SOAS, University of London

CODE OF PRACTICE FOR THE BOOKING AND CONDUCT OF EVENTS

Executive summary

This Code of Practice sets out the School's 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.

1. Introduction

SOAS, University of London ('the School' or 'SOAS') has a long tradition of welcoming high profile speakers from all over the world, from every part of the political, social and religious spectrum. SOAS is committed to the pursuit and dissemination of knowledge and ideas through being a leading institute for debate. This can only be conducted effectively in an atmosphere of open enquiry, mutual tolerance and intellectual freedom.

The School recognises that there are specific legal obligations on universities to promote, protect and respect these key freedoms. However, the rights to academic freedom and freedom of speech and expression are not absolute - they are freedoms "within the law". Consequently, the criminal and civil law also sets limits on the lawful exercise of these rights.

However, freedom of expression may not be exercised if in so doing it breaks the law or breaches the rights of others, such as if its expression is unlawfully discriminatory or threatens others' safety or freedom of expression. Membership of the School and permission to use its premises is predicated upon acceptance of these principles.

The School will not condone any actions by any individual or group that is seeking to intimidate or prevent a School or Student's Union event from going ahead which complies with this Code of Practice.

2. Context

The Education (No. 2) Act 1986 Section 43 places a duty on the Governing Body of the School to ensure as far as is reasonably practicable that freedom of speech within the law is secured for students and employees of the School, those associated with the School and for visiting speakers. (Annex 2). To meet this requirement, the Executive Board has issued this Code of Practice governing the organisation and running of events on School premises and, where applicable, offsite.

The Code of Practice set out in this document is additional to the rights and obligations prescribed in the School's Charter and operates within the requirements of Statute and Common Law as regards freedom of speech, lawful assembly, keeping the peace and the

provisions of the *Race Relations Act* and other relevant equality legislation, and accords with the School's 'Freedom of Expression' statement.

To standardise all events held on School premises, the Code of Practice sets out booking arrangements and general provisions for the conduct of all events.

Detailed operational guidelines, including room booking forms, tariffs and charges for other facilities, are approved by the School, published and kept up to date by the Conference Office see: http://www.soas.ac.uk/business/conferenceoffice/

An 'event' is any meeting, gathering, conference or related activity involving a group of people. This does not apply to normal teaching sessions or other academic or administrative operational meetings unless outside speakers and an audience are involved.

The School reserves the right to take action against individuals or external groups who violate this policy. This includes withdrawal of bookings made, with or without refund. In exceptional cases this could include disciplinary action under the relevant student or staff procedure and contacting of external authorities

This policy and its procedures should be read in conjunction with (a) the School's Information & Internal Communication Strategy,[1] and (b) the School's Equality and Diversity Policy [2]

3. Authority and Jurisdiction of the Code

a) The provisions of this Code of Practice apply to all members of staff, full and part-time, all registered students, all those associated with the School and, insofar as it is relevant, to all those who have an implied licence to enter the School premises including guests of staff and students, members of the public attending a function in the School and those attending conferences, short courses or any other properly constituted event.

b) The provisions of this Code apply to all the activities of the Students' Union and its affiliated clubs and societies.

c) The provisions of this Code apply to all premises and property of the School including accommodation occupied by the Students' Union, any social and recreational and other areas made over to students, staff associations or trades unions, and accommodation occupied by other organisations under a licence agreement.

d) This Code sets out procedures to meet the needs of:

   − all events held on School premises or SOAS branded events held offsite;

   − the conduct required of all persons in connection with those events;

   − duty of care to speakers and the attendees of events so that all may be able to enter, deliver speeches, listen to speeches and/or participate in events safely without threat to public order;

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[1] http://www.soas.ac.uk/directorate/soas2016/file43683.pdf ,
[2] http://www.soas.ac.uk/admin/governance/policies/file37349.pdf

– any other related or ancillary matters which the Executive Board declares to fall within this Code.

e) Any infringement of these authorised procedures will make the students and employees responsible subject to disciplinary proceedings as prescribed under the School's Charter, the Rules and all other relevant codes issued from by the School.

f) In the event of actions involving breaches of the law arising under this Code, the School will take the appropriate legal action necessary to maintain good order in the School and will assist the Police and Crown Prosecution Service in implementing the due processes of the law.

g) The Director is authorised to appoint a senior officer of the School to act as the **"Responsible Officer"** on its behalf to ensure that as far as is reasonably practicable that students and employees of the School and all other visitors comply with the provisions of this Code. The Responsible Officer shall make the necessary administrative arrangements to implement this Code.

h) Unless otherwise determined the "Responsible Officer" will be the Secretary.

i) The Responsible Officer will Chair a Group that meets regularly to review future events and the operation of this Code

4. Arrangements for the Booking of Meetings

These provisions apply to any meetings or activities falling within the meaning of "event" as defined in section 2 above.

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.

– 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 five 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 Annex 3 and 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 five 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.

- 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**:

(i) **Internal bookings** – for Faculties, the Regional Centres, London Middle East Institute, IFCELS, Brunei Gallery, the Professional and Support Services and the Students Union, including its clubs and societies.

- 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 through their Faculty Office or their Directorate, and for the Regional Centres through the Centres and Programme Office. 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. 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 Faculty 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 internal 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.

(ii) **External bookings** – for all non-School organisations

- Organisations wishing to hold events on School premises are required to make bookings through the Conference Office on the prescribed form online. Compliance will be required with this Code of Practice and the Conference Office's Booking Terms and Conditions. Detailed operational guidelines, forms, tariffs and details of other charges are available on the Conference Office pages on the website. http://www.soas.ac.uk/admin/governance/policies/file41576.pdf

- As determined in Section 4(i) (b) a named Principal Organiser and details of the nature of the event they intend to hold and the arrangements planned for its safe organisation and management is required.

- 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 in 3(iv) (c) the booking may be subject to further conditions.

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).

5. 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.

6. 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.

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.

f) Appeals against the decision of the Responsible Officer to withdraw the event booking may be made to the Registrar & Secretary whose decision will be final.

7. 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:

- The issue and control of tickets for meetings;
  An attendance list should be kept for all events, including registration to attend where possible, even when events are free of charge;
- The provision number, suitability, instruction and management of event stewards;
- The presence and responsibilities of security staff;
- Compliance with advice received from the Police;
- 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 and impartial 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 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;
- 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

8. 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.

9. 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.

10. Appeal

Appeals against the decisions of the Responsible Officer may be made to the Registrar whose decision shall be final.

11. 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/

12. Review

The Responsible Officer shall report as necessary to the School's Executive Board on the operation of this Code of Practice, including any appeals made against decisions taken under the authority of the Code and recommendations, if any, for amendments to this Code.

Is the Principle Organiser:

Staff → Does the event involve an external organisation or require conference space?
- **YES** → Contact the Conference Office
- **NO** → Use the online room booking form

External → Contact the Conference Office

Student → Does the event involve an external organisation or require conference space?
- **YES** → Contact the Conference Office
- **NO** → Use the online room booking form

Initial risk assessment of event to be carried out by Principle Organiser, or Conference Office for external events

- Event assessed as 'green'
- Event assessed as 'amber' or 'red' → Escalated to Responsible Officer to assess event and any additional requirements deemed necessary → Queries discussed with Principle Organiser

Responsible Officer agrees to the event, with additional measures if requried → Conference Office communicate decision to Principle Organiser that the event can take place → Room booking registered in system, details checked by Timetabling and/or Conference Office → Room booking confirmed → Event takes place

Responsible Officer does not agree to the event → Conference Office communicate decision to Principle Organiser that the event cannot take place

11

Section 43 of the Education (No. 2) Act 1986

(1)   Every individual and body of persons concerned in the government of any establishment to which this section applies shall 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.

   a) (2) The duty imposed by subsection (1) above includes (in particular) the duty to 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 - The beliefs or views of that individual or of any member of that body; or
   b) The policy or objectives of that body.

(3)   The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code of practice setting out –

   a) The procedures to be followed by members, students and employees of the establishment in connection with the organisation -

      (i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
      (ii) of other activities which are to take place on those premises and which fall within any class of activity specified; and

   b) the conduct required of such persons in connection with any such meeting or activity;

and dealing with such other matters as the governing body consider appropriate.

(4)   Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for that establishment, issued under subsection (3) above, are complied with.

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 five 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:			

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

FILMING AT SOAS, UNIVERSITY OF LONDON POLICY

1.   Event organisers must read the School's code of practice relating to the booking and conduct of meetings at SOAS -
http://www.soas.ac.uk/admin/governance/policies/file37327.pdf

2.   All requests from the media, production companies or individuals to film at SOAS must be directed to the SOAS Communications office – 020 7898 4956

If the filming of a Conference is to take place then all requests are to be directed to the Conference Office, on 020 7898 4918 or 020 7898 4916

3.   Film crews or individuals wishing to record an event must put in writing the purpose of their filming and what it will be used for. This must be emailed to –
comms@soas.ac.uk for external media crews or individuals or jp30@soas.ac.uk and jw40@soas.ac.uk for Conference enquiries

4.   All those attending the event must be informed of the following:
   − Who the film crew represents
   − Why they are filming this event
   − How the footage will be used
   − Where it will be screened
   − Their right to decline being filmed

5.   Event organisers are obliged to tell people on arrival (and must also prominently display posters) about the presence of the film crew and explain that they can request not to be filmed as part of the audience.

If any people are to be interviewed they need to sign a release form which is available from the Communications Office. Copies of the signed forms should be given to the Conference Centre or the Communications office.

6.   An announcement about the filming must also be made by event organisers before the event gets underway.

7.   Film crews are expected to abide by the SOAS code of conduct.

8.   SOAS has the right to ask a film crew to leave School premises should this code be breached.

I …………………………………………………………. (the organiser), agree to abide by the SOAS Code of Conduct and will adhere to the points above.

For the 2015/16 academic year

<u>Submission of a speaker request</u>

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 five 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 five 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?