

UNIVERSITY COLLEGE GUIDANCE ON RISK ASSESSMENTS UNDER THE PREVENT DUTY WITH PARTICULAR REFERENCE TO EXTERNAL SPEAKER EVENTS

This document sets out guidance on risk management with particular reference to those organising external speaker events in college in the light of the Counter Terrorism and Security Act 2015 - the 'Prevent' Duty.

University College takes seriously its statutory duty under the Counter-Terrorism and Security Act 2015 to have due regard for the need to prevent people from being drawn into terrorism. In doing so the College also upholds its staff's and students' rights to freedom of expression and confidentiality while securing and protecting the existing rights (in the absence of serious crime) to confidentiality and privacy and at all times to equal treatment under the law. Policies already in place across the College have been amended in light of our obligations under the Prevent Duty.

Risk management involves a planned and systematic approach to the identification, assessment and mitigation of the risks which could hinder the achievement of strategic objectives. An area of particular concern is the hosting of external speakers at college events. It is the responsibility of the academic or student arranging external speakers to undertake appropriate and proportionate risk assessment when arranging external speakers at events. The guidance below should assist in the production of and assessment of risk relating to a particular speaker or event. A separate risk assessment must be produced for each speak or event at college. Further advice on the production of risk assessments is available from the Domestic Bursar who is the Prevent Lead for the College.

HOW TO CONDUCT A RISK ASSESSMENT

1. Risk identification

Risks are identified by looking at key aspects of the activity, focusing initially on factors significant in the achievement of its objectives and its overall mission and aims.

Further factors considered in the process are:

- The event;
- External/Internal audiences.
- Subject
- Previous inflammatory reactions to similar/equivalent events
- Timing in relation to other external/internal activity.

2. Assigning ownership

Whilst the Governing Body retains the ultimate responsibility for the risk management process, due to the nature of the event, risks are delegated to the relevant academics arranging external speakers/events.

3. Risk assessment

Identified risks are then put into perspective in terms of the potential severity of their impact and likelihood of their occurrence. Assessing and categorising risks helps in prioritising and filtering them, and in establishing whether any further action is required.

The 'heat map' below shows the method adopted by the College, which incorporates increased weighting of impact. It works on a scoring of $xy+y$, where x is likelihood and y is impact. It is considered a suitable vehicle to ensure our compliance with our statutory obligations under the Prevent Duty

This formula multiplies impact with likelihood and then adds a weighting again for impact.

Impact	Extreme/ Catastrophic	5	10	15	20	25	30
	Major	4	8	12	16	20	24
	Moderate	3	6	9	12	15	18
	Minor	2	4	6	8	10	12
	Insignificant	1	2	3	4	5	6
			1 Remote	2 Unlikely	3 Possible	4 Probable	5 Highly Probable
			Likelihood				

In interpreting the risk heat map the colour codes are:

Red - major or extreme/catastrophic risks that score 15 or more;

Yellow - moderate or major risks that score between 8 and 14;

Blue or **Green** - minor or insignificant risks scoring 7 or less.

Risk scoring often involves a degree of judgment or subjectivity; where data or information on past events or patterns is available more evidence-based judgments are applied.

If a risk assessment indicates a gross risk of 15 or more, consideration must be given to mitigating the likelihood or impact of an event in order to reduce the retained or net risk.

The following tables are used in the risk scoring:

LIKELIHOOD

Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances
Possible	3	expected to occur in some circumstances
Probable	4	expected to occur in many circumstances
Highly probable	5	expected to occur frequently and in most circumstances

IMPACT

Descriptor	Score	Impact on service & reputation
Insignificant	1	no impact on service no impact on reputation complaint unlikely litigation risk remote no financial impact
Minor	2	slight impact on reputation complaint possible litigation possible low financial impact
Moderate	3	some service disruption potential for adverse publicity - avoidable with careful handling complaint probable litigation probable moderate financial impact
Major	4	service disrupted adverse publicity not avoidable (local media) complaint probable litigation probable high financial impact
Extreme/catastrophic	5	service interrupted for significant time major adverse publicity not avoidable (national media) major litigation expected resignation of senior management and board loss of beneficiary confidence severe financial impact

4. Evaluating what action needs to be taken on the risks

Where major risks are identified a consideration is given to any additional action that needs to be taken to manage the risk, either by lessening the likelihood of the event occurring, or lessening its impact if it does. Examples of possible actions are:

- Risk may need to be **avoided** by ending the activity;
- The risk could be **transferred** to a third party;
- The risk could be **shared** with others;
- The **exposure** to the risk can be **limited**;
- The risk can be **reduced** or **eliminated** by establishing or improving control procedures;
- The risk may need to be **insured against**;
- The risk may be **accepted** as being unlikely to occur and/or of low impact and therefore will just be reviewed annually.

In assessing additional action to be taken, the cost of management or control (including reputational costs) will generally be considered in the context of the potential impact or likely cost that identify areas where the control seeks to prevent or mitigate. A balance will need to be struck between the cost of further action to manage the risk and the potential impact of the residual risk.

RISK ASSESSMENT TEMPLATE

RISK: Counter Terrorism and Security Act 2015 – Risk of University College Personnel being Racialized into Terrorism	
Likelihood of occurrence	
Severity of impact	
Overall or 'gross' risk	
Control Procedure	
Retained or 'net' risk	
Monitoring process	
Responsibility	
Further action required	

THIS RISK ASSESSMENT IS TO BE FORWARDED TO THE DOMESTIC BURSAR (THE PREVENT LEAD) PRIOR TO THE EVENT TAKING PLACE. THE DOMESTIC BURSAR WILL CONTACT YOU AS NECESSARY TO DISCUSS ANY RAISED RISKS AND POSSIBLE MITIGATION THROUGH CONTROL PROCEDURES