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| Subject of risk assessment: | Conferences and networking events hosted by LtL | | | | |
| Brief description of activity, location, feature, activity and equipment used. | Conferences for 20 or more participants, who have attended individually.  The event will vary from a couple of hours to multiple days.  Indoor workshops and outdoor workshops, networking, refreshments and free time are typical activities undertaken. | | | | |
| Type of assessment  (if play design process) | Designer | Provider | | | Post Installation Monitoring |
| Job title and name of person making assessment | Matt Robinson | | Signature of person making assessment |  | |
| Date of Assessment | 12 December 2023 | | Review Date | 15th January 2025 | |
| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LtL recognises that all risks cannot be reduced to nil, therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work.  For all activities, LtL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBA’s.  Concerns, changes in risk management practice or minor injuries that are seen by LtL staff to be significant should be reported to the LtL manager who has signed off this RBA.  **This RBA should be read in conjunction with LtL’s Heath and Safety Policy, other relevant LtL Risk Benefit Assessment’s and LtL Play Policy (as appropriate).** | | | | | |

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| Activity or feature: | Indoor workshops and speaking to large and small groups.  Outdoor workshops and interaction in smaller groups, usually seated, although with movement and sharing around flip charts or displays.  Outdoor simple workshops, usually of Routine and Expected activities.  Refreshments and lunch provided by caterer and consumed by guests and LtL staff.  Non-led time such as networking, toilet break etc |
| How will participants benefit? | Sharing of good practice in outdoor learning and play.  Inspiration of ideas, from speakers and practical engagement.  Networking with others in similar situations.  Learning new techniques, ideas and approaches.  Healthy activity. |
| Who will be at risk? | LtL staff and other guest presenters.  Attendees at the event.  School pupils and staff  Public |
| Possible hazards and risks: | Slips, trips or falls while moving, standing or seated, leading to significant injuries.  Collapse or failure of chair or furniture unexpectedly.  Falls onto sharp objects such as scissors or pencils, resulting in wounds.  Picking up, carrying or putting down heavy objects, either repeatedly or one-off resulting in sprains, strains or injuries.  Spilling of hot drinks, touching hot kettles etc that lead to scalds or burns.  Food poisoning from meals or refreshments being served.  Electric shock from equipment being used.  Being run over by vehicles when entering or leaving a building, or in car park or street outside.  Fear, intimidation, abduction etc from strangers or participants. False accusation or claim towards LtL staff. |
| Local factors that may affect control measures or level of risk: | Local hosts Health and Safety, and Safeguarding protocols will take primacy.  Site security and layout will inform lost children, gathering and headcount protocols. |
| Precautions and control measures to reduce the risk severity or likelihood: | LtL staff to be aware of basic emergency protocols at each venue, particularly fire exits and gathering points.  Signing in / register of the day kept in case of fire emergency or similar.  Conference leaders to be judged suitable to lead and manage a group, and aware of this risk assessment.  All LtL staff in attendance to have heightened awareness of protecting vulnerable groups, particularly children if hosted in a school or nursery.  Clear briefing and group control as well as good housekeeping and tidy rooms will minimise risk of falls, slips and trips that are hard enough to cause significant injury.  Care and awareness of surfaces, especially when uneven, loose or poorly maintained. Highlighted to group as needed.  Awareness of condition of furniture being used, remove damaged or weak furniture from use.  Awareness and where needed group briefing of carrying or moving around with heavy or sharp objects.  Vigilance when moving around where vehicles are – car parks and streets, using proper crossings and marked areas when safer to do so.  Use small boxes and bags for carrying equipment, good lifting technique including using more people to assist, only lift what person(s) feels comfortable with, trolleys or similar to be used where available and appropriate.  Thoughtful placing of hot kettles and refreshments should avoid risks.  Any hot food, particularly with meat in, should be consumed within reasonable food safety precautions.  Awareness of allergens – participants and staff should all have opportunity to share any food allergies. Venues or suppliers should be aware and react to any allergies reported.  Vigilance regarding damaged electrical cables and equipment, and equipment immediately retired if suspect. Electrical checks yearly.  Staff or participants should be aware when lone working or being alone with one other person, particularly a child. Staff should also be aware of inappropriate situations or activities, particularly with children.  Weather should be taken into consideration, especially wind or ice. LtL staff will be encouraged to cancel or postpone events if the weather is overly inclement.  A member of LtL staff on the day will hold a relevant emergency first aid qualification, appropriate to the training being led, and carry a first aid kit. |
| Precedents or comparisons: | LtL have run conferences such as this in schools for many years.  Conferences and events across UK, in schools, on a regular basis.  All workshops are typical of activities children in school would undertake on a daily basis. |
| Judgement: | These events pose little risk above our regular activities.  Good dynamic risk assessments by LtL staff will prevent further risks.  While child protection with a significant number of participants is a concern, the booking process and simple management of guests on the day by our staff, as well as pupil awareness, will minimise the risk.  Overall, these types of events have an acceptable level of risk in undertaking them.. |