDACTED] (East Summer School Project Officer) [REDACTED]@londonlegacy.co.uk</p> <p>[REDACTED]@thebaduway.com            Designated Safeguarding Officer</p>	<p>EAST Summer School – (in person weekly/daily workshop)</p>	<p>QEOP            East Bank, LCF, UCL East, Here East , ABBA Voyage &amp; Talent House</p>	<p>Monday 28 July to Friday 8<sup>th</sup> August            10:00 – 17:00</p>	<p>Target age group: 12 – 17</p>	<p>No</p>

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Risk rating: High, Medium and Low Risk.

Low= Satisfactory      Medium = Requires a review of control measures      High = Not Satisfactory: Immediate measures to eliminate or reduce the risk must be taken  
n/a – not application

### GENERAL

London Legacy Development Corporation	Ref.	Risk Rating	Comments
Early warning of fire	1.1	Low	Adequate numbers of smoke alarms and drills Alarm sounder tester every Tuesday at 9:30am, undertaken by the direction's landlords All Park venue shared relevant measures including directions to fire exits and locations of assembly points with partners, youth workers and registered participants.
The tidiness of the Park is free of rubbish, waster or other materials, which could catch fire or be sit alight?	1.2	Low	Park is free of rubbish, wastepaper and other combustible materials. Bins are used by all visitors and stored away by the Park maintenance team. There are no flammable substances or highly combustible materials onsite.
Environmental hazards (weather) (wildlife)	1.3	Medium	LLDC, will monitor weather forecast for outdoor activity to instruct participants on appropriate clothing and sun protection
Environmental hazards (weather) (wildlife)	1.4	Low	Park maintenances are trained to monitor, treat and care for wildlife, ensuring that any maintenance work does not harm the habitats of local wildlife
Supervision and Surveillance	1.5	Low	Park security is operating 24/7 and implemented high security measure for all visitors ensuring the security team is patrolling the public realm, operating CCTV and conduct background checks on all employees
Slips, trips & Falls	1.6	Low	The ground to be visibly checked before and care to be taken regarding litter, cracked pavements and spillage. Safety signs (on pathways) to be placed over hazards or cracks
Security, theft of security breach at Park information point	1.7	Low	QEOP main reception on 5 Endeavour square to be informed of expected visitors. LLDC reception to be manned during arrival time. Consideration given to manning throughout the event.

			<p>Visitors to be logged in and if appropriate, issues with name badges. Leavers to sign out. Rules regarding accessible/ non accessible areas to be explained to the group, as part of initial safety briefing. Visitors not to be allowed to roam the floor unaccompanied. Sufficient staffing to be provided to facilitate this.</p> <p>Suspicious behaviour by visitor to be challenged (if safe to do so) and recorded</p> <p>Park security (020 8536 2744) to be called if theft, assault, unmanageable behaviour occurs or if assistance/ advice needed.</p> <p>Extra vigilance to be employed if alcohol to be available as part of social occasion. Inebriated persons to be escorted out of the building. Ground floor security to be kept informed of escalating situations.</p>
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## EQUIPMENT

London Legacy Development Corporation	Ref.	Risk Rating	Comments
Use of electrical equipment whilst in cables or dropping	1.8	Low	All users to be given guidance on safe and sensible use of laptops including use of a designated location for charging. All staff/course leaders/volunteers to help monitor.
Use of personal belongings	1.9	Medium	All participants will be advised to bring a minimal number of personal belongings ( <i>mainly essential items based on individual needs</i> ) in advanced and informed to take responsibility for their personal belongings during summer school. LLDC is not obligated to keep participants belongings safe but will implement safety measures on theft whilst students are in our duty of care.
Use of loan equipment or other devices	2.0	Medium	All participants will be supervised at all times whilst using any loan equipment on site.

<b>Uneven or slippery surfaces/maintenance equipment</b>	<b>2.1</b>	<b>Low</b>	Park venues adhere to regularly maintain surfaces, proper installation and inspections of workspaces and equipment used by the public.
<b>Physical obstacles (injury from trips and falls)</b>	<b>2.2</b>		<p>Areas to be tidied during the workshops, at the beginning and end of every session. During sessions, bags to be kept under desks. Jackets and loose clothing on chair backs.</p> <p>Laptops to be used without charging cables wherever possible. Tables sensibly spaced and unused chairs kept out of the way. All staff/course leaders/volunteers to help monitor.</p>

### HUMAN FACTORS

London Legacy Development Corporation	Ref.	Risk Rating	Comments
<b>Unauthorised underage people on site</b>	<b>2.3</b>	<b>Medium</b>	<p>All participants who applied through our correct channels will be handed confidential information on the workshop.</p> <p>All pre-booked participants will be checked in by LLDC staff members and given a branded lanyard to confirm registration at the reception desk. (QEOP info point, Here East, ABBA and Talent House)</p> <p>Nonregistered nor unauthorised personal will not gain access into the venue</p>
<b>Interaction with the public (potential conflicts)</b>	<b>2.4</b>	<b>Low</b>	LLDC staff and a higher ratio of youth workers will automatically supervise all registered students when moving from different locations on the Park. Providing a support system for reporting and addressing safety concerns.
<b>Communting inside the venue within social breaks and lunch</b>	<b>2.5</b>	<b>Medium</b>	Whilst venues operate as <i>business as usual</i> if a person under the age of 18 is seen without an adult supervision, LLDC staff or Youth workers will direct the individual immediately to the correct location or support.
<b>Distress participants</b>	<b>2.6</b>	<b>Low</b>	A formal 'no bullying or malicious behaviour' policy is implemented, and all participants are asked during registration to comply with our code of conduct policy.

			LLDC staff and the main safeguarding officer is to address any bullying immediately and escalate the matter according to the safeguarding and child protection policy.
<b>Young/Vulnerable person on site</b> <i>Irrational behavioral</i>	<b>2.7</b>	<b>Medium</b>	<p>Youth workers are trained to manage inappropriate behaviour, deescalate conflict and to be the first point of contact for any safeguarding concerns.</p> <p>All delivery partners are encouraged to contact the main point of contact for safeguarding needs for LLDC and BADU to decide on the appropriate referrals if necessary.</p> <p>Information regarding a child in our care will only be shared with parties involved on a need to basis. To comply with our safeguarding policy and confidentiality act.</p>
<b>Accident management and reporting</b>	<b>2.8</b>	<b>Low</b>	Youth workers will log and report confidential incidents on the LLDC system for DSO to follow up with constructive actions.
<b>Use of public toilets (participants under the age of 18)</b>	<b>2.7</b>	<b>Medium</b>	Whilst venues operate as business of usual a youth worker will be present to monitor behavioral interactions and manage crowd control to ensure adequate number of participants are using the facilities appropriately
<b>Unawareness of photography or filming</b>	<b>2.8</b>	<b>Low</b>	<p>Clear signage will be displayed, and communication are made to all partners, participants and guardians before delivery. If a participant wishes to <b>not</b> be photographed a bright lanyard will be worn by the individual to indicate the level of consent.</p> <p>Photographers and filmmakers are informed beforehand to ensure they comply with LLDC safeguarding protocols.</p>
<b>Non-DBS checked educator/tutor</b>	<b>2.9</b>	<b>Low</b>	<p>ONLY DBS checked individuals can work alongside under 18's.</p> <p>Anyone who is not checked cannot be left alone with a participant and will need to accompany by a youth worker at all times.</p>
<b>Illness or sickness</b>	<b>3.0</b>	<b>Low</b>	For any physical or emotional concerns, a medic from First Aid Cover Ltd will be onsite near Here East and UCL EAST Pool Street to assist with any first aid needs from 10:00 – 16:30.

			Any incidents after 16:30 the nearest first aider or Park security will be the next point of call.
<b>Lunch preparation and distribution</b>	<b>3.1</b>	<b>Low</b>	<p>LLDC are obligated to using the inhouse catering services of all the venues hosting East Summer School.</p> <p>Thereby, food preparation and storage will be managed by registered and licensed vendors, guaranteeing compliance with all health and safety regulations. By adhering to the use of inhouse catering of East Bank and Here East services, LLDC ensure the highest standards of food safety and quaility is met.</p>
<b>Monitoring crowd control</b>	<b>3.2</b>	<b>Low</b>	<p>LLDC will adhere to the venue (s) room capacity requirements and partners guidelines to ensure a safe and manageable number participants is maintained at all times.</p> <p>This compliance is critical to providing a safe and effective learning environment.</p> <p>An online register will be implemented to ensure accurate headcount of student is conducted daily. This system will allow for real time-track of attendance, ensuring that all students are accounted for.</p>

Date of Risk Assessment	Review Date	Assessment undertaken by	Title of Assessor
21/07/2025	21/07/2025	██████████, LLDC Community Engagement Manager Layla Conway, LLDC Head of Education, Careers and Youth Engagement	LLDC Park Operations & Venues Department