**Event and Speaker Booking Form**

The purpose of this form is to ensure that all events are organised to meet the standards set out in the University’s Code of Practice to Ensure Freedom of Speech. This form is also designed to identify how the University can assist with security/other arrangements where speakers/topics may be at risk of disruption/protest.

If you are a member of **University Staff** you must complete Part A of this form. If you consider there is a **potential risk** **or considerations relating to the Code of Practice on Freedom of Speech** at the proposed event **you must also complete Part B.** Please note if you do not complete Part B and the event is later deemed not to be low risk it may be withdrawn.

It is mandatory for **all other organisers** of a proposed event (i.e. anyone who is not a University member of staff, including students and societies) **to complete Part A and Part B of this form in all cases**.

It is strongly advised that invitations or other arrangements for the proposed event are not sent prior to the booking being accepted.

**PART A**

1. **Proposed Event Details**

Name of student society / department / school/ group wishing to make booking:

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Event organiser & contact details (*Person responsible for the booking*):

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Title and subject of proposed of event:

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Name of Guest Speaker:

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Proposed date of event: Start time /Finish time:

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| --- |
| Date: (dd/mm/yyyy) Start Time: Finish time:  |

Preferred venue (please note if it is an online event):

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|  |

Total anticipated number of attendees:

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| --- |
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Are there any potential risks or security considerations identified in relation to this event (including but not limited to):

* The content or the topic of discussion attracting protests/disruption/breach of the peace
* The attendance of the speaker(s) or subject of discussion raising an issue under the University’s equality policies (including inciting hatred)
* The content or speaker(s) raising issues under the University’s Prevent policy (the promotion of radicalization or extremism)
* The content or speaker(s) generating media interest publicity that may impact on reputation and/or may need to be managed by the University’s Communications Department

No\* – complete the declaration in [Section 5](#_5._Declaration_for) and return to the appropriate room booking body (\*student societies/ external organisers must still complete Part B whether they have identified a risk or not)

Yes - please complete Part B.

**PART B**

To be completed by **ALL student and external organisers** and where a member of **University Staff organising** an event has **identified a potential risk** (see part A)**.**

Please note where the booking requires **completion of Part B**, you will need to **complete and submit this form 21 days prior to any event**.

In the event that insufficient information is provided the booking will not be made.

1. **Organisation**

Entry requirement for the event:

Pre-registration

Pre-registration – online

Ticketed

Turn up on the day

Other (please state)

Is any other organisation outside of Cardiff University involved in any way with this event?

Yes

No

If yes, please give details including any funding received for the event:

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**2. Proposed Speaker Details** (Includes all external guest speakers and visiting academics but not visiting academics delivering lectures/seminars as part of a planned module)

(*The information required in this section should be completed by the organiser in consultation with any potential speaker)*

Name(s) of proposed speaker(s). Please give *all names* used by the speaker(s):

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Is/are the speaker(s) representing an organisation(s)?

If yes, please give details:

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Is/are the speaker(s) affiliated to any other organisations?

If yes, please give details:

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Details of the subject they will be speaking about and any other information you think we need to be aware of:

(*To be completed fully and agreed by any chair of meeting if appropriate)*

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Biographical details of the speaker(s) (*please* provide full details):

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**3. Speaker Risk Assessment**

Would you reasonably expect the speaker(s) or the topic of discussion to attract any protests (e.g. Are you aware of disruption at events that have involved the same speaker or topic in the past)?

Yes

No

If yes, please give details:

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Is there any information on open source research (e.g. google search) to the detriment of the speaker(s)?

Yes

No

If yes, please give details:

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Has the speaker/have the speakers been refused permission to speak at other venues?

Yes

No

If yes, please give details:

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Are there any identified security threats to the speaker(s)?

Yes

No

If yes, please give details:

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|  |

Does/do the speaker(s) come with his / her / their own protective security detail?

Yes

No

If yes, please give details:

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**4. Event Risk Assessment**

Are there any identified security threats/considerations in relation to this event e.g. would you reasonably expect the content or the topic of discussion to attract any protests/disruption? (For further information see the University’s Code of Practice on Freedom of Speech)

Yes

No

If yes, please detail, including arrangements put in place to address the risk:

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Is there a ri**s**k of the attendance of the speaker(s) or subject of discussion raising an issue under the University’s equality policies?

Yes

No

* You will need to think about the potential for the subject matter or the speaker causing offence. This may include offence caused by subject or language used including ‘jokes’/‘banter’. Think also would the speaker’s attendance in itself cause offence (because they are known for speaking publicly on topics that some individuals may find offensive). See the Dignity at Work and Study Policy for further guidance: <https://www.cardiff.ac.uk/__data/assets/pdf_file/0011/966611/2011-Equality-and-Diversity-Policy-FINAL-update-2016.pdf>).
* You will also need to think about the potential for the speaker/topic to be found to be ‘inciting hatred’ or a risk of causing fear or alarm to attendees or the wider University community

If yes, please identify the issues that may be raised, and any arrangements put in place to address these issues.

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## 5. Declaration for Proposed Speaker Form

Please tick each of the statements and then sign below to indicate your agreement:

I have read and understood the University’s Code of Practice on Freedom of Speech.

I have provided a copy of the University’s Code of Practice on Freedom of Speech to the external speaker.

I understand that I am responsible for the proper security and organisation (including stewarding and chairing) of the event for the purpose of protecting the rights of freedom of speech.

I agree to notify the University Room Bookings and/or Security Departments if any of the information given in this form changes.

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| --- | --- |
| Signed: | Dated:  |

Please return completed forms as follows:

For University controlled pool rooms - University Room Bookings at: roombooking@cardiff.ac.uk

For conference facilities - Conferences Offices at conference@cardiff.ac.uk

For online events – Compliance and Risk Team, University Secretary’s office complianceandrisk@cardiff.ac.uk

For School controlled rooms please send the form to the appropriate Individual School Office

If you wish to book a room controlled by the Student’s Union, **DO NOT** use this form. Please follow the SU Room booking procedure which can be found here: <https://www.cardiffstudents.com/activities/resources/rooms/>

**If you are booking this event on behalf of your school/department you can seek advice from your line manager as required.**

**Further Advice and guidance can be sought from the following university departments when completing this risk assessment: Cardiff University Security, Student Services (Director of Student Support and Wellbeing for advice on Prevent),** Compliance and Risk Team, University Secretary’s office, **, Communications Team.**

**Additional Notes:**

**Health & Safety**: As the organiser, you are personally responsible for ensuring that all attendees at an event are aware of health and safety issues (such as fire procedures and emergency exit routes) and for the proper conduct of all attendees. You do not have to make the relevant announcements and arrangements yourself but you are personally responsible for ensuring that it is done. The Health and Safety Executive has a helpful series of [webpages and resources](http://www.hse.gov.uk/event-safety/running.htm) to help you run events safely. For advice please contact the Health Safety and Environment team safety@cardiff.ac.uk +44 (0) 292087 4910

**Risk Assessment:** It is the event organiser’s legal responsibilityto conduct a risk assessment in relation to the proposed event and put in place appropriate measures to mitigate any potential risk which is identified as a result of that assessment. A simple, generic [risk assessment form](https://intranet.cardiff.ac.uk/staff/services/health-safety-and-environment/procedures-and-guidance/risk-assessment/generic) is available on the Intranet

**Equality and Inclusion:** It is the event organiser's responsibility to identify and put in place arrangements to ensure that individuals can access and participate in the event including disabled participants. Individuals may ask for specific arrangements to be put in place. For advice please contact the Compliance and Risk Team, University Secretary’s office.

**Welsh Language:** It is also the event organiser's responsibility to ensure that the University's obligations under the Welsh Language Standards are met. For advice please contact the Compliance and Risk Team, University Secretary’s office.

**Data Protection**: It is the event organiser’s responsibility to ensure that any personal data collected or communicated before, during or after the event is done so in accordance with the requirements under Data Protection legislation.