**This checklist must be completed by the Deputy Vice-Chancellor (Research) for all requests received for events or activities being held on University College of Osteopathy (UCO) premises or at off-site events affiliated, funded or branded by the UCO where external speakers are intending to participate, including those wishing to hire rooms at UCO premises.**

***This checklist shall be used to risk assess the information provided in the External Speaker Request Form, to record proposed mitigations and record the decision of External Speaker requests.***

***If a positive response is received for any of the Questions listed in Checklist A, Checklist B shall then be completed in full.***

|  |  |
| --- | --- |
| **Name of External Speaker** |  |
| **Name of the Organisation to which the External Speaker belongs / represents:** |  |
| **Title of Event** |  |
|  |  |
| **Date of Event** |  |
|  |  |
|  |  |
|  |  |
| **UCO** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *External Speaker Request Form Checklist A* | *Yes* | *No* | *Notes / Proposed Mitigations* |
| 1. Does the proposed external speaker have links to or represent a proscribed terror group or organisation (as per the Home Office list[[1]](#footnote-1)) or feature on HM Treasury’s list of organisations subject to government sanctions?[[2]](#footnote-2) |  |  |  |
| 1. Is the event title or subject matter likely to be controversial or cause distress to anyone? |  |  |  |
| 1. Are there likely to be any serious security or health and safety issues? |  |  |  |

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| *External Speaker Request Form Checklist B* |  |  |  |
| 1. Will both sides of the argument be presented? |  |  |  |
| 1. Has an event been run on this topic by the UCO previously? |  |  |  |
| 1. Who is chairing the meeting? |  |  |  |
| 1. Are they sufficiently qualified to provide balance and challenge during the event? |  |  |  |
| 1. What is their stance on the topic under discussion? |  |  |  |
| 1. Is this likely to impact the smooth running of the event? |  |  |  |
| 1. Has the speaker spoken at the institution or another higher education institution previously? What is known about him or her? |  |  |  |
| 1. Are there grounds to suspect that the individual may speak outside the parameters of the law? |  |  |  |
| 1. Will hosting the speaker have public order implications, risk injury to attendees or damage to UCO or any other property?[[3]](#footnote-3) |  |  |  |
| 1. Is there the potential for serious health and safety issues to arise? |  |  |  |
| 1. Is it likely that the presence of the speaker will prompt protests? |  |  |  |
| 1. What security provisions are in place? |  |  |  |
| 1. Are these sufficient? Will sufficient security staff be available? |  |  |  |
| 1. Will hosting the speaker have reputational risks for the institution? |  |  |  |
| 1. Is the event likely to attract media attention and if so how can the university manage this effectively? |  |  |  |
| 1. Has the speaker agreed to abide by the institution’s values? |  |  |  |
| 1. What materials will be available at the event (e.g. leaflets, DVDs, CDs, memory sticks)? |  |  |  |

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| --- | --- | --- |
| **Outcome of External Speaker Request** | | ***Please Tick*** |
| **Request Approved with no conditions required** | |  |
| **Request Refused** | |  |
| **Request approved providing that the following conditions are met:** | |  |
| *List conditions here:* | |
| **Deputy Vice-Chancellor (Research) Name** |  | |
| **Signed** |  | |
| **Date** |  | |

1. As listed on www.gov.uk as ‘Proscribed Terror Groups or Organisations’. [↑](#footnote-ref-1)
2. As listed on www.gov.uk as ‘Consolidated List of Financial Sanctions Targets in the UK’. [↑](#footnote-ref-2)
3. If damage to public property is likely this is not the responsibility of the institution, but this information will be of relevance to the police and local authority. [↑](#footnote-ref-3)