

Policy title:	Policy on Freedom of Speech and the Conduct of Events
Policy owner:	Registrar and Secretary
Department:	Directorate
Date approved:	May 2018
Date of review:	May 2022
Circulation:	All staff and students
Publication:	External

Policy on Freedom of Speech and the Conduct of Events

Preamble

1. Freedom of speech and academic freedom are central tenets of SOAS life.
2. SOAS University of London is committed to upholding academic freedom of enquiry in its teaching and research, to ensuring that free and open discussion can take place in an atmosphere of tolerance, openness and inclusivity, in which all members of our community can engage with each other, and the public, in debate and discussion, and remain open to both intellectual challenge and change.
3. The legal duty of UK universities to protect freedom of speech is enshrined in legislation, including the Education (No. 2) Act 1986 and the Human Rights Act 1998 and academic freedom is protected by the Education Reform Act 1988. Section 43 of the Education (No. 2) Act 1986 specifically requires universities to:
 - (a) ‘take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers’
 - (b) ‘ensure so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with
 - a. the beliefs or views of that individual or of any member of that body; or
 - b. the policy or objectives of that body; and
 - (c) issue and keep up to date a code of practice for meetings and events.’
4. The central importance of freedom of speech and academic freedom in a university underlies this policy. This policy should be read in conjunction with the detailed guidance on the booking of events found at: <https://www.soas.ac.uk/admin/governance/policies/file116137.pdf>

Scope

5. This Policy must be followed by all members, students, and employees of the School and all external visitors to SOAS in respect of:
 - (a) all meetings and events to be held on SOAS premises including those organized by third parties; and

- (b) all meetings and other events that are organized or funded under the name of SOAS University of London wherever they may take place.
- 6. It is not anticipated that prior approval of meetings will be required for normal teaching sessions, events that form part of the scheduled academic timetable, or for academic or administrative operational meetings.

Key Principles

- 7. Freedom of speech within the law and academic freedom must be protected.
- 8. The School believes that a culture of free, open and robust discussion can be achieved only if all concerned engage critically but courteously with each other. The School does not tolerate any form of harassment or victimization and expects all members of the community, and its visitors, to treat each other with respect, courtesy and consideration (and in accordance with the Respect@SOAS policy). The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the community are respected.

Procedure

- 9. Subject to paragraph 6 above, this policy should be followed whenever an event is planned involving speakers, participants or audiences from outside SOAS, and should be commenced at the earliest opportunity and not later than four weeks before the date of the meeting or event.
- 10. The *Principal Organiser* (the person responsible for the event) must undertake a self-assessment using the questions in Annex 1 to determine whether further scrutiny or support from the School is required. If the *Principal Organiser* reasonably decides that there are no issues as to unlawful content or public order, the event can go ahead. It is anticipated that the vast majority of events organized will fall into this category.

A *Principal Organiser* can be: a named staff member of the Student Union or one of its clubs or societies; a SOAS staff member on a contract of 0.2 FTE or greater; a representative of an external organisation booking events through the Conference Office.

- 11. If a *Principal Organiser* identifies that further scrutiny is required, the venue can be provisionally booked and the *Principal Organiser* must refer the matter to the Responsible Officer to determine how best concerns or risks in respect of unlawful content or public order may be mitigated. The *Principal Organiser* may propose measures of mitigation, but the final decision will rest with the *Responsible Officer* who will decide what conditions, if any, are required. Annex 2 provides examples of measures of risk mitigation that may be resorted to in order to enable events to proceed.
- 12. In exceptional circumstances, where it is anticipated that the risks posed by an event cannot be mitigated by reasonable and proportionate measures, the Responsible Officer has the right to refuse permission for the event to proceed, or cancel the event even after initial authorization.

13. As required by section 12 of the Terrorism Act 2000, the School will not give permission to hold a meeting or event where it is known that:
- (a) the proposed speaker belongs to, or professes to belong to, a proscribed organization; or
 - (b) the proposed speaker will use the event to support, or to further the activities of, a proscribed organization.

Role of the Responsible Officer

14. In the context of this code, the Responsible Officer will be entrusted with the duty to assess the implications of events formally referred to them and to act in accordance with the School's legal responsibilities, including:
- (a) the importance of academic freedom (as required by the Education Reform Act 1988);
 - (b) the need to ensure that freedom of speech within the law is secured (as required by the Education (No.2) Act 1986);
 - (c) the rights and freedoms enshrined in the European Convention on Human Rights and incorporated into domestic law by the Human Rights Act 1998;
 - (d) to have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between different groups in accordance with the Equality Act 2010 and the Public Sector Equality Duty 2011;
 - (e) the Counter-Terrorism and Security Act 2015 which requires universities to 'have due regard to the need to prevent people from being drawn into terrorism' (s.26(1)) and which also provides that in carrying out that duty, Universities 'must have particular regard to the duty to ensure freedom of speech; and to the importance of academic freedom'; and
 - (f) the need to ensure the safety of all staff, students and other visitors to the institution especially where they might be exposed to public disorder, incitement to violence or hatred.
15. The Responsible Officer will act in a risk-based and proportionate manner consonant with the desire, wherever possible, to enable events or meetings to proceed.
16. Unless otherwise determined the "Responsible Officer" will be the Director of Governance & Legal Services.
17. Some functions of the role, as detailed in the annexes to this policy and related Booking Procedure may be undertaken by staff in the Conference Office.

Appeal

18. If an organizer, or any member of the School's staff or student body has any concerns about a meeting or event and is unhappy about the decision of the Responsible Officer they may write to the Registrar and Secretary (Chief Operating Officer) setting out clear reasons for their unhappiness and requesting a reconsideration of the decision. The decision of the Registrar and Secretary (Chief Operating Officer) will be final.

The Conduct of Meetings

19. It is expected that all participants in events organized within, or under the name of SOAS University of London, will observe good order and behave in a manner consonant with the

values outlined in this policy, and in particular, by respecting the right to freedom of speech within the law, and by treating others with respect, courtesy and consideration.

20. A failure on the part of SOAS Staff or Students to adhere to the terms of this policy will represent a disciplinary offence and action may be taken, accordingly, under the respective disciplinary procedures.

21. The School reserves the right to exclude from its premises, or meetings hosted in its name, members of the general public who are deemed to have breached the terms or ethos of this policy.

Review of the Operation of the Code

22. The Registrar and Secretary shall undertake a review of the operation of this Code after its first twelve (12) months and report to Executive Board on any recommended changes.

Self-Assessment Questions

The *Principal Organiser* must make themselves sufficiently aware of the speaker's background and reputation to be able to take a considered view as to whether it is appropriate to host the proposed event within SOAS. The primary consideration is whether the event can be safely managed and whether any additional measures should be put in place to enable the event to go ahead. The following questions will enable the *Principal Organiser* to consider how to mitigate any risks the speaker's attendance might bring, and ensure that the event can be managed appropriately.

a) Are there any concerns about unlawful content or content that might encourage terrorism or violent extremism?

For example:

- Are they representing an organisation proscribed by the UK Government?
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/538297/20160715-Proscription-website-update.pdf
- Are they likely to breach UK laws on Hate Speech?
<https://www.equalityhumanrights.com/en/freedom-express/top-ten-things-you-need-know-about-freedom-expression-laws>
- Are they likely to raise concerns under the Prevent duty guidance in terms of encouraging violent extremism or terrorism, or drawing people into terrorism?
<https://www.gov.uk/government/publications/prevent-duty-guidance>

If you are unsure, please contact the Responsible Officer for advice.

b) Could there be a *public order* issue?

Concern about public order issues does not automatically block such an event taking place, but it is important to seek advice.

For example:

- Is the subject of their talk or the organisation they represent likely to mobilise significant opposition such that there might be a risk to safety of the public or members of the SOAS community?
- Is there any evidence that this has been the case on other occasions?
- Does the speaker, or the organisation they represent have a controversial profile in the media?
- Is the event likely to attract a heightened media interest?
- Is the event likely to attract unusual interest or unusually large numbers?

At the end of the self-assessment process the *Principal Organiser* should be able to answer Yes or No to these questions. In cases in which the answer to either question is 'Yes', the matter should be referred to the Conference Office or the *Responsible Officer*.

The *Principal Organiser* can propose measures of mitigation for consideration by the Conference Office or *Responsible Officer*.

Mitigation Measures

As the overarching aim of the Events Code of Practice is to enable, where possible, for events to go ahead, the Principal Organisers of meetings and Responsible Officer should, in case of risk, consider the following measures of mitigation:

- Ticketing and/or restricting numbers
- Changing the time, date, length or venue of the event
- Limiting admission to SOAS staff and students and/or by named guest list only
- Checking identification of those attending
- Provision of stewards/ additional security
- Attendance by a senior member of staff
- Copy of any speech to be approved in advance
- A suitable Chair, in particular for public/open meetings, to ensure the event is conducted in line with this Code;
- Providing opportunity to debate or challenge a view that is being promoted
- Imposing restrictions on the recording of an event and/or controlling the use of social media
- Imposing restrictions on items that might be brought into the venue.

SOAS, University of London

PROCEDURE FOR THE BOOKING AND CONDUCT OF EVENTS

1. Introduction

This Procedure supports the School's Policy on Freedom of Speech and the Conduct of Events. It sets out the detailed arrangements for the booking of rooms for internal and external events. It also covers the conduct of such events and the associated arrangements.

Aspects of the Code also apply to where SOAS events are organised offsite.

A flowchart summarising the process is available at Annex 1 to this document.

2. Arrangements for the Booking of Meetings

These provisions apply to any meetings or activities falling within the meaning of "event" as defined in sections 5 and 6 of the Code of Practice.

a) Booking and other preliminary arrangements

- It shall be the duty of every student and employee, who wishes to book an event on School premises or a SOAS branded event offsite, whether an officer of an organisation within the School or not, to be familiar with this Code of Practice and to comply with its provisions. This shall extend to all outside organisations wishing to use School premises.
- Any organisation, group or member of staff proposing to organise an event shall ensure that a single person is appointed as the "**Principal Organiser**" of the event.
- A *Principal Organiser* can be: a named staff member of the Student Union or one of its clubs or societies; a SOAS staff member on a contract of 0.2 FTE or greater; a representative of an external organisation booking events through the Conference Office.
- The Principal Organiser is deemed by the School to be responsible for the event, for ensuring that the School's property, furnishings and equipment are treated with respect and for any liabilities or consequences arising out of the event.
- Events should be booked at least four weeks in advance and the Principal Organiser shall give as much notice of the proposed event and the request to book SOAS premises as possible. All information concerning the event, including risk registers, must be submitted no later than ten working days in advance of the event for consideration by the Conference Office.
- The School's Conference Office may accept bookings at shorter notice but the School reserves the right not to accept a booking on the grounds of insufficient time to ensure that all necessary arrangements can be made.

- In all cases, written notice of the proposed meeting on SOAS premises must be made at the time of booking using the School's Web Room Booking portal <http://www.soas.ac.uk/timetable/teachingrooms/> . The form must be completed in full and provide the following information:
 - the nature of the meeting
 - numbers of attendees, whether it is internal and limited to SOAS students and employees or is for external attendees only or both.
 - the name(s) of the speaker(s)
 - the subject /theme of the meeting
 - the topics of the speakers
 - Budget code for internal charging or purchase order
 - Risk assessment (see Annexes 2-4)

- It is the responsibility of the Principal Organiser to ensure full information about the event, as described above, is provided to the Conference Office at least ten working days in advance of the event. If this deadline is not met, the School reserves the right to cancel the event.

- Where the Principal Organiser or those responsible for taking the bookings believe that the event may not meet the requirements of the duty of care to speakers and the attendees so that all can enter, deliver speeches, listen to speeches and/or participate in events safely without the probability of a threat to public order then this must be referred to the Responsible Officer for consideration. The Principal Organiser can recommend to the Responsible Officer what measures might be considered by way of risk mitigation.

- On receipt of the referral, the Responsible Officer shall give a written statement (normally via email) within ten working days, to the Conference Office which will forward it immediately to the Principal Organiser. The statement shall either grant or withhold permission for the use of School premises for the proposed event;

- Permission to hold the event may be subject to conditions the Responsible Officer considers reasonably necessary to ensure the discharge of the School statutory responsibilities in regards to mutual tolerance, intellectual freedom and freedom of expression.

b) The arrangements for booking School premises for events is as follows:

SOAS staff or the Students' Union wishing to hold events on School premises are required to use the procedures which follow. Detailed operational guidelines, forms, tariffs and other charges are available on the Conference Office pages on the website.

<http://www.soas.ac.uk/business/conferenceoffice/>.

SOAS staff can only make bookings on the appropriate (online) form. This is so that any budgetary requirements can be authorised by the relevant budget holder and that responsibility for the event is clearly identified. See <http://www.soas.ac.uk/timetable/>

Students can only make bookings on the appropriate form through the Students' Union, authorised by one of the Co-Presidents or SU staff members. The Students' Union is responsible for all events booked in their name.

SOAS Staff and students cannot request and officers cannot book rooms for another part of the organisation or for another budget holder or for any other (external) organisations. For example, a Departmental Office is not permitted to book a room for an event being publicised as a Students' Union event, unless it is a jointly sponsored event which should be declared when the booking is first made and a single Principal Organiser identified.

SOAS Staff or the Students' Union may apply, through the appropriate person, having indicated a Principal Organiser, to hold an event on School premises by applying online to the Conference Office to book a room(s) on the one-off room booking form <http://www.soas.ac.uk/business/conferenceoffice/> which enquires about the nature of the event and the arrangements planned for its safe organisation and management.

The Principal Organiser's answers on the form will allow the Conference Office to proceed with the booking if the event seems to be in order or if further advice is needed to inform the Conference Office's discussions with the Responsible Officer.

No booking will be accepted without a named Principal Organiser, who is **required to be present at the event**, or without all of the relevant information being provided.

Where meetings are determined by the Conference Office or the Responsible Officer as not meeting the requirements of Duty of Care as defined above the booking may be subject to further conditions.

Where such meetings are held by the Students' Union or one of its clubs or societies, the booking may be subject to the condition that one of the Co-Presidents of the Students' Union shall be required to attend and/or act as Principal Organiser.

c) SOAS branded events taking place offsite

SOAS-branded events taking place offsite should comply with the requirements of the hosting organisation, SOAS branding guidelines (see clause 8 below) and the spirit of this code of practice. The event, organisers, speakers and attendees represent the School. No event should risk damaging the reputation of the School and failure to comply could result in disciplinary proceedings (see clause 11 below).

3. Risk Analysis and Escalation

- a) The Principal organiser is responsible for an initial assessment of the risk of each event, in particular with regards to controversial speakers, crowd control and the risk of protests. The risk assessment will indicate whether the Conference Office needs to escalate the event to the School to consider any necessary further measures. This may include escalation to the Responsible Officer. This will also consider any requirements of the School to comply with the Prevent legislation and duties.
- b) The School will if necessary grade an event for security purposes using a 'traffic light' indicator along the following lines:
 - (i) **Green:** non-controversial with no protests expected. No further action is required.

(ii) **Amber:** regarded as medium with controversial speakers and/or the risk of protests. Monitor and escalate to red if appropriate.

(iii) **Red:** highly controversial; student or outside protest likely.

- For these events, the Conference Office will alert the Head of Security and the Responsible Officer to consider such factors as cost, location, publicity, security, stewarding and entrance arrangements needed, as well as implications on freedom of speech. This assessment may also involve consultations with the organisers, speakers or their representatives, the police, neighbouring institutions that may be impacted by the event and any other institutions that have staged a similar event.
- A security plan will be drawn up that clearly indicates the duties and responsibilities of everyone involved, including contingency plans and escape routes in case of an emergency. The plan will be treated as confidential.
- Consideration may include the appropriateness of the venue and whether the event should be ticketed, as well as other security requirements.
- Additional speakers may be required to sit on the panel to balance the views of a controversial speaker.
- The conference office and Responsible Officer will carry out due diligence checks on external speakers, including online research, discussions with other institutions or external organisations as required. Any information will be shared in accordance with the School's Information Sharing Protocol.
- The Communications Manager or a nominee, in consultation with the Responsible Officer and the School's senior management, will normally have sole responsibility for dealing with any press or media companies.

c) For events that involve external speakers, participants or audiences from outside SOAS, a risk assessment must to be carried out. See annex 3 and 4.

4. Approval of an event

a) An event will not be approved to proceed if

- there are reasonable grounds for believing that the speaker or other persons at the event will incite others to commit criminal acts, such as acts of violence and/or the incitement of racial or religious hatred;
- there are reasonable grounds for believing that opinions may be expressed in a way that is contrary to English law, or which infringe the human rights of others;
- the event appears to be in direct support of an organisation that is unlawful or proscribed; (For Proscribed Terrorist Groups see <http://www.homeoffice.gov.uk/publications/counter-terrorism/proscribed-terror-groups/proscribed-groups?view=Binary>)

- the event may cause a breach of the Terrorism Act or the Counter-Terrorism & Security Act including the encouragement or inducement to, or glorification of the commission, preparation or instigation of acts of terrorism or disseminating terrorist publications;
 - the event is likely to contravene health and safety legislation, or cause a breach of the peace, or cause a public order offence;
 - the scale or nature of the event is demonstrably unsuitable for the School’s facilities or is likely to disrupt its other activities;
 - staff, students or other internal or external groups or individuals have misled the School about the nature of the event by falsifying or concealing information;
 - proper procedures have not been followed;
 - or if it is thought that the event may attract numbers in excess of the room/lecture theatre capacity
- b) If there are concerns, the Responsible Officer may either decide that the event cannot proceed **or** may permit it to proceed but with special conditions which must be followed, such conditions will be conveyed through the Conference Office.
- c) Should the event proceed then the cost of any special conditions imposed, which might include ticketing, additional security etc, will be borne by the organisers. In case of events organised through an academic Department or one of its Centres, additional costs will be borne by that Department. In case of events organised under auspices of School Centres or Institutes, the costs will be borne centrally from a designated events fund.
- d) The Responsible Officer will arrange for the decision on whether the event may or may not proceed, and any conditions attaching to it, to be notified by the Conference Office to the applicant within ten working days of the receipt of a satisfactorily completed booking form.
- e) The School reserves the right to withdraw an event booking, if it receives further information at any time that leads it to believe that the law will be infringed or if it believes conditions for the event will not be met.

5. Organisation and the Conduct of Meetings

The Principal Organiser and all persons concerned with the organisation of approved events shall comply with the conditions set out in this Code. They have a duty to ensure that nothing in the preparations for or conduct of the event infringes the law, whether by conducts likely to cause a breach of the peace, incitement to illegal acts or in any other way.

The Principal Organiser may wish to refer to the full Health & Safety Guidance for event safety: HSE The event safety guide (Second edition) A guide to health, safety and welfare at music and similar events: <http://www.hse.gov.uk/pubns/priced/hsg195.pdf>

a) Organisational requirements:

Further information in the form of an event management plan may be requested prior to final confirmation of a booking, an event management plan would include:

- Ticketing and/or restricting numbers;
- Checking identification of those attending
- Limiting admission to SOAS staff and students and/or by named guest list only
- The provision number, suitability, instruction and management of event stewards;
- The presence and responsibilities of security staff;
- Changing the time, date, length or venue of the event
- Compliance with advice received from the Police or local Prevent partners;
- Advertisement and publicity arrangements, including the content of posters and information on the web;
- The presence of, and under what conditions, representatives of the media are proposed to be admitted;
- Arrangements to ensure speaker(s) and guests have free access and egress to and from the location of the event;
- A suitable Chair, in particular for public/open meetings, to ensure the event is conducted in line with this Code;
- Provisions for ensuring that the event venue is left in a clean and tidy condition;
- A detailed/safety risk assessment may also be required to be completed, see Annex 3 and 4.

Information about photography and filming of the event, where it will be publicised, for what purpose would it be used shall be required. The event attendees will also need to be made aware of the fact that filming/photography will be taking place and consent should be taken from the audience

b) Recovery of costs for additional staffing, resources

- The levying of charges for facilities and equipment will be determined by the School and are available from the Conference Office on request;
- Where additional staffing and other special arrangements are considered necessary by the Responsible Officer the costs shall be met the organisers as per paragraph 4 (c) above;
- This will include the cost for any additional cleaning and repairs (if required);
- All internal bookings must supply a budget code for the recharge of any costs

6. Logo & branding

SOAS branding and logo should only be used on approval by the Marketing Department or, for external events, the Conference Office at which time guidelines for its use will be provided.

7. Reserved Rights

- a) Where it is deemed necessary the Responsible Officer shall have the right to arrange for School staff to be responsible for all security arrangements in respect of a meeting and to appoint a member of staff as Controlling Officer for the occasion. The costs arising

would be attributed on a basis to be determined under Section 3(ii) (c) above. If the Responsible Officer is not satisfied that adequate arrangements can be made to maintain order, and that it is not reasonably practicable to ensure that freedom of speech within the law is secured, he/she shall refuse or withdraw permission for a meeting.

- b) The School reserves the rights to film, photograph and /or audio record any event that takes place on the Schools premises.
- c) The School reserves the right to refuse any request from the media and/or production companies to film at SOAS or on SOAS premises or property.

Such permission may be given in accordance with Annex 5

The School reserves the right to ask for filming, photography or audio recording to be stopped during the event if it is likely to have a detrimental effect on SOAS, its reputation or image of its staff or students or cause disruption among the audience.

- d) Banners, loudhailers or other articles likely to lead to disruption, injury or damage may not be taken inside the premises where the meeting is being held. Where necessary any such articles may be temporarily confiscated and held by the School or those controlling the meeting.
- e) The School reserves the right to charge a deposit.

8. Appeal

Appeals against the decisions of the Responsible Officer may be made to the Registrar whose decision shall be final (see Code of Practice, para. 18)

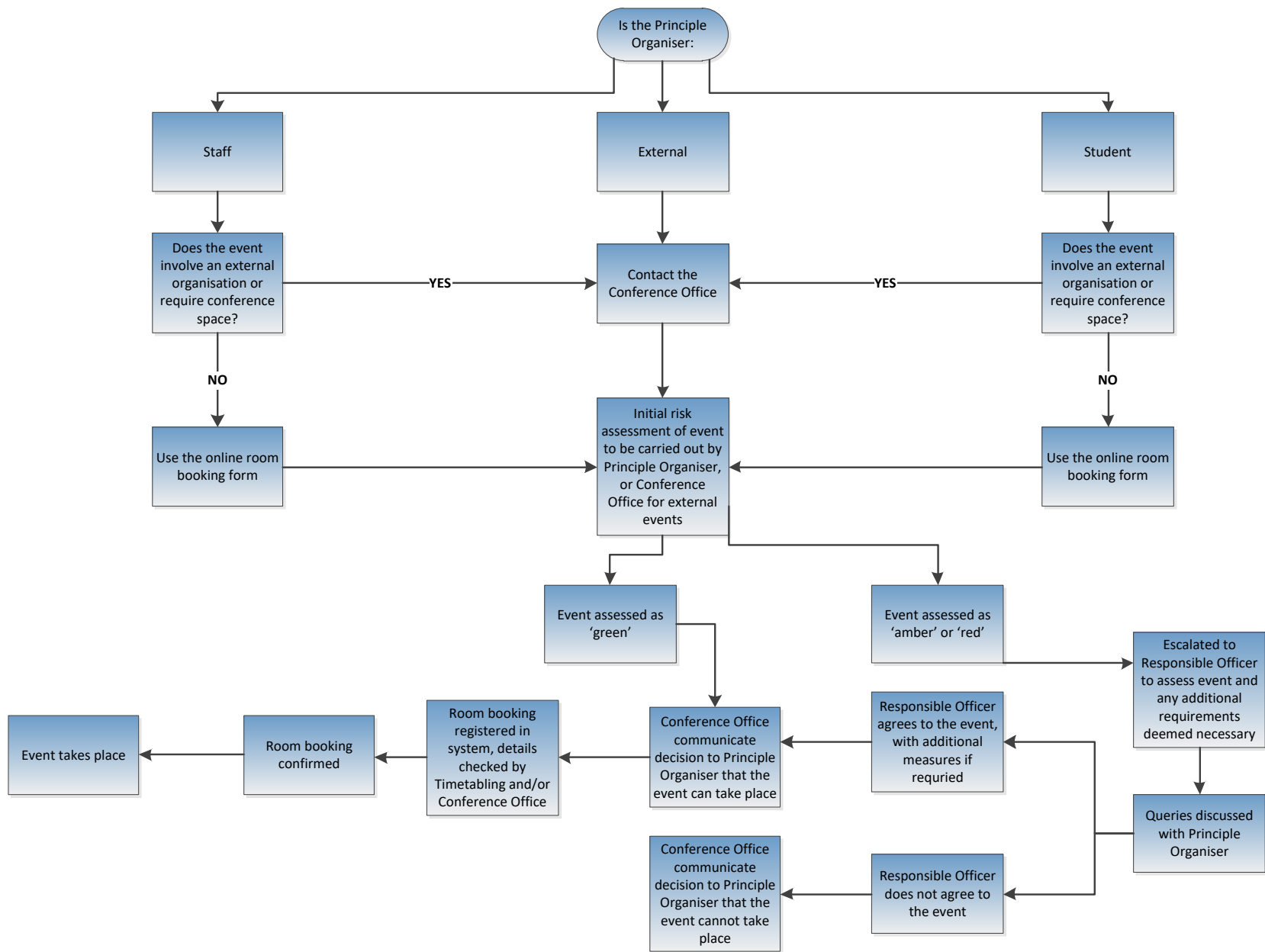
9. Disciplinary offence

Failure by SOAS staff or students (including officers of the Students' Union) to comply with the provisions of this Code of Practice and/or the School's statement on 'Freedom of Expression' shall constitute a disciplinary offence for which the staff or student (as applicable) may face disciplinary procedure which may be implemented by the School. Such action would follow the School's Disciplinary Processes.

Disciplinary Non-academic procedure; Student Disciplinary Procedure
<http://www.soas.ac.uk/admin/governance/policies/> and;

Academic Staff: Dismissal, Discipline and Grievance Procedures and Related Matters
<http://www.soas.ac.uk/admin/governance/standingorders/standingordersacademicprocedures/>

Annex 1 - Flowchart



Risk assessment for events involving speakers, participants or audiences from outside SOAS

This risk assessment must be completed for all events taking place onsite involving speakers, participants or audiences from outside SOAS. It must be completed and returned to the Conference Office at least ten working days in advance of the event. The Principal Organiser may be contacted by the Conference Office for further information. Consideration will also be given to the School's requirements under the Prevent Duty.

In some cases, the Conference Office may need to refer the event to the Head of Security or Responsible Officer. This does not necessarily mean that the event will not be permitted to go ahead, but further arrangements may need to be made, such as ticketing, crowd control or other security requirements.

Please complete the assessment below. If the answer to any question is yes then the booking request must be escalated to the Conference Office for further consideration.

		Yes
1.	Is the event likely to attract media attention, or have similar events in the past attracted media attention? If so, please contact the SOAS Press Office.	
2.	Could demand for the event exceed the size of the room booked?	
3.	Is the topic likely to attract protest or serious disagreement?	
4.	Has there been disruption to events that have addressed the same topic in the past, at SOAS or elsewhere?	
5.	Is the speaker likely to attract protest or serious disagreement?	
6.	Has there been disruption to events that have involved the same speaker in the past?	
7.	Is there any identified security threat to the speaker?	

Guidance on Risk Assessment

There is a requirement under Health and Safety Law that a suitable and sufficient assessment of risk to employees and others affected by our activities (such as students, contractors and visitors) is undertaken by the School. Risk Assessments are also required for particular people who may be at risk, such as young people or pregnant women, or for a particular event.

An 'Assessment of Risk' is a careful examination of what could cause harm to people in the work place. It is a way of establishing whether the precautions in place to avoid harm are sufficient, or whether more should be done. Risk Assessments should aim to keep the risk as low as "reasonably practicable"- i.e. the quantum risk versus the sacrifice (in terms of money, time and trouble) in averting the risk.

Hazard is anything that can cause harm (i.e. slippery floors, electricity, equipment not secured correctly etc.)

Risk is the chance, great or small, that someone will be harmed by the hazard.

ALL PEOPLE WHO NEED TO BE AWARE OF THE RISKS SHOULD SIGN AND DATE A COPY OF THE RISK ASSESMENT TO SAY THEY HAVE READ AND UNDERSTOOD IT.

When to do and review a Risk Assessment

- Before the work starts
- Review after any alterations
- Review after time (at least annually)
- Review after any new hazards are identified
- Review if no longer valid

How to Assess Risks

- Concentrate only on significant hazards that could result in serious harm or affect several people.
- Don't over complicate!
- You are probably aware of most hazards, but you need to check that all reasonable precautions have been taken to avoid causing harm
- You should ask all people who are exposed to the hazard what precautions they consider are necessary
- If you have any problems in the completion of a Risk Assessment, you should ask your Manager or the Health and Safety Officer.

1. Look for the hazards

- Look afresh at what may cause harm in your workplace.
- Ask other employees for their input.
- Manufacturer's instructions will help spot hazards
- Accident or hazard report forms may also help.

2. Decide which people are at risk and how

- Think about who might be harmed by the hazard, including members of the public, visitors, cleaners, contractors, maintenance personnel etc.
- There is no need to list individuals by name - just think about groups who may be affected.
- Are there any obligations to the School under the Prevent Duty

3. Are existing precautions adequate or should more be done?

- Even after precautions have been taken usually some risks remain, you should consider each hazard, and how to reduce the risk to a minimum.
- Have you done all the things required by law to prevent risks? (Consult the HSE website: www.hse.gov.uk or ask the Health and Safety Officer if you are unsure)
- You need to assess whether you can get rid of the hazard altogether, or if not, can the risks be controlled so that harm is unlikely?
- Have you considered all possible options for reducing risks?
- Has everybody at risk been provided with sufficient information, instruction or training?
- Have you considered all those who may be affected, such as other employees or visitors?

GET ALL THE PEOPLE WHO NEED TO BE AWARE OF THE RISK ASSESMENTS TO SIGN AND DATE TO SAY THEY HAVE READ AND UNDERSTOOD IT.

4. Review and Revise

- Changes over time, new equipment or work practices may result in new hazards which will need to be assessed.
- It is also good practice to review your assessments from time to time for ongoing activities.

Area:		Date:	
Author:		Proposed Review Date:	
Location/Event/Activity:			
<p>Hazards</p> <p>Look for hazards which you could reasonably expect to result in significant harm, e.g. <i>Slipping hazards e.g. spilt drinks</i> <i>Food hygiene</i> <i>Electricity / Fire</i> <i>Tripping hazards e.g. wires/leads</i> <i>Poor weather</i> <i>Physical activity</i> <i>Positioning/space/confined work areas</i> <i>Equipment usage</i> <i>Noise/Lighting/Heat/Temperature</i> <i>Access</i> <i>Duties under the Prevent legislation</i></p> <p>List hazards / draw plan as necessary</p>	<p>People at Risk</p> <p>Think of groups of people who may be affected, e.g. <i>General public</i> <i>Staff</i> <i>Cleaners</i> <i>Pregnant people</i> <i>People with disabilities</i></p> <p>List groups of people at risk from hazard</p>	<p>Existing Controls of the Risk</p> <p>Have you already taken precautions against the hazards you have listed? <i>e.g. have you given adequate information, training or instruction and are there adequate systems/procedures in place?</i> <i>Do the precautions meet legal requirements, represent good practice and reduce risk as far as reasonably practicable?</i> <i>If you aren't sure about legal requirements, check with the School or SU.</i></p> <p>List existing controls or state where information may be found.</p>	<p>Further Steps Required to Control the Risk</p> <p>What more can be reasonably done for those risks that are not already adequately controlled? <i>Apply the following principles, in order:</i> <i>Remove the risk completely</i> <i>Try a less risky option</i> <i>Prevent access to the hazard</i> <i>Organise work to limit exposure to the hazard</i> <i>Issue protective clothing/equipment</i> <i>Provide welfare facilities e.g. door locks, first aid</i></p> <p>List further steps taken to control risks that are not adequately controlled. Consider what is reasonably practicable in the situation.</p>

FILMING POLICY TERMS AND CONDITIONS (updated for 2017/18)

- 1. All requests from the media, production companies or individuals to film at SOAS must have completed the [SOAS Filming Request Form](#) before contacting the Communications Office.
- 2. Authorisation for filming can only be given on the condition that the terms and conditions are agreed – either by signing this document or agreeing to the terms and conditions via the online form.

TECHNICAL

- 3. SOAS reserves the right to determine the suitability of all equipment used in filming and photography, including its electrical safety. No equipment without a current valid safety certificate, or which does not conform to the Safety Regulations of the Electrical Institute of Great Britain and suitable British Standards, may be used on the premises. No lights or equipment may be clamped to any fixed furnishings.

EVENTS

- 4. Film crews and photographers are expected to abide by the SOAS code of conduct and the terms and conditions set out in the code. Please see our [Code of Practice for the Booking and Conduct of Events policy](#).
- 5. Event organisers are obliged to inform the audience about the presence of the film crew or photographer through signage and by announcing their presence at the start of the event.
- 6. The audience and speakers reserve the right not to be filmed or photographed.
- 7. SOAS reserves the right to make a recording of public events.

LOCATION

- 8. SOAS reserves the right to limit photographic, video, or audio recording activities.
- 9. SOAS reserves the right to request a copy of events being filmed by independent parties.

TERMINATION

- 10. SOAS reserves the right to terminate filming or photography if terms and conditions are not being met or if the filming is deviating from the agreed schedule or context.

I

On behalf of

Agree to SOAS' terms and conditions and will adhere to the points above

Date:

Submission of a speaker request

This procedure applies to all staff, students and Students' Union members.

If an event you are planning involves an external speaker, the following form must be completed by the Principal Organiser and returned to the Conference Office at least ten working days in advance of the event.

The Conference Office will aim to contact you in writing to let you know whether the event has been approved to take place within 10 working days. The Conference Office may contact you for further information. In some cases, the Conference Office may need to refer the event to the Head of Security or Responsible Officer. This does not necessarily mean the event will not be permitted to go ahead, but further arrangements may need to be made, such as ticketing, crowd control or other security requirements.

In the event that this form is not submitted to the Conference Office by the Principal Organiser ten working days before the date of the event, permission for the event to take place may be withdrawn. Consideration will also be given to the School's requirements under the Prevent Duty.

Please answer the following questions as thoroughly as possible.

1. Name and contact details of the Principal Organiser.
2. Name and details of the visiting speaker, including the organisation they represent, have they spoken at SOAS or another university before?
3. Date, time and place of the event.
4. Expected arrival and departure times of the speaker.
5. Overview of the event: what is the subject matter, who is the appointed Chairperson, what language will the event take place in?
6. What topic will the external speaker be taking about?
7. How will the event be advertised and in what language?
8. What publication materials will be made available to attendees from the speaker?
9. How many people are expected to attend the event, including staff, students, members of the university, the public etc?
10. Will the event be ticketed?
11. Does the Principal Organiser believe there may be a threat of disruption caused by the subject matter of the event or topics of discussion? What is the nature of that disruption?
12. Does the Principal Organiser know of any issues that may arise in relation to the external speaker?
13. Is the event being sponsored? If so, by who?

Safety Guidance on events

First Aid

The number of people requiring medical treatment at any event will vary considerably as will the type of ailment. These can range from traumatic injuries or conditions such as dehydration, sunstroke, food poisoning or the serious effects of drugs or alcohol. The first-aid provision needs to be suitable for the number of people expected to attend and for the type of event. Details on the amount of first aid cover required can be found in the Events Safety Guide published by the Health and Safety Executive. The recommended minimum number of first aiders at small events where no special risks are considered likely is 2:1000 for the first 3000 attending. It is advisable that no event should have less than two first aiders.

Fire Safety

It is advisable to provide equipment for putting out small fires, e.g. fire extinguishers, fire blankets, throughout the site. Make sure the relevant personnel know where the equipment is, everyone with responsibilities at the event should be told not to attempt to fight major fires. Organisers should ensure that they are familiar with evacuation procedures including escape routes and how to raise the alarm. Evacuation routes must be kept free from obstructions and should easily identified by all attendees.

Ensure that adequate provision is made for the safe evacuation of any disabled persons.

Waste

One event can generate a lot of rubbish – it is the responsibility of an event organiser to clear the site following their event. Therefore you will need to provide an adequate number of rubbish bins around the site where they will be most required. Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event. Waste must not be allowed to gather in escape route as it may impede evacuation or lead to fire spread.

Electrical safety

Event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury. Organisers should read the HSE “electrical safety at places of entertainment” GS50 guidance notes <http://www.hse.gov.uk/pubns/g50.pdf>

Outside installations, including wiring, switchgear and any generator, must be installed in a safe manner by a suitably competent electrician who should provide a written certificate to prove this and must be in contact with University Estates Office. The safety standard of the installation should be at least that of the current IEE (Institute of Electrical Engineers) Wiring Regulations. For fixed installations please consult the GS50 guidance as stated above

Food safety

Organisers must ensure that any food preparation is undertaken in hygienic conditions and complies with relevant legislation. Allergy information must be made available on request.

PEEPS (Personal Emergency Evacuation Plans) for visitors

Event promotional material should contain information for visitors regarding arranging a PEEP for those that require one.

Stewards

Organisers will need to provide enough identifiable stewards, should the event require them, to cater for the size and nature of your event. Stewards must be adequately trained in their roles and responsibilities. It is essential that stewards and the event organisers are able to communicate effectively, this is particularly important in the event of an evacuation. Stewards must be made aware of emergency evacuation procedures.

Emergency Services

It is advisable for any medium to large scale event to notify the police, fire and ambulance services. The emergency services will need to ensure that your event does not pose operational problems either at the scene or in the surrounding areas.