

Education visits to City Hall: pre-visit checklist

After making your booking

- You will be sent a confirmation letter or email, approximately one month before your visit. Please read this carefully and check the details are correct. If you have any questions or there is anything wrong, please contact us as soon as possible
- This risk assessment form is typical for an education visit to City Hall, which you may find useful: [Education visit risk assessment form PDF](#)

Before your visit

- Check the map and plan your journey time: visit the [TfL Journey Planner](#) for the best way to plan your journey.
- Plan where and when your group will eat lunch. Unfortunately we do not have facilities for students to eat packed lunches at City Hall. There is a public café on the lower ground floor of City Hall where lunch can be purchased, however this can get very busy at peak times.
- The visits assume no previous knowledge of the work of the GLA so no preparation is necessary; however you may wish to encourage your students to prepare a few questions for your host, or your local Assembly Member should they be able to meet your group. Upon request we will contact your local Assembly Member in advance and invite them to meet with your group.

On the day

- We recommend that you allow around 10 minutes before your start time to pass through security. Your host will meet you at the security point.
- If you are running late, please contact us as soon as possible on 020 7983 4100.
- Please arrive at the main entrance to City Hall, on the river-side of the building. Coaches may drop students at the rear of City Hall on Weavers Lane, off Tooley Street, next to Potters Field. We are unable to provide parking spaces for vehicles.
- On arrival at City Hall, please enter reception via the automatic doors just to the left as you are facing the front of the building. Please avoid the main revolving doors with large groups.
- Inform security that you have arrived for an education visit and then proceed through the security search-point. The search is similar to that carried out at airports: any metal items, mobile phones etc should be removed from pockets and carried in bags.
- Once the group has been cleared, you will be met by your host and escorted from there. There will be an opportunity for a toilet break before the visit begins.

- City Hall is a working building. Please ask your group to be mindful of this for the duration of the visit.
- You are welcome to bring your camera and record your group's visit. You will be informed by your host if there are any areas where taking pictures is not permitted.