|  |
| --- |
| **External Speakers and Events Risk Assessment (Event Exeter)** |
| Principal Organiser Name:Click here to enter text. | College/Faculty/Professional ServiceClick here to enter text. |
| Event that the speaker is linked to:Click here to enter text. | Name of Speaker:Click here to enter text. |
| Individual/Organisation/Group requesting booking:Click here to enter text. |
| Format: Click here to enter text.Corporate / External Association / Social  | Proposed Date: Click here to enter text. |
| Please select which area(s) the risk with regard to this speaker relates to:1. Speaker has previously been prohibited from speaking at this or other institutions [ ] 2. Speaker has a track record of extremist and illegal views/support for proscribed terrorist organisations [ ] 3. Topic likely to convey extremist and illegal views and/or support for proscribed terrorist organisations [ ] 4. Other – please state: Click here to enter text. |
| Please detail the risk presented against each of the areas marked as relevant above:Click here to enter text. |
| Please detail the managing actions in place to mitigate these risks:Click here to enter text. |
| Event Exeter – please confirm whether in your opinion the managing actions satisfactorily mitigate the risks: Yes [ ]  No [ ]   |
| Accountable Officer – are extra controls required to mitigate the risk? If yes, please detail here.Click here to enter text. |
| Accountable Officer – please confirm whether in your opinion the managing actions (including any additional actions added above) satisfactorily mitigate the risks, allowing the event to go ahead: Yes [ ]  No [ ]   |
| **If No** – please send this form for review by the University Speaker and Event referral panel via Prevent@exeter.ac.uk . The panel will confirm whether the event (a) can go ahead with no extra conditions, (b) can go ahead with conditions attached or (c) cannot go ahead |
| **Name of Accountable Officer:**Click here to enter text. | **Date of Accountable Officer Review:**Click here to enter text. |

**Appendix - External Speakers and Events (Event Exeter) – Examples of Managing Actions**

If a risk has been identified with an external speaker, every effort will be made to ensure that the event can go ahead, providing that it is within the law. In order to allow speakers to be booked, managing actions should be put in place to mitigate the risk. Examples are provided below for reference, please note that this list is not exhaustive. The context of the event itself may also be stated for context to support the selection of the speaker.

**Managing Actions**

One or more of the below may be considered appropriate managing actions to enable the event to go ahead.

* The speaker has been invited in order to explore different perspectives and will form part of a balanced debate
* The event is hosted by an experienced chaired who will ensure that the discussion is relevant and does not breach any of the University’s legal or regulatory obligations
* The speaker will submit the content and context of their presentation for review prior to the event
* A meeting will be held with the speaker prior to the event to establish the protocol for the event itself
* The speaker has a history of extremist activity or terrorism which they have since recanted, and has been invited to discuss their experiences