

Code of Practice for Events

1. INTRODUCTION

- 1.1 The Open University (OU) encourages the use of its facilities for a wide range of internally and externally organised events and activities and is committed to upholding the principles of academic freedom and freedom of speech which are fundamental to University life. In order to manage the appropriate use of OU facilities, this Code of Practice sets out the agreed process for identifying and mitigating any risks associated with such events.
2. The purpose of this Code of Practice is to give guidance to OU staff who are organising OU events. The Code ensures that OU events are compliant with the [Prevent \(Counter-Terrorism\) Duty](#), Equality and Diversity and Health and Safety legislation, Freedom of Speech¹ and OU's [Statement of Principles on Academic Freedom](#).

3. SCOPE

- 3.1 **In scope** are all face-to-face and online events which include an external speaker and/or external audience or which take place outside the normal provision and management of OU teaching, learning, research and associated activities. Examples of events in scope include demonstrations, lectures, conferences, performances, workshops, online events and related activity with an external speaker or audience ("event"). Residential schools, internal staff training events, degree ceremonies and alumni events, including webinars, which involve external speakers are also **in scope**.
- 3.2 **Out of scope** are all activities which are business as usual meetings and events unless they involve an external speaker or audience. Out of scope events include the Council, the Senate and formal and informal committee meetings, visits from accrediting and regulatory bodies and external examiners, tutorials, visits by visiting academics, associate academics and other categories of associates known to the University, visits by partner organisations, by external consultants and other organisations working with the OU in a professional capacity.
- 3.3 This Code of Practice and any associated procedures apply across the OU, including in SRSC's and nations, to all staff, students, visitors, employees and the OU Students Association. The Code applies equally to all events deemed in scope (see Section 3.1) which are OU-affiliated, OU-branded and/or OU-funded whether online or face-to-face, on or off university premises. It encompasses both speaker and events policies and processes.
- 3.4 Under the terms of the Relationship Agreement between the OU and the OU Students Association, the OU Students Association agrees to abide by the Code of Conduct as set out here.
- 3.5 If it is not clear whether an event being organised is in scope for this Code of Practice or not, Event Organisers should contact [Estates](#) in the first instance.

4. PRINCIPLES

- 4.1 So far as is reasonably practicable, the University will ensure that freedom of speech and Academic Freedom can be exercised by enabling OU events (online and face-to-face) to take place unless, even with mitigating actions:

¹ The qualified right to Freedom of Speech is constrained by laws protecting others from discrimination, victimisation and harassment, protecting national security and public safety, prevention of disorder or crime, protecting the reputation and rights of others, and preventing the disclosure of information received in confidence.

- a) The OU cannot reasonably guarantee the health, safety or welfare of the individuals involved in an [event](#) (whether they are speakers, students, staff or visitors);
 - b) The University has reasonable cause to believe that the event may lead to damage to property, violence or other unlawful activity;
 - c) The [event](#) may lead to the encouragement of terrorism or inviting support for [a proscribed terrorist organisation](#).
- 4.2 During an event, all participants are required to:
- a) Comply with this Code of Practice;
 - b) Comply with the University's [Statement of Principles on Academic Freedom](#).
 - c) Present ideas or opinions, especially those which may be [contentious](#) or potentially offensive, in the spirit of academic debate, open to question and challenge;
 - d) Follow the University's policy on and instructions relating to [Health and Safety](#) and [Equality Scheme](#); and
 - e) Act in keeping with the OU's mission to be "open to people, places, methods and ideas".
- 4.3 No participant shall:
- a) Incite or spread hatred or violence or commit any breach of the criminal law;
 - b) Express views that are contrary to the law;
 - c) Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism, including any proscribed terrorist organisation;
 - d) Discriminate against or harass any person or group of persons on the grounds of the following characteristics: care and dependency, disability, gender reassignment, marriage and civil partnership, political opinion, pregnancy and maternity, race, religion or belief, sex and sexual orientation;
 - e) Promote or support an illegal organisation;
 - f) Defame any person or organisation and
 - g) Raise or gather funds for any external organisation or cause without express permission of the University.
- 4.4 Nothing in this Code shall be taken to prohibit the exercise of the right to protest by peaceful means; provided always that such protest is conducted lawfully within the general principles and other requirements of this Code.
- 4.5 Each [event](#) will have an appointed principal Event Organiser. The Event Organiser will act as a nominated contact for all arrangements regarding organisation of the [event](#) and will be responsible for ensuring that this Code is followed.
- 4.6 The [Event Organiser](#) must use the Event Checklist (Appendix A) to identify the category of the [event](#) ([controlled](#) vs. [standard event](#) as defined in Section 4.7). To do this, the [Event Organiser](#) will liaise with the Event Host who initiated the event. This could be an academic, other member of staff or an external person. Either the Event Organiser or the Event Host must attend the event in question.
- 4.7 A **controlled event** is one where there is a risk of the event subject, speaker or audience causing offence, complaint, damage to OU property or reputation, promotion of violence, harm, or unlawful activity, including terrorism. A **standard event** is one where none of the above risks apply. See the Checklist for OU Events in Appendix A to help decide if an event is controlled or standard.
- 4.8 The presumption is that, whenever practicable, a controlled event will be able to take place. However the OU reserves the right to cancel the event if, **despite mitigating actions**, the conditions outlined in Section 4.1 still apply.
- 4.9 It is the duty of the [Event Organiser](#) to abide with this Code and to circulate it to [external speakers](#) or attendees as appropriate.
- 4.10 The [Event Organiser](#) has a duty to see that nothing in the preparations for or conduct of an event infringes the law e.g. by conduct likely to cause a breach of the peace or incitement to illegal acts.

5. PROCEDURES

A. INITIAL ASSESSMENT

- 5.1 As far as is reasonably practicable, the [Event Organiser](#) shall book an event at least **21 working days** in advance. Where this is not possible, the OU reserves the right not to grant permission for the event to be held.
- 5.2 The [Event Organiser](#) will use the OU Event Checklist attached at Appendix A to decide whether standard event booking procedures apply or whether this is a controlled event.

B. STANDARD EVENT

- 5.3 If, having completed the checklist as outlined in Appendix A, the [Event Organiser](#) identifies no risks, the event may take place as planned in accordance with standard OU procedures for organising events. This is a [standard event](#).
- 5.4 If at any later stage risks identified in Section 4.7 arise, the [Event Organiser](#) must suspend arrangements for this event and follow Section 5 Part C of this Code. In this case, after the event, the Event Organiser must carry out an end of event assessment and report this to the relevant teams (Prevent, Estates, Equality and Diversity). This assessment will be escalated to the University Secretary or his/her nominee by the relevant team if they deem it necessary. The Event Organiser will be notified if the assessment is escalated.

C. CONTROLLED EVENT

- 5.5 In case of a [controlled event](#), the [Event Organiser](#) must carry out a risk assessment (see Appendix B) and identify mitigating actions. The Event Organiser should seek advice from the team corresponding to the identified risk category/ies (i.e. Estates, Prevent Co-ordinator or Equality and Diversity team) who will review the completed risk assessment, recommend whether the event should take place and with what, if any, mitigating actions.
- 5.6 Where Prevent-related risks are identified, the Event Organiser must contact the OU [Prevent Co-ordinator](#) at least 21 working days before the [event](#) for advice on actions required to mitigate them. If necessary, the risk assessment will be referred to the OU Prevent Panel who will respond within 5 working days of receiving the risk assessment and provide recommendation as to whether the event should proceed as planned. The OU Prevent Co-ordinator may consult the Department of Education (DfE) Prevent Co-ordinator or Higher Education Funding Council for England (HEFCE) Prevent Co-ordinator for expert advice as appropriate.
- 5.7 Where Equality and Diversity-related risks are identified, the Event Organiser must contact the OU [Equality, Diversity & Information Rights team](#) at least 21 working days before the event for advice on actions required to mitigate them. If necessary, the risk assessment will be referred to the OU Equality, Diversity & Inclusion Steering Group who will respond within 5 working days of receiving the risk assessment and provide recommendation as to whether the [event](#) may proceed as planned and with what, if any, mitigating actions.
- 5.8 Where any other risks are identified, the [Event Organiser](#) must contact the [Estates Liaison Line](#) at least **21 working days** before the [event](#) for advice on actions required to mitigate them. In this circumstance, the Liaison Line will co-ordinate an Estates-wide response and may decide to include a consultation with the police and/or any other relevant authority. Estates will respond within 5 working days of receiving the risk assessment and provide recommendation as to whether the event should proceed as planned and with what, if any, mitigating actions.
- 5.9 The [Event Organiser](#) will collate the recommendations from the relevant team/s and submit those and the risk assessment to the University Secretary or his/her nominee who will decide whether or not the [event](#) will take place.

- 5.10 A controlled event may not proceed without permission from the University Secretary or his/her nominee who will take into account the risk assessment and any recommendations made by Estates team, Prevent Co-ordinator and/or Equality and Diversity team. There shall be a presumption that an [event](#) will proceed unless it falls within the criteria listed in Section 4.1 of this Code.
- 5.11 The [Event Organiser](#) must not confirm the [event](#) to the [speaker](#) or advertise the event prior to approval by the University Secretary or his/her nominee.
- 5.12 Where permission to hold an [event](#) as defined in Section 3.1 is granted, it will be on the understanding that such permission does not of itself indicate University support for the purposes of the meeting or for any views that may be expressed there.
- 5.13 Permission may be granted subject to such conditions as the University Secretary or his/her nominee considers reasonably necessary to secure fulfilment of the University's statutory responsibilities concerning the protection of freedom of speech, Equality and Diversity and Health and Safety legislation and Prevent (Counter-Terrorism) Duty.
- 5.14 The [Event Organiser](#) and every other person concerned with the organisation of a [controlled event](#) for which permission has been granted shall be required to comply with any and every condition laid down by the University Secretary or his/her nominee under the provisions of this Code. Such conditions may include admission or exclusion of press, television or broadcasting personnel, a requirement that tickets must be issued for public meetings and that the organisers must ensure that an adequate number of stewards should be available, in addition to any security staff present, to maintain order.
- 5.15 Once the event has taken place, the [Event Organiser](#) will carry out an end-of-event assessment and report any issues to the relevant teams (Prevent, Estates, Equality and Diversity). This assessment will be escalated to the University Secretary or his/her nominee by the relevant team if they deem it necessary. The Event Organiser will be notified if the assessment is escalated.
- 5.16 All documentation relating to risk assessment, evaluation and decision making must be kept by the Event Organiser and decision making bodies for a 12 month period from submission, for monitoring purposes.
- 5.17 If the University Secretary or his/her nominee, after consideration of all the evidence and recommendations decides that the risks of an event cannot be sufficiently mitigated, they will advise that an event must not go ahead. The [Event Organiser](#) or [Event Host](#) have no right of appeal against this ruling which must be reported by the University Secretary or his/her nominee to the next meeting of the Council.
- 5.18 The procedures to be followed in booking an event are summarised in the flowchart at Appendix D: Flowchart of Activities for Event Organiser to follow when Booking an Event.

6. USE OF UNIVERSITY PREMISES

- 6.1 Permission to use OU premises is predicated upon acceptance of this Code. The OU reserves the right to take action against individuals or external groups who violate this Code.
- 6.2 In case of conduct that is unlawful or contravenes participant duties as set out in Section 4.2, the Event Organiser or Event Host is required to give appropriate warnings and, in case of continuing contravention, either to require the withdrawal or removal of persons concerned by the stewards or security staff where this can be achieved without excessive use of force or to bring the meeting to a close.
- 6.3 The [Event Organiser](#) or [Event Host](#) must comply with any reasonable instructions given during the course of the event by any University officer or person authorised to act on behalf of the University in the proper discharge of his or her duties, or by the police.

- 6.4 It is the duty of every member, student and employee of the University not to impede any person entitled to be present from entering or leaving a place where the right to freedom of speech is being or is to be exercised. This includes not allowing any kind of forced segregation at events, including gender segregation for religious or cultural reasons. The right to religious freedom should not infringe other rights. This duty is subject only to such conditions as may have been specified in accordance with the terms of this Code or any limitations or directions given by the police or other relevant public authority.
- 6.5 No article or objects that might lead to disruption, injury or damage such as banners or loud hailer may be taken inside the building where the meeting is taking place, or taken or used elsewhere on University premises in circumstances likely to lead to injury or damage.
- 6.6 Premises used for meetings or activities must be left in clean and tidy conditions in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required.
- 6.7 The exceptional costs of any special arrangements may be passed on in full or in part to the organisers at the discretion of the University Secretary or his/her nominee.
- 6.8 Catering for an event must be provided by the OU's catering contractor(s) for the relevant site. Catering cannot be provided by any other supplier, including the [Event Organiser](#) or [Host](#). Staff may however bring in their own individual and personal packed lunches or purchase from an onsite shop or café.
- 6.9 In any case where permission is granted by the University to a person other than a member, student, member of OU Students Association or employee of the University to hold meetings or events on University premises, the outside organisation or group shall be required to act in accordance with this Code of Practice.
- 6.10 Any meetings on University premises organised by an outside organisation or group shall conform to this Code of Practice and the procedures for external bookings (Contact [Estates Events](#) for further advice). These procedures require the purposes of the meeting to be stated and for the costs, including those of any exceptional arrangements, to be borne by the organisers.

7. USE OF NON-UNIVERSITY PREMISES

- 7.1 Any employee, student or member of the OU organising or taking part in an event in their capacity as a member of the University held on the premises of another institution and which falls within the definition as specified in Section 3.1 will be expected to abide by the principles of this Code as though the meeting had been taking place on the premises of the OU.

8. COMPLIANCE

- 8.1 Infringements of, or departures from, this Code in whatever respect may render those responsible subject to disciplinary proceedings as laid down by the University authorities.
- 8.2 Additionally, if any such actions involve breaches of the law, the University will be ready to assist the prosecuting authorities to implement the processes of law and will await the outcome of such proceedings before pursuing any disciplinary measures.
- 8.3 The University Secretary or his/her nominee is authorised to act on behalf of the Council as the appointed body to ensure that as far as is reasonably practicable all members, students, members of the OU Students Association, employees of the University and visiting speakers or attendees comply with the provisions of this Code.
- 8.4 The University reserves the right to withdraw an event booking if it receives information at any time that leads it to believe the law will be infringed or if it believes conditions for the event will not be met.

- 8.5 The University reserves the right to film and/or audio record any event that takes place on its premises. The Event Organiser is required to give notice of recording so that participants can choose whether or not to participate.

9. APPEALS

- 9.1 The [Event Organiser](#) or [Event Host](#) has no right of appeal against the ruling of the University Secretary or his/her nominee, whose decision shall be final.

10. FURTHER ADVICE

- 10.1 Further advice on this Code of Practice can be obtained from [Estates](#).

11. REVIEW

Policy author:	Catherine Comfort, Academic Policy and Governance
Date of Policy Approval:	November 2016
Approved by:	Director, Academic Policy and Governances Director of Estates
Owner of Policy:	Estates
Date of next review:	October 2019
Review to be carried out by:	Customer Services Manager, Estates
Triggers for earlier review:	Earlier review may be required for reasons such as legislative changes or an event not proceeding according to plan

Appendices

Appendix A: OU Event Checklist for Event Organisers

Appendix B: OU Event Risk Assessment Form – Worked example and blank template

Appendix C: Glossary of Terms used

Appendix D: Flowchart of Activities for Event Organisers to Follow when Booking an Event

Appendix E: Relevant legislation and sources of information

Appendix A: OU Event Checklist for Event Organisers

Appendix A: OU Event Checklist for Event Organisers					
Step	Assessment Question	Examples	Answer: Yes	Answer: No	Answer: Not Sure
1	Does the event relate to the normal provision and management of OU teaching, learning, research and associated activities?	Lectures, seminars, tutorials (except residential schools involving external speakers), external examiner visits; meetings of formal Committees e.g. the Senate and the Council.)	Standard event: normal event booking procedures apply.	Go to Step 2 below.	Consult the Event Host for guidance and reassess.
2	Does the event involve internal staff and internal speaker only?	Lectures, seminars, presentations	Standard event: normal event booking procedures apply.	Go to Step 3 below.	Consult the Event Host for guidance and reassess.

This checklist helps you to establish whether an event is a standard event or a controlled event by following a number of steps. Begin at step 1 by answering the first question with a “yes”, “no” or “don’t know” and follow the guidance provided. Completing the checklist should take no more than 5 minutes

3	Does the event involve internal OU staff and external speaker(s)	OU Club Speaker event, alumni event, general interest lecture for staff, general interest webinar for students, residential school	This may be a controlled event. Go to Step 7 below.	Go to Step 4 below.	Consult the Event Host for guidance and reassess.
4	Does the event involve external speakers and/or audience members who are external?	Public lectures seminars or tutorials	This may be a controlled event. Go to Step 7 below.	Go to Step 5 below.	Consult the Event Host for guidance and reassess.
5	Is the event being organised by an organisation other than the OU?	Major corporate or local organisation	This may be a controlled event. Go to Step 7 below.	Go to Step 6 below.	Consult the Event Host for guidance and reassess.
6	Is the event OU-funded, branded or affiliated and being held off OU premises?	Conference or seminar	This may be a controlled event. Go to Step 7 below.	Standard event, normal booking conditions apply.	Consult the Event Host for guidance and reassess.
7	Does the event involve discussion of a topic in a way that may cause offence or complaints?	The speaker has previously been prevented from speaking at the OU, another university or similar establishment or been known to express views in breach of Section 4 of the Code of Practice for OU Events.	This is a Controlled Event . Carry out risk assessment using OU Event Risk Assessment form (Appendix B).	Go to Step 8 below.	Consult the Event Host for guidance and reassess.

8	Is there a risk that either a speaker or the attendees of the event may damage OU property or reputation, promote violence, harm or unlawful activity?	Participants may not be able to enter, deliver speeches, listen to speeches and/or participate in event safely without threat to public order, segregation, health and safety or criminal act.	This is a Controlled Event . Carry out risk assessment using OU Event Risk Assessment form (Appendix B).	Go to Step 9 below.	Consult the Event Host for guidance and reassess.
9	Might the organisation of the event cause offence or complaint, damage to OU property or reputation, promote violence, harm or unlawful activity in some way?	Event Communications are not in English; the event is advertised as segregating men and women; the numbers potentially attending could cause safety issues	This is a Controlled Event . Carry out risk assessment using OU Event Risk Assessment form (Appendix B).	If your answer is “No” then this is a Standard Event and normal event booking procedures apply.	Consult the Event Host for guidance and reassess.

Appendix B: OU Event Risk Assessment Form – worked example

This form is to be filled out by the Event Organiser or Host. It will be used as the basis for deciding whether or not a controlled event can take place. When assessing risk, please consider the **likelihood** of the risk to cause injury/damage/offence/illegal activity and the **impact** if that does occur. Score these as below to calculate inherent risk and residual risk:

- **Likelihood (L) score:** 1 = improbable (0-5%), 2 = unlikely (6-25%), 3 = reasonably possible (26-50%), 4 = likely (51-75%), up to 5 = probable (>75%).
- **Impact (I) score:** 1 = insignificant, 2 = low, 3 = medium, 4 = high, 5 = catastrophic.
- **Inherent Risk score:** range from 1 (insignificant) to 25 (catastrophic) and represent the exposure if (a) the risk occurred and (b) we had no action in place. It is established by multiplying the level of impact a risk might have with the frequency or likelihood with which the risk might occur. 1-3 is Insignificant risk, 4-6 is Low risk, 8-10 is Medium risk, 12 to 15 is High risk and 20 + is catastrophic.
- **Residual risk:** a risk that remains after all efforts have been made to mitigate or eliminate risks associated with a business process or investment. It is classified as **Low (L)** = minor risk/unlikely or infrequent occurrence; **Medium (M)** = Major risk/ likely occurrence; **High** = Catastrophic risk/ or very likely occurrence. It is established by multiplying the level of impact a risk might have with the frequency or likelihood with which the risk might occur, after mitigations have been put in place. 1-3 is Insignificant risk, 4-6 is Low risk, 8-10 is Medium risk, 12 to 15 is High risk and 20 + is catastrophic.
- For further assistance or to submit a completed form, please contact Estates on estates-liaison@open.ac.uk, Prevent prevent-coordinator@open.ac.uk and/or Equality and Diversity on strategy-equality@open.ac.uk, as appropriate. You should receive a decision about whether the event can go ahead or not within 10 days.
- [PLEASE NOTE: The worked example below is for illustrative purposes only].

Date	Risk Assessment Form Completed by	Job Title and Unit	Telephone Extension	Assessment Reference No
Brief description of Location/Site/ Activity/Task OU-BRANDED, AFFILIATED OR FUNDED EVENT, ON- OR OFFLINE				

Ref	Risk Source?	What are the risks?	Risk Category	L (1-5)	I (1-5)	Inherent Risk Insignificant/ Low/ Medium/ High/ Catastrophic	Suggested mitigating actions	L (L: 1-5)	I (I 1-5)	Residual Risk Insignificant/ Low/ Medium/ High/ Catastrophic
1	SPEAKER(S)	-The profile or affiliation of the speaker e.g. politician makes them a potential security risk	Estates	4	3	High	Enhancing security arrangements with minimum number of stewards Opening event to general public so that Police can be involved if necessary Restricting numbers attending Event ticketed only or ID must be shown	2	2	Low
		-The speaker is known to hold views that may be in breach of the OU Events Code of Practice.	Equality and Diversity	5	4	Catastrophic	-Notify speaker of OU's expectations of conduct and require confirmation they will abide by OU's values -Clearly stating at the start of the event that speakers and audience must act in accordance with the law	2	2	Low
		Concern about possible links with	Prevent	5	5	Catastrophic	Request alternative, vetted speaker if research indicates	1	1	Insignificant

Ref	Risk Source?	What are the risks?	Risk Category	L (1-5)	I (1-5)	Inherent Risk Insignificant/ Low/ Medium/ High/ Catastrophic	Suggested mitigating actions	L (L: 1-5)	I (I 1-5)	Residual Risk Insignificant/ Low/ Medium/ High/ Catastrophic
		organisations that may cause offence or complaint, including proscribed organisations					initial choice belong to or support a proscribed organisation .			

2	THE SUBJECT MATTER OF THE EVENT	-the topic/subject matter is open to wide interpretation and potential misuse,	Prevent Equality and Diversity	4	4	High	<p>-Providing opportunity for opposing view to be expressed without intimidation through inviting speakers with other viewpoints, independent chair, Q&A sessions.</p> <p>-Requesting a script or precis from the speaker outlining what they intend to say and requiring them to sign an undertaking acknowledging that their speech will be terminated if they deviate from it</p> <p>-Briefing chair in advance of responsibility to ensure no speaker or person at the event infringes the law, circumstances in which they must stop event, issue warnings to participants on their conduct or request withdrawal or removal by stewards or police.</p>	2	3	Low
3	THE AUDIENCE	-Staff, speaker(s) and visitors attending may suffer offence or threat of violence;	Estates	3	4	High	-Imposing conditions on how the event is advertised e.g. promotional material to be translated if not understood by University	3	5	High

Information Classification: **Public Document**

Ref	Risk Source?	What are the risks?	Risk Category	L (1-5)	I (1-5)	Inherent Risk Insignificant/ Low/ Medium/ High/ Catastrophic	Suggested mitigating actions	L (L: 1-5)	I (I 1-5)	Residual Risk Insignificant/ Low/ Medium/ High/ Catastrophic
							<p>staff</p> <p>-Restricting the display of banners or placards at the event and its immediate surrounds.</p> <p>-Restricting what materials are available or referenced at the event (CDs, DVDs, leaflets, memory sticks, websites)</p>			
4	ANY OTHER FEATURE OR CHARACTERISTIC OF THE EVENT	- Communications about event are not available in English (or Welsh for events held in Wales) ;	Prevent	4	5	Catastrophic	<p>-Make a translator available to university staff attending the event</p> <p>- Mandatory attendance of specified senior university representatives to maintain order.</p>	2	3	Low
		- the event is advertised as segregating men and women;	Equality and Diversity	4	4	High	-Impose conditions about how event is run such as not permitting segregation of the audience.	1	1	Insignificant

Ref	Risk Source?	What are the risks?	Risk Category	L (1-5)	I (1-5)	Inherent Risk Insignificant/ Low/ Medium/ High/ Catastrophic	Suggested mitigating actions	L (L: 1-5)	I (I 1-5)	Residual Risk Insignificant/ Low/ Medium/ High/ Catastrophic
		the scale or nature of the event is unsuitable for the OU's facilities or is likely to disrupt other activities	Estates	3	3	Medium	<p>Advise that alternative location needs to be found</p> <p>Restricting the sale of alcohol or the consumption of food at the event</p> <p>Requiring admission by ticket only</p> <p>Refusing admission to media representatives i.e press, radio, television</p>	2	2	Low

All risk assessments must be reviewed by Event host and signed

Name of Event host (print)

Signature of Event Host

Date

Category of Reviewer: Prevent, E&D and/or Estates			Printed name, unit and job title	Extension	Date Reviewed	Signature
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Appendix B: OU Event Risk Assessment Form - blank template

This form is to be filled out by the Event Organiser or Host. It will be used as the basis for deciding whether or not a controlled event can take place. When assessing risk, please consider the **likelihood** of the risk to cause injury/damage/offence/illegal activity and the **impact** if that does occur. Score these as below to calculate inherent risk and residual risk:

- **Likelihood (L) score:** 1 = improbable (0-5%), 2 = unlikely (6-25%), 3 = reasonably possible (26-50%), 4 = likely (51-75%), up to 5 = probable (>75%).
- **Impact (I) score:** 1 = insignificant, 2 = low, 3 = medium, 4 = high, 5 = catastrophic.
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- **Residual risk:** a risk that remains after all efforts have been made to mitigate or eliminate risks associated with a business process or investment. It is classified as **Low (L)** = minor risk/unlikely or infrequent occurrence; **Medium (M)** = Major risk/ likely occurrence; **High** = Catastrophic risk/ or very likely occurrence. It is established by multiplying the level of impact a risk might have with the frequency or likelihood with which the risk might occur, after mitigations have been put in place. 1-3 is Insignificant risk, 4-6 is Low risk, 8-10 is Medium risk, 12 to 15 is High risk and 20 + is catastrophic.
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Brief description of Location/Site/ Activity/Task OU-BRANDED, AFFILIATED OR FUNDED EVENT, ON- OR OFF-LINE				

Ref	Risk Source?	What are the risks?	Risk Category (Delete as appropriate)	L (L: 1-5)	I (1-5)	Inherent Risk Insignificant/ Low/ Medium/ High/ Catastrophic	Suggested mitigating actions	L (1-5)	I (1-5)	Residual Risk Insignificant/ Low/ Medium/ High/ Catastrophic
1	SPEAKER(S)		Estates Prevent Equality and Diversity (E&D)			Insignificant/ Low/ Medium/ High/ Catastrophic				Insignificant/ Low/ Medium/ High/ Catastrophic
2	THE SUBJECT MATTER OF THE EVENT		Estates Prevent Equality and Diversity			Insignificant/ Low/ Medium/ High/ Catastrophic				Insignificant/ Low/ Medium/ High/ Catastrophic
3	THE AUDIENCE		Estates Prevent Equality and Diversity			Insignificant/ Low/ Medium/ High/ Catastrophic				Insignificant/ Low/ Medium/ High/ Catastrophic
4	ANY OTHER FEATURE OR CHARACTERISTIC OF THE EVENT		Estates Prevent Equality and Diversity			Insignificant/ Low/ Medium/ High/ Catastrophic				Insignificant/ Low/ Medium/ High/ Catastrophic

All risk assessments must be reviewed by Event host and signed

Name of Event host (print)

Signature of Event Host

Date

Category of Reviewer: Prevent, Equality and Diversity and/or Estates	Printed name, unit and job title	Extension	Date Reviewed	Signature

Appendix C: Glossary of Terms Used

Contentious subject²: a subject causing or likely to cause an argument, controversial. Open to question/debate, disputed, contended, ambivalent.

A controlled event is one where there is the risk of the event subject, speaker or audience causing offence, complaint, damage to OU property or reputation, promotion of violence, harm, or unlawful activity, including terrorism.

Event: all events, meetings, demonstrations, lectures, conferences, performances, webinars, residential schools and related activity involving a group of people.

Event Organiser: each [event](#) will have an appointed principal Event Organiser. The Event Organiser will act as a nominated contact for all arrangements regarding organisation of the [event](#) and will be responsible for ensuring that this Code is followed. The Event Organiser has a duty to see that nothing in the preparations for or conduct of an event infringes the law e.g. by conduct likely to cause a breach of the peace or incitement to illegal acts.

Event Host: this is the individual who initiated the event. This could be an academic, other member of staff or an external person.

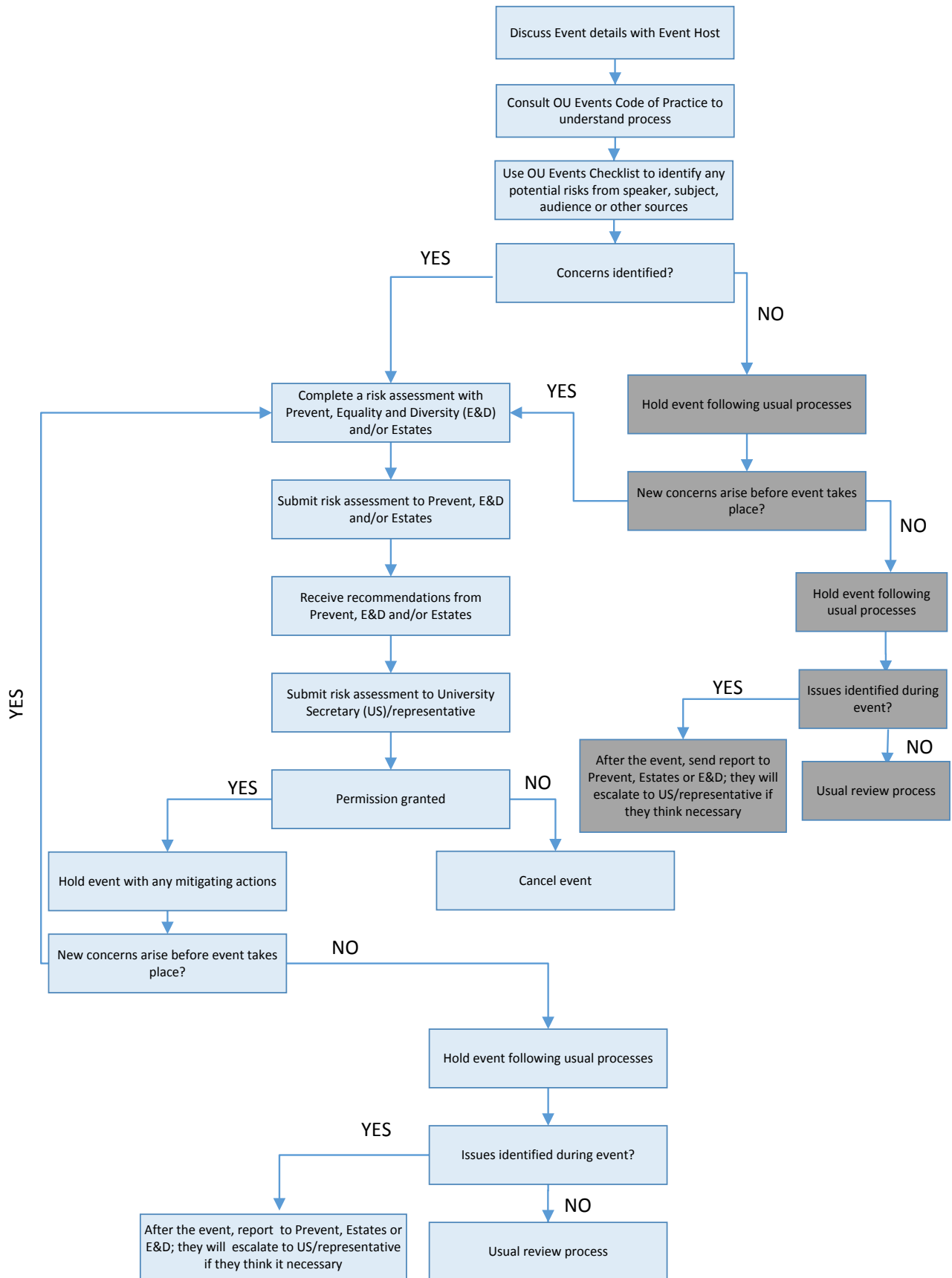
External speaker: An external speaker in the context of this Code of Practice is defined as one who is not employed by the OU at the time of the event and who is not a student of the university.

Proscribed Terrorist Organisation: as defined and listed by Home Office in its document “Proscribed Terrorist Organisations” July 2015, also available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/538297/20160715-Proscription-website-update.pdf

A standard event: an event which is not controlled and where none of the risks of a **controlled event** applies.

² Source: Oxford Dictionaries © OUP
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Appendix D: Flowchart of Activities for Event Organisers to Follow when Booking an Event



APPENDIX E: Relevant legislation and sources of information

Legislation in this area is characterised by three key themes (the current text of the legislation can be found by searching the [OfficeofPublicSectorInformation](#) website):

Protection of the special status of Higher Education Institutions:

Education Act 1986

Education (No. 2) Act 1986

Education Reform Act 1988

The Counter-Terrorism and Security Act 2015

Anti-discrimination legislation and proactive equalities legislation:

Human Rights Act 1998 (incorporating the European Convention on Human Rights)

Equality Act 2010

Racial and Religious Hatred Act 2006

Provisions that qualify rights:

Public Order Act 1986

Crime and Disorder Act 1998

Protection from Harassment Act 1997

Criminal Justice Act 2003 and Criminal Justice (Scotland) Act 2003

Licensing Act 2003