

Speaker Risk Assessment

This Appendix provides a pro forma risk assessment for speaker events where there may be controversy. This template is based on a template prepared by the Liverpool Guild of Students for events. The template should be completed following discussion by a Risk Assessment Panel. The template is intended as a guide only and it is anticipated that additional measures will be required to address the specific concerns relating to each event.

Additional measures may include but not be limited to:

- i) issuing of admission ticket;
- ii) there be provision for checking the numbers and/or identity of all those attending the meeting;
- iii) individuals be named as chairs for the meeting or activity who will ensure that all viewpoints are heard;
- iv) challenging high risk speakers with speakers with opposing views;
- v) speakers may be asked to provide written undertakings about the conduct of the event and the content of their speech;
- vi) speakers may be asked to provide an outline of their speech for approval prior to the event taking place;
- vii) copies of promotional material to be provided for approval prior to being used for the event;
- viii) a specified number of stewards be available,;
- ix) the local police be informed of the meeting or activity, and, if appropriate, be invited to attend;
- x) a written explanation be given concerning the proposed conduct of the meeting or activity;
- xi) arranging for filming of the event to provide transparency about events and deter unlawful speech;
- xii) particular arrangements be made to comply with fire or other safety arrangements;
- xiii) payment in advance be required to cover hire charges and other reasonable contingencies;
- xiv) full details of the planned movements of speakers (time of arrival and departure, names of those accompanying the speaker) be made available as soon as known and any changes of arrangements be notified promptly.



Speaker Event Risk Assessment

| | | | | | |
|---|---------------------------|---|-------------------|--|----------------------------|
| EVENT TITLE: | | VENUE: | | DATE AND TIME OF EVENT: | |
| PRINCIPAL ORGANISER'S NAME AND CONTACT DETAILS: | | | | | |
| HOW HAS THE ORGANISING GROUP BEEN INVOLVED IN THIS RISK ASSESSMENT? | | | | | |
| HOW HAS ANY INDIVIDUAL OR GROUP OBJECTING TO THIS EVENT BEEN INVOLVED IN THIS RISK ASSESSMENT? | | | | | |
| DATE BOOKING RECEIVED: | | DATE OF RISK ASSESSMENT MEETING: | | | |
| HAZARDS | WHO CAN BE HARMED? | CURRENT CONTROLS | RISK SCORE | ADDITIONAL CONTROLS REQUIRED (To include responsibilities and timescales) | RESIDUAL RISK SCORE |

| | | | | | |
|-------------------------|---|--|--|--|--|
| Slips, Trips and Falls | Attendees, Committee & University Staff | <p>Ensuring that chairs are laid out in a suitable manner and that any wires not obstructing walkways</p> <p>Committee members will ensure that hazards or spillages are reported to staff</p> | | | |
| Violence and Protesting | Attendees, Committee & University Staff | <p>Speaker / company to be confirmed at time of room booking</p> <p>Any safety concerns to be reported to University staff</p> | | | |
| Overcrowding | Attendees, Committee & University Staff | <p>Capacity will be confirmed with the principal organiser</p> <p>A maximum number of tickets be sold depending on capacity</p> <p>Doorways and fire exits are not obstructed</p> | | | |

| | | | | | |
|-------------|---|--|--|--|--|
| Electrical | Attendees, Committee & University Staff | Only equipment which has been PAT tested by the University will be used | | | |
| Fire Safety | Attendees, Committee & University Staff | At the beginning of the event all attendees will be informed of the fire exit and assembly point in case of emergency Only equipment that has been PAT tested by the University will be used Rooms will only be filled to maximum capacity | | | |

Members of Risk Assessment Panel:

Chair of Risk Assessment Panel (signature).....Date.....

Agreed by the Director of Student Experience and Enhancement (signature).....Date.....

Completing the Risk Assessment Form

- School/Department – note down the School and/or Department where the task is being carried out.
- Building – note the specific building(s) where the task is being carried out.
- Task – specify clearly the task being carried out.
- Hazards – make a list of all the relevant hazards associated with the task/activity (i.e. anything that has the potential to cause harm).
- Who can be harmed – make a list of ALL categories of people who could be harmed by the hazard.
- Current controls – list what is currently in place to protect people from the hazards. This will include physical controls, e.g. guarding, ventilation, procedural controls, e.g. permits, safe systems of work, and behavioural controls, supervision.
- Risk score – using the tables below and taking into account your current control measures, rate each hazard based on the likelihood of injury occurring and the likely consequence.

| Likelihood | |
|------------|---------------|
| 1 | Very unlikely |
| 2 | Unlikely |
| 3 | Fairly likely |
| 4 | Likely |
| 5 | Very likely |

| Consequence | |
|-------------|--|
| 1 | Insignificant – no injury |
| 2 | Minor – minor injuries needing first aid |
| 3 | Moderate – up to seven days absence |
| 4 | Major – more than seven days absence; major injury |
| 5 | Catastrophic – death; multiple serious injury |

| | | | | | |
|---|---|----|----|----|----|
| 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |

Consequences

Likelihood

- Additional control required – list any additional control required that will reduce the risk rating score. Ensure responsibilities for tasks and timescales are added.
- Residual risk score – re-calculate the risk score after the introduction of the additional controls. Compare residual risk score with table below. Take further action if necessary.

| ACTION TO BE TAKEN | |
|--------------------|--|
| 1-4 Acceptable | No further action but ensure controls are maintained |
| 5-9 Adequate | Look to improve at next review |
| 10-16 Tolerable | Look to improve within specified timescale |

| | |
|--------------------|---|
| 17-25 Unacceptable | Stop activity and make immediate improvements |
|--------------------|---|