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| **External Speakers and Events Risk Assessment (Education/Research/Employability linked)** |
| Please note that if directing a student to complete a speaker/event risk assessment, this follows a separate process. Please refer to: the [UoE Speakers and Events policy](http://www.exeter.ac.uk/media/universityofexeter/governanceandcompliance/UoE_Speakers_and_Events_Policy.pdf) |
| Principle Organiser Name :Click here to enter text. | College/Faculty/Professional ServiceClick here to enter text. |
| Programme/Research/Employability event that the speaker is linked to:Click here to enter text. | Name of speaker:Click here to enter text. |
| Format:Click here to enter text.e.g. Seminar/Lecture/Research or Employability Event | Proposed Date:Click here to enter text. |
| Please select which area(s) the risk with regard to this speaker relates to:1. The speaker has previously been prohibited from speaking at this or other institutions [ ] 2. The speaker has a track record of extremist illegal views/support for proscribed terrorist organisations [ ] 3. Topic likely to convey extremist/illegal views and/or support for proscribed organisations [ ] 4. Other – please provide detail: Click here to enter text. |
| Please detail the managing actions in place to manage the identified risk(s):Click here to enter text. |
| Principle organiser – please confirm whether in your opinion the managing actions successfully mitigate the risk(s): Yes: [ ]  No: [ ]  |
| Accountable Officer – are extra controls required? If yes, please detail here:Click here to enter text. |
| Accountable Officer – please confirm whether in your opinion the managing actions successfully mitigate the risk(s): Yes: [ ]  No: [ ]  |
| **If No** – please send this form for review by the University Speaker and Event Review 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. |

Please see overleaf for examples of mitigating actions

Appendix – External Speakers and Events (Education/Research linked) – Examples of Managing Actions

If a risk has been identigfied 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 programme or research itself may also be stated for context to support the selection of the speaker.

**Managing Action Examples**

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

* The speaker has been invited to explore different perspectives and will form part of a balanced debate
* The event will be chaired by an experienced member of the academic team, 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 of their presentation for review ahead of the event
* A meeting will be held with the speaker prior to the event to establish the protocol for the event itself (please provide detail of any conditions that will be applied)
* The speaker has a history of extremist activity or links to terrorism that they have since recanted, and has been invited to discuss their experiences
* The speaker will not be allowed to speak until they have signed acceptance to the speakers code of conduct

Note that additional controls can be added according to the context and links to the teaching/study/research that the speaker is being invited to support.