Ó® < L > 898 * 9 87 9 [

5. Organising an event

<

<

6. Failure to comply

Visiting Speaker Risk Assessment and Procedure

1	Procedure to be followed by all event organisers
2	Criteria for local assessment of proposal external speaker or event
	Question 1:

If the answer to all five questions is NO:

If the answer to any of the question is Unclear or YES:



Visiting Speaker Risk Assessment – University Events

Event Organiser

Speaker/Event

У
Name of student group:
Name of speaker (s):
Speaker(s) topic and brief details of the talk/event:
What is the purpose of the event?:
Date, time and location of event:
How many people are likely to attend?:
Will there be non-students at the event? Yes/No If Yes , how many do you anticipate attending?
Is the speaker being paid by the student group? Yes/No If Yes, how much?: £
у
Have you needed to seek advice from the University Secretary on this event for any reason?: Yes/No If so, for what reason?

University or any other similar establishment e.g. another Union or University?



Flowchart for approval of External Speakers/Events

