# UCL External Speaker Risk Assessment Form for Virtual Events

All events held on UCL premises, using UCL online platforms or using UCL branding must be conducted in accordance with [UCL’s Code of Practice on Freedom of Speech](https://www.ucl.ac.uk/srs/sites/srs/files/ucl_code_of_practice_on_freedom_of_speech_v1.0.pdf), this includes completing a risk assessment for any event which involves an external speaker.

Please complete the following form and keep a copy locally for one calendar year as this may be required for auditing purposes.

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| Risk Assessment Details  |
| Date of Form Completion |  |
| Person completing risk assessment: Name, Role and Contact Details  |  |
| Event Details  |
| Who is organising the event?e.g. The UCL department, faculty, staff member |  |
| Contact for the event : Name, Role and Contact Details  |  |
| Planned date of the Event  |  |
| Duration and Timings |  |
| What platform will the event be held on? |  |
| Topic of the Event  |  |
| Name of the External Speaker |  |
| Please provide any further details about the external speaker which may be relevant to the event. (For example, their job title, their organisation or institution, any associated groups that they are part of (if applicable) and their contribution to the event such as their topic or agenda item) |  |
| Please provide the external speaker's contact details |  |
| Who is the intended audience for the event?(e.g. UCL students, UCL staff, members of public) |  |
| Where is the event going to be advertised?  |  |
| Risk Assessment Questions |
| 1. Outline any previous events attended by the external speaker that may be a cause for concern. Details should include, content of speeches, sponsors, affiliations and co-hosts of/associated with this person/group?
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| 2. Are you concerned that the external speaker has any connections to threatening, abusive or insulting behaviour? |  |
| 3. Are you concerned that the External Speakers comments during your event may breach the Equality Act 2010? <https://www.gov.uk/guidance/equality-act-2010-guidance>  |  |
| 4. Are you concerned that the external speaker may have previously engaged in or possibly engage in inciting violence or events resulting in violence? |  |
| 5. Have you identified any connections that the External Speaker has to extremism or radicalisation? Including connection to proscribed groups.  |  |
| 6. Have you identified any connections between the External Speaker and criminal behaviour or activities  |  |
| 7. Are there any further areas of concern which you believe need to be considered? |  |

If you have answered “Yes” to questions 2, 3, 4, 5, 6 or 7, you must contact srs-compliance@ucl.ac.uk to discuss your risk assessment and any mitigation that may be required.

In these instances, please do not confirm your external speaker until the compliance team has indicated that a full risk assessment has been completed.