

## EVENT BOOKING RISK ASSESSMENT

To be completed by the authority responsible for considering and approving a booking

For each of the questions record your findings and using the impact assessment rating below assign a number based on the level of risk and/or likelihood.

Consideration	Findings/Further Action	Impact Assessment – AFTER mitigation 1 = low/no risk/low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law at: <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2</a>	If the organisation is listed as a proscribed organisation you should <b>not</b> proceed with the booking and you should contact the University's Prevent Coordinator at <a href="mailto:preventconfidential@admin.cam.ac.uk">preventconfidential@admin.cam.ac.uk</a>	
2. If concerns are raised but the organisation is not proscribed, consider conducting an open source internet search to research the organisation, topics or speakers to inform your decision making process.	Log findings of your internet search below.	<b>Impact assessment AFTER risk mitigation</b>  1    2    3
3. Is there any chance that the meeting or event might give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.	YES/NO  If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?	<b>Impact assessment AFTER risk mitigation</b>  1    2    3

4. Is there a chance that this event could attract counter protest groups?	<p>YES/NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></p>
5. Is there any security risks?	<p>YES/NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></p>
6. Are there Health and Safety issues to be addressed?	<p>YES/NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></p>
<b>TOTAL NUMBER</b>		
<b>OVER ALL RAG ASSESSMENT</b>		

**Total residual risk score and traffic light**

- 1 – 6                Low                (**green** traffic light)
- 7 – 12             Medium            (**green** or **orange** light)
- 13 – 20            High                (**orange** or **red** light)

**Green:** The risk is under control and represents no immediate threat or impact.

**Orange:** The risk needs managing and monitoring but there is no immediate threat which would have a significant impact.

**Red:** The risk poses an immediate threat and its impact would be significant.

You should select only one traffic light colour on the basis of a case-by-case judgement.

Green – Low or no risk	Amber – Medium Risk	Red – High Risk
<p>Proceed with the booking using existing policies and procedures for booking events and speakers.</p> <p>If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p>	<p>If the concerns can be addressed and risks mitigated through further research and consideration or by different management of the event, you should proceed with the booking using existing policies and procedures for booking events and speakers.</p> <p>If not, submit the risk assessment to the University’s Referral Group (<a href="mailto:preventconfidential@admin.cam.ac.uk">preventconfidential@admin.cam.ac.uk</a>) who will review the booking.</p> <p>If it is considered that the risk can be mitigated such that the event can go ahead as originally planned, at a later date or in a different format, they will advise to that effect and you should proceed with the booking using existing policies and procedures for booking events and speakers. If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p> <p>If the Referral Group determines that the risks can’t be mitigated, the event organiser will be advised to that effect, copied to you.</p>	<p>Submit the risk assessment to the University’s Referral Group (<a href="mailto:preventconfidential@admin.cam.ac.uk">preventconfidential@admin.cam.ac.uk</a>) who will review the booking.</p> <p>If it is considered that the risk can be mitigated such that the event can go ahead as originally planned, at a later date or in a different format, they will advise to that effect and you should proceed with the booking using existing policies and procedures for booking events and speakers. If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p> <p>If the Referral Group determines that the risks can’t be mitigated, the event organiser will be advised to that effect, copied to you.</p>