

Checklist for accepting a booking

This checklist may be used for bookings involving external speakers and organisations to assist with decisions about whether a risk assessment is needed.

	Yes	No	Risk assessment required	Comments
Is this a returning group or organisation that has been previously cleared by this process?				
(If answering Yes to the above) Was the previous event free from any security or public order issues?			If answer is no	
Has the organiser provided signed agreement to the terms and conditions of booking?			If answer is no	
Has the organiser indicated that seating arrangements may require men and women to sit in designated area?			Maybe if the answer is yes	Seek additional information about the purpose of the meeting; segregated seating is only permissible for acts of religious observance.
Has the organiser indicated that the event will be a single gender event?			Maybe if the answer is yes	Seek additional information about the purpose of the event and advice from the Equality and Diversity Officer about whether the event meets the definition of positive action.
Is the speaker linked with a controversial or proscribed organisation? Examples of controversial groups may include: <ul style="list-style-type: none"> A group whose views may be deemed as being discriminatory or 				For a list of proscribed organisations see https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2 If the speaker is currently linked to a proscribed organisation the event cannot go ahead.

<p>inflammatory to others</p> <ul style="list-style-type: none"> • A group which advocates violence 				
<p>Is the event likely to include or address any controversial issues? Examples of controversial issues may be:</p> <ul style="list-style-type: none"> • Subject to adverse media attention • Associated with a campaign or political pressure group • Associated with animal rights issues 			<p>Is answer is yes</p>	