**RISK ASSESSMENT (to be completed by team responsible for managing the room booking)**

The University has introduced a Policy on Speakers and Events, which sets out how the University will protect freedom of speech within the law at all events on its premises or hosted in its name.

The purpose of this risk assessment is to establish whether an event/an external speaker at an event will be compliant with the University’s statutory (legal) responsibilities\*. Where there is a risk that an event or speaker may breach these statutory responsibilities, the event must be referred to the University Secretary for further consideration. The event organiser should be informed and must not make further arrangements for the event until they have permission to do so.

**Please answer each question below and then refer to the table on the following page to check whether this event should be referred to the University Secretary for further consideration**

**Topic:**

Is the topic potentially controversial e.g. Israel/Palestine; Syria; terrorism / extremism; animal rights; hatred of e.g. certain religious groups / gay people / disabled people / women? YES/NO

**Audience**

Is the audience restricted to UoE students and staff only? YES/NO

**Is there planned to be a speaker(s) at the event?** YES/NO

IF YES:

Is the speaker(s) considered to be controversial with regards to their reputation, political views, religious views etc.? YES/NO

* Does the speaker(s) have a record of controversy from previous university events? (If in doubt, check with the Head of Security) YES/NO
* Is the speaker(s) the representative or member of a controversial organisation e.g. ultra-left/right, EDL, SDL, any group which advocates violence to achieve its aims? YES/NO
* Is the speaker representing or a member of a proscribed organisation (check [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612076/20170503_Proscription.pdf)) YES/NO

**\* The relevant responsibilities are, broadly:**

* the need to ensure freedom of speech
* the duty to protect academic freedom
* the duty to prevent people being drawn into terrorism or to arrange a meeting in the knowledge that the meeting is to support the activities of a proscribed organisation
* the duty to eliminate unlawful discrimination against certain groups, and advance equality of opportunity between groups
* obligations under criminal law e.g. with regard to use of threats, incitement of violence, inflaming religious or racial hatred
* obligations under charities law, i.e. whether the proposed activity is consistent with the University’s charitable objects
* a general duty of care to students, staff and visitors, including avoiding placing students, staff or visitors in situations that may expose them to risks to their health and safety.

**OUTCOMES**

LOW RISK: The topic is uncontroversial, there are no controversial\*\* speakers.

* NO NEED TO REFER

ACCEPTABLE RISK: The topic is controversial, but there are no controversial speakers\* and the audience is restricted to UoE staff and students only.

* NO NEED TO REFER

MODERATE RISK: The topic is controversial; there are no controversial speakers\* but the event is open to the public.

* **REFER**

HIGH RISK: The topic is controversial and one or more speakers are controversial\*.

* **REFER**

\*\* a controversial speaker is one considered to be controversial by the event organiser or who has a record of controversy from previous events or is a representative/member of a controversial organisation or is a representative/member of a proscribed organisation

If the outcome of the risk assessment is that you need to REFER, please send full details of the event as soon as possible to the University’s Deputy Secretary, Students (lucy.evans@ed.ac.uk). The University Secretary will convene a meeting of the Speakers and Events Oversight Group which will consider the event further and either give permission for it to proceed/give permission for it to proceed with certain additional safeguards/refuse permission. You can find more details of the relevant Policy on Speakers and Events, and on the Speakers and Events Oversight Group, online at:

 <http://www.ed.ac.uk/university-secretary-group/prevent-duty>