

P902 UCP Academic Freedom & Freedom of Speech Policy

1. INTRODUCTION

- 1.1 UCP is committed to safeguarding freedom of speech and upholding academic freedom of enquiry in its teaching, research and associated activities. We will also ensure that the duty is balanced against our fundamental commitment to academic freedom and freedom of speech and other key legislation such as the Counter-Terrorism and Security Act 2015 (and associated Prevent Agenda), Equality Act and the Human Rights Act. UCP endorses and adopts the principles of freedom of speech within the law under Section 43 of the Education Act (1986) and expression of open discussion in compliance with the policy and procedure outlined in this document. Free and open debate of often controversial subjects is a key element of University life, and we will always seek to allow events to go ahead providing that they are within the law.
- 1.2 Section 43 of the Education (No 2) Act 1986 states:
- i. Every individual and body of persons concerned in the government of any establishment to which this section applies [which includes universities] shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.
 - ii. The duty imposed by subsection (i) above includes the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with—
 - (a) the beliefs or views of that individual or of any member of that body; or
 - (b) the policy or objectives of that body.

2. PURPOSE OF POLICY

- 2.1 This Policy outlines
- the procedures to be followed by staff, students and visiting speakers in connection with teaching and the organisation of any public or private meeting or activity which is to be held or take place on UCP's premises;
 - the procedures to be followed by members of UCP and visiting speakers in connection with the organisation of any UCP branded event taking place off site;
 - the conduct required in connection with any such meeting or activity; and
 - steps which UCP must take to secure compliance with the requirements of this policy including, where appropriate, disciplinary measures.

3. SCOPE

- 3.1 The rights and obligations of this policy applies to:
- Students currently enrolled on a course or on a period of intermission;
 - Employees of UCP or Peterborough Regional College or affiliated with;
 - The members of HE Council and members of its sub-committees;
 - Any visiting or guest lecturers invited by UCP;
 - Any person or organisation wishing to hire premises controlled by UCP;
 - External speakers and attendees at events to be held on UCP's premises;
 - Students, Student Union members or staff attending events or contributing to discussions at events held offsite or online on behalf of UCP.

- 3.2 **Activities** covered by the Policy include (see 3.2 for definition of an 'Activity'):
- Meetings, lectures, talks, seminars, tutorials, classes, short courses, conferences, other teaching or informative activities of a similar nature;
 - Stage plays, cinematic or video film showings, music concerts, literary readings;
 - Demonstrations, processions, pickets;
 - Online social media forums
- 3.3 **External speakers** are defined as persons who are not members of UCP, who are invited to speak on UCP's premises (or on premises hosted by UCP) as part of teaching, research and its administration or at other events, such as public lectures, student society events, meetings, debates and conferences.
- 3.4 **Events** are defined as any organised meeting, gathering or similar activities, which take place on UCP premises or off site but are organised under the control of UCP. This also includes online meetings, conferences or interaction on social media using UCP digital technologies or made as part of UCP academic business.
- 3.5 **Public meeting or a public activity** means a meeting or activity open to all members of the general public.
- 3.6 **Private meeting or private activity** means a meeting or activity where admission is restricted to a specified group or groups of persons.

4. RELATED DOCUMENTS

- 4.1 The **Education Act 1986** (section 43-1): Requires UCP to take reasonable and practicable steps to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. In addition UCP has a duty to ensure, as is reasonably practicable, that the use of any of UCP's premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies or objectives. Section 43-3 also required UCP to issue, and keep up-to-date, a policy on freedom of speech, setting out the procedures to be followed by students and staff.
- 4.2 The **Public Order Act 1986**: Creates criminal offences relating to public order; to control public processions and assemblies; to control the inciting of racial hatred or on the grounds of religion or of sexual orientation.
- 4.3 **1988 Education Reform Act**: Referenced the right of academics in the UK to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy of losing their jobs or the privileges they may have at their institution.
- 4.4 The **Protection from Harassment Act 1997**: identifies both civil and criminal offences for harassment and makes provision for protecting people from harassment. The Act creates a separate offence of 'putting people in fear of violence'¹. This offence is committed by a person whose conduct causes another to fear, on at least two occasions, that violence will be used against them. A person is guilty of an offence if they know that their conduct will cause the other so to fear on each of those occasions or if a reasonable person in possession of the same information would think the course of conduct would cause the other so to fear on each occasion.
- 4.5 The **Human Rights Act 1998**:
- Article 9 (freedom of thought, conscience and religion);
 - Article 10 (freedom of expression); and

¹ Protection from Harassment Act 1997 <http://www.legislation.gov.uk/ukpga/1997/40/section/4> accessed 13/08/2018

- Article 11 (freedom of assembly and association).

4.6 The **Equality Act 2010**: requires UCP to have due regard to the need to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations between different groups. Equality and discrimination legislation is a significant civil law constraint on the freedoms of speech and expression and on academic freedom. If speech or conduct amounts to unlawful discrimination, it falls outside the scope of those freedoms on the grounds that it is no longer within the law, the rationale being that the fundamental rights of others are infringed.

4.7 The **Terrorism Act 2006** identifies offences relating to the encouragement of terrorism and dissemination of terrorist publications. This includes the commission, preparation or instigation of acts of terrorism with the intent that members of the public will be directly or indirectly encouraged to commit, prepare or instigate acts of terrorism.

It is also an offence to arrange, manage, or assist in arranging or managing, a meeting of three or more persons in the knowledge that the meeting is:

- to support a proscribed organisation
- to further the activities of a proscribed organisation
- to be addressed by a person who belongs or professes to belong to a proscribed organisation.

In the case of a private meeting (to which the public are not admitted) it is a defence to prove that you had no reasonable cause to believe that the address would support a proscribed organisation or further its activities.

4.8 The **Counter-Terrorism and Security Act 2015 (Section 31)**: institutions must have:

- “particular regard to the duty to ensure freedom of speech²”
- “particular regard to the importance of academic freedom³”
- Section 31 also requires that in issuing guidance the secretary of state should pay the same “particular regard” to freedom of speech and academic freedom.

4.9 www.peterborough.ac.uk/policies-statements/

P101 – Equality, Diversity and Inclusion Policy

P806 – Anti-bullying and Harassment

P809 – Student Disciplinary procedure

4.10 www.ucp.ac.uk/policies/

P104 Data Protection Act Policy

4.11 The following are available on request;

P105 Disclosure of Public Interest (Whistle Blowing)

P119 Commercial Lettings of College Resources Policy

P400 Health and Safety Welfare Policy

P500 Harassment and Bullying Policy

P505 Staff Disciplinary Policy and Procedure

5. RESPONSIBILITIES

5.1 All members of staff, students and visitors of UCP are expected to promote compliance with this policy. Those who fail to comply with the principles or spirit of this policy may be liable to

² Counter-Terrorism and Security Act 2015 <http://www.legislation.gov.uk/ukpga/2015/6/section/31/enacted> accessed 13/08/2018

³ Counter-Terrorism and Security Act 2015 <http://www.legislation.gov.uk/ukpga/2015/6/section/31/enacted> accessed 13/08/2018

P902 UCP Academic Freedom & Freedom of Speech Policy

Originator: Academic Officer

Issue: A 19/10/18 Page 3 of 16

Equality Impact Assessment: Section one

Approved: (Draft or Principal) Review date: 31/07/2019

disciplinary action in accordance with the Disciplinary Policy and Procedure, and in addition to any possible prosecution for breach of the law.

- 5.2 The Accountable Officer oversees the External Speaker Approval Procedure, conducting an initial risk assessment, referral to the Approvals Panel as necessary and is responsible for recording and communicating speaker approval decisions. The Accountable Officer is the Principal and CEO. They can devolve responsibility to others when required.

6. RISK ANALYSIS

- 6.1 UCP reserves the right to monitor, regulate, impose conditions or restrictions upon any event on its premises and if necessary, close an event and request all persons to leave UCP premises.
- 6.2 UCP will not permit any form of event on its premises, online, or to be hosted by UCP on other premises, that is likely to:
- Result in a breach of criminal law or incite attendees to commit a criminal offence;
 - Result in a civil disorder or breach of peace;
 - Result in an increased risk to health and safety;
 - Result in a security risk;
 - Result in a detrimental effect on UCP's reputation.

7. EQUAL OPPORTUNITIES IMPACT ASSESSMENT

- 7.1 This policy has had a stage 1 impact Assessment.

8. DATA PROTECTION

- 8.1 In the case of investigations into possible breaches of the criminal law, or where there are concerns about unlawful activity, UCP may be asked (or may wish) to disclose information to the police or other law enforcement agencies. The legal obligations on UCP to ensure freedom of speech within the law and eliminate discrimination form a basis for disclosure of information to third parties.

9. POLICY AND PROCEDURE

Academic Freedom

- 9.1 UCP aims to create graduates who think critically and independently. Academic staff have a key role by delivering teaching and initiating discussion informed by the latest thinking, challenging norms. This could include inviting speakers to enrich the curriculum by expressing a controversial or unpopular viewpoints which contributes to the fostering of collaboration and the respect of the democratic rights and freedoms of others.
- 9.2 To ensure that the right to academic freedom does not promote individuals or groups who incite hatred or violence against others, or undermines democratic rights and freedom, viewpoints must be backed up by evidence which is presented in a wider context. It must be subject to robust debate including presentation of contrary opinions.
- 9.3 UCP ethics procedures must be followed where sensitive material is used in researched.
- 9.4 Academic freedom must not undermine privacy or subject others to discrimination. It must not seek to express a view in such a way to bring UCP, a particular department or subject area into disrepute.

Freedom of Speech

- 9.5 UCP uphold the fundamental rights of freedom of speech and expression and academic freedom so far as that is reasonably practical within the law. All those defined in section 3 are

required to observe the principles of freedom of speech and expression while on UCP premises, on online forums or off site at UCP events, and shall show respect and tolerance towards the expression of views, opinions and beliefs of others, even though those views, opinions or beliefs may run contrary to their own personal views, opinions or beliefs.

- 9.6 UCP will ensure the use of its premises is not denied on grounds connected with the beliefs, views, policies or objectives of an individual or body of individuals, as long as such use is at all times within the law.
- 9.7 UCP also has a duty to ensure that the expression of beliefs, points of view and opinion do not lead to an offence or lead to incitement to riot or incitement to racial or religious hatred or other forms of discrimination as outlined with the Single Equality Act 2010. UCP supports an environment in which all staff and students are treated with respect in which a zero tolerance approach is taken to bullying, harassment or discrimination.
- 9.8 In upholding the right of freedom of speech and academic freedom guest speakers will be asked to take questions from those attending an event, so that the opinions and theories expressed can be tested and challenged openly and within the boundaries of the law. UCP reserves the right to remove any person attending an event whose behaviour becomes disruptive, abusive or otherwise unlawful and may, if appropriate report that person's behaviour to the police.

Procedure for Organising Events / Guest Speaker Invitations

- 9.9 Formal approval by the Accountable Officer must be obtained by the event organiser, in advance, for any event to be held on UCP's premises, whether or not an external speaker is involved, where it is expected, or reasonably foreseeable, that the event will raise controversial issues which may risk infringement of or non-compliance with this Policy. UCP must ensure that public order and safety is maintained and compliance with statutory duties is upheld.
- 9.10 To seek formal approval for an external speaker the Event Organiser must complete an External Speaker/Event Application Form Appendix 2. The completed form should be submitted to the Accountable Officer no fewer than 15 working days prior to the scheduled date of the event. Failure to submit the completed application on time or in full with sufficient information about the event may result in permission being withheld.
- 9.11 External speaker is the term used to describe any individual who is not a student or staff member of UCP or invited as part of a UCP organised conference or event on or off campus. The organiser of the event must be a member of staff, or a student of UCP who will be responsible for ensuring compliance with the obligations placed upon the policy. The organiser must ensure that the appropriate information is provided on the application form regarding the nature and topic of the meeting (see Appendix 2 of the policy).
- 9.12 The Organiser will also ensure that there is a named person allocated to attending the event to ensure that the event passes without incident. This person must be a member of staff or a current student and the Organiser should be confident that this individual understand how to deal with any issues that may arise during the event (e.g. if the event is attended by significantly more people than planned, or there is disruption caused by the audience etc.).
- 9.13 The event must not be advertised, promoted or publicised through any means unless approval is granted by the Accountable Officer or Panel. The event organiser will be informed of the decision within 5 working days of receipt of the completed application or after the date additional information or clarification is received.
- 9.14 When deciding to permit an event or approving a guest speaker the Accountable Officer carries out an initial risk assessment determining whether the proposed event or person

would be either low risk, medium or high risk. The initial risk assessment may include consultation with external parties, for example: the Police, the Regional Prevent Lead, and staff at other institutions.

- 9.15 The primary consideration is whether the event/invitation to a guest speaker can be safely managed and whether any additional measures should be put in place to enable the event to go ahead. Questions outlined on the External Speaker/Event Application Form Appendix 2 should be considered to mitigate any risk an event or activity brings. It is not reasonable grounds to refuse permission or facilities for an event if the views likely to be expressed could be controversial or contrary provided that the expression of such views are lawful and do not incite breaches of the peace or cause un-negotiated health and safety issues.
- 9.16 Events proposals involving an external speaker determined as low risk should be approved and the decision communicated by the Accountable Officer to the event organiser and the decision and information used to inform the decision, recorded on the Checklist for Accepting a Booking form (Appendix 3). The Accountable Officer convenes the External Speakers / Events Panel if a medium or high risk is determined.
- 9.17 The External Speakers Panel will consider what mitigation could be arranged in order to make it possible for the event to take place. The aim will be to allow events to go ahead in line with UCP's commitment to freedom of speech and within the law.

The Panel membership is;

- Accountable Officer
- UCP Academic Director or Deputy Director
- UCP Student Officer
- UCP HE Manager
- It may also be necessary to consult and/or inform other parties of the plans. These may include the Police, Security Service, and the Prevent Regional Lead.

- 9.18 There are three possible outcomes of an application after careful review and assessment of risk:
- 1- Approved with no conditions;
 - 2- Approved with conditions: These can include, but are not restricted to, added security provisions or room facilities (such as microphones, PA systems and projector screens). Event Organisers can choose to agree to these conditions for their event to proceed. Compliance with any imposed conditions will be monitored during events. If event organisers choose not to agree with any imposed conditions, the event request will be refused and the event will not be allowed to proceed. This decision may be subject to appeal.
 - 3- Request is refused: reasons for permission being withheld are provided to the Event Organiser. They have the right to appeal the decision within 5 working days.
- 9.19 Where permission has been granted for an Event or a guest speaker, the Organiser must inform UCP immediately if there is any change to the event or to any of the information contained in the Application Form. Such a change may trigger a re-assessment of the decision to grant permission and the Organiser may be required to submit another application form with appropriate amendments.
- 9.20 UCP reserves the right to cancel any approved events in the light of new information that leads the Centre reasonably to believe that holding the event might contravene the policy. The Organiser must immediately stop advertising, publicising and promoting the Event and (at its cost) must remove all advertisement and promotional materials from all channels, including taking down materials displayed on UCP Premises and off site.

Record Keeping:

- 9.21 The Accountable Officer records the details of all those external speakers that have been either approved or rejected under the procedure. All relevant documents are retained for six years.

Right to Object to an Event / Guest Speaker

- 9.22 Any person may raise an objection to UCP in respect of the holding of an event or the invitation of a guest speaker. The Accountable Officer may take such steps as considered necessary in response to the objection, which may result in the Event Organiser being required to postpone, relocate or cancel the event.

Investigation of Breaches to Policy:

- 9.23 Any breach of this Policy may result in disciplinary action in accordance with the applicable discipline policy and/or the withdrawal of permission for the Event. Where the acts of individuals involve alleged breaches of criminal law, UCP will assist the prosecuting authorities in implementing the process of law and internal disciplinary proceedings may be deferred or suspended pending the outcome of criminal proceedings.

Complaints

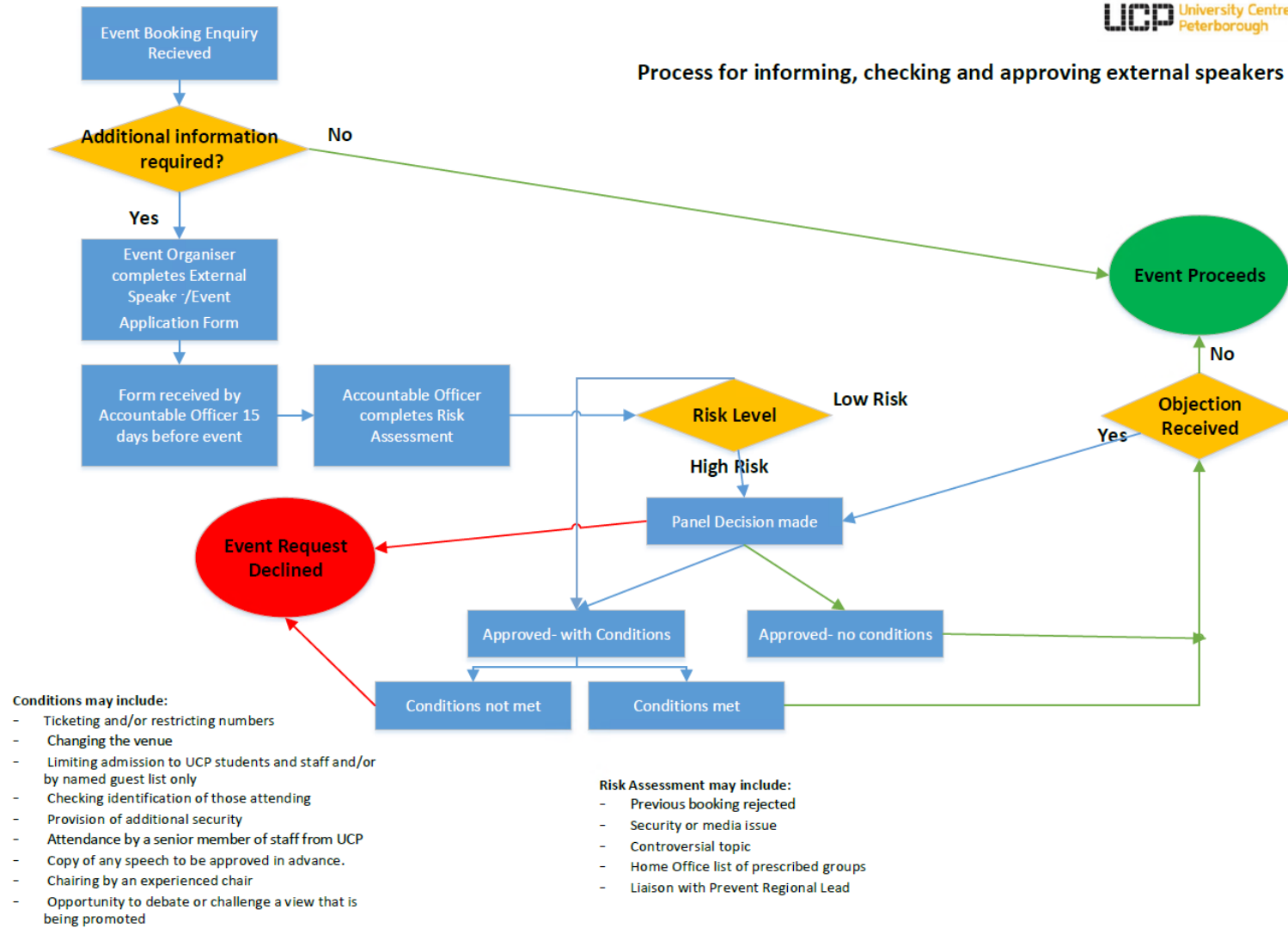
- 9.24 Complaints against decisions of the Accountable Officer or Panel, including an appeal against any restrictions or conditions imposed, may be submitted in accordance with the Higher Education Complaints Process available from the UCP website. If there is insufficient time to hear the complaint before the scheduled date for the Event, the Event may have to be postponed pending the outcome of the appeal. There is no right of complaint in situations where the organiser has breached this policy.

Review and amendment of this Policy

- 9.25 The Accountable Officer is responsible for ensuring that this policy remains fit for purpose by reviewing it at least annually. The HE Council have final responsibility for approval of any changes to the policy.

APPENDIX 1: Process for informing, checking and approving external speakers

Process for informing, checking and approving external speakers



External Speaker/Event Application Form

Please complete this form for all events covered in P902 Academic Freedom and Freedom of Speech Policy which can be found at www.ucp.ac.uk/policies/ Completed forms should be emailed to the Accountable Officer

Event Title:

Event Date: Start Time:

Event Organiser's contact details: *This must be a member of staff or a student*

Name:

Tel: Email:

Speaker Information: *If more than one speaker, please complete a separate form for each speaker.*

Speakers Name:

Other known names:

Speakers Organisation:

Speakers contact details: Address:

Tel: Email:

Website:

Title of talk:

Subject matter:

Language of talk:

Does the event have any controversial subjects? Yes ☐ No ☐

If yes, provide date and details, use an additional sheet if necessary:

Arrival date & time: Departure date & time:

Has the speaker spoken at UCP previously? Yes ☐ No ☐

If yes, provide date and details:

Has the speaker been refused to speak publicly at UCP or at any educational establishment before? Yes ☐ No ☐

If yes, provide date and details:

Have any previous speeches by this speaker generated media interest? Yes ☐ No ☐

Who is the event open to? Tick all that apply. Students ☐ Staff ☐ General public ☐ OR a restricted group ☐

Expected number of attendees:

How will the event be advertised? Email ☐ Social Media ☐ Leaflets ☐ Posters ☐ No Advertising ☐

If other, please provide details:

Are there any other details that should be noted?

(Security required & informed / Marketing informed / entry by ticket only / Catering provided)

ORGANISER TO READ AND SIGN:

I have read the Academic Freedom and Freedom of Speech Policy and can confirm that this event and its speakers will adhere to the principles of the code. I am aware that opening hours may affect approval and costs covering materials and catering may be charged.


SIGNED:

Date:

APPENDIX 3 Checklist for Accepting a Booking

Question	✓ / ✕	Risk Assessment required?	COMMENTS
Is this a returning group or client which has previously been cleared by this process?			
Did the previous event pass off free from any security and media issues?		If answer is no	
Is the speaker linked with a controversial or proscribed organisation? Examples of controversial groups may include: <ul style="list-style-type: none"> – A group whose views may be deemed as being discriminatory or inflammatory to others – A group which advocates violence 		<i>If answer is yes, the speaker is currently linked to a proscribed organisation, the event cannot go ahead.</i>	A list of proscribed organisations see https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2 (accessed 23/07/2018).
Are they likely to breach UK laws on Hate Speech?		<i>If answer is yes, the event cannot go ahead.</i>	https://www.equalityhumanrights.com/en/freedom-express/top-ten-things-you-need-know-about-freedom-expression-laws (accessed 23/07/2018).
Are they likely to raise concerns under the Prevent duty guidance in terms of encouraging violent extremism or terrorism, or drawing people into terrorism?		<i>If answer is yes, the event cannot go ahead.</i>	https://www.gov.uk/government/publications/prevent-duty-guidance
Does the speaker, or the organisation they represent have a controversial profile in the media?		If answer is yes	
Is the event likely to attract a heightened media interest?		If answer is yes	
Is the event likely to attract unusual interest or unusually large numbers?		If answer is yes	
Is the subject of their talk or the organisation they represent likely to mobilise significant opposition such that there might be a risk to safety of the public or members of the University community?		If answer is yes	
Could there be a public order issue?			
Are there cost implications & is the organisation/speaker aware of these?			

APPENDIX 4 Risk Assessment

	<u>RISK ASSESSMENT</u>	
	SECTION/DEPARTMENT/LOCATION: UCP Building	ASSESSMENT NO:

ACTIVITY:		DATE:	
ASSESSOR(S):		REVIEW DATE:	

No.	Activity	Associated Hazards	Persons at risk	Existing Controls	Probability (1-5)	Severity (1-5)	Risk Factor	Further Action Required
1	Drinks – provided by UCP	Alcohol Behaviour Underage drinking	Staff Students Visitors	<ul style="list-style-type: none"> All behaviour will be monitored. Noticeable bad behaviour will give the staff right to refuse serving of alcohol to the individual No alcohol served to anyone under the age of 18 without ID Non-alcoholic drinks will be available Free drinking water also available TEN Licence obtained. Security on site 				
2	Drink spillages	Slipping on wet tiled floor	Staff Students Visitors	<ul style="list-style-type: none"> Staff on hand to clean up and spillages immediately Wet floor signs placed around area Bins at various locations for disposal 				
3	Food serving and handling	Ill health Food poisoning Allergic reactions	Staff Students Visitors	<ul style="list-style-type: none"> Ensure foods are served at correct temperatures Cooked and raw food not mixed Highlighting utensils for use with raw food Keep vegetarian/vegan/gluten free/nut options separate from each other. Labels to say what each food is and what it contains. Cleaning surfaces with antibacterial spray First Aider on site during the event Bins at various locations for disposal of food 				

4	Portable Electrical Equipment	Electrical Shock Burns/Fire Tripping & Slipping	Staff Students Visitors	<ul style="list-style-type: none"> • All appliances PAT tested. • Switching off at the sockets before disconnecting equipment • Damaged or defective equipment is removed from use and reported until repaired • Estates team set up the equipment • Any cables are hidden/taped down/covered with mats and where possible away from walkways 				
5	Use of the stage	Slips, Trips or Falls	Staff Students Visitors	<ul style="list-style-type: none"> • Estates team set up the stage correctly • Advice given to guests when walking onto or off the stage • Edges of steps clearly identified • Minimal movement of people when on the stage 				Advice notice to be given to people before walking onto the stage
6	Fire	Smoke inhalation	Staff Students Visitors	<ul style="list-style-type: none"> • Test of fire alarm • Emergency exit routes & fire action signs clearly signed • Access & Egress routes kept clear at all times • Portable firefighting appliances accessible • UCP staff and security on site to aid in evacuation. All fire wardens • All attendees informed of the fire exits and assembly point at start of event 				
7	Violence and Protesting	Behaviour	Staff Students Visitors	<ul style="list-style-type: none"> • Speaker/company to be confirmed at time of room booking • Any safety concerns to be reported to UCP Staff 				
8	Overcrowding			<ul style="list-style-type: none"> • Capacity confirmed with event organiser • Maximum number of tickets/invites depend on capacity • Doorways and fire exits are not obstructed 				

Please ensure after completing this form the following guidelines are followed.

1. A copy of the risk assessment is sent to your line manager for checking and signing.
2. A signed copy of the risk assessment is sent to the Health and Safety Officer for filing and checking.

Print: Signature: Date:		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="6" style="background-color: #4a7ebb; color: white;">Risk Assessment Matrix</th> </tr> <tr> <th></th> <th colspan="5" style="background-color: #d9e1f2;">Hazard</th> </tr> <tr> <th style="background-color: #d9d9d9;">Exposure</th> <th style="background-color: #ffff00;">1</th> <th style="background-color: #ffcc00;">2</th> <th style="background-color: #ffcc00;">3</th> <th style="background-color: #ffcc00;">4</th> <th style="background-color: #ffcc00;">5</th> </tr> <tr> <td style="background-color: #d9d9d9;">1</td> <td style="background-color: #ffff00;">1</td> <td style="background-color: #ffcc00;">2</td> <td style="background-color: #ffcc00;">3</td> <td style="background-color: #ffcc00;">4</td> <td style="background-color: #ffcc00;">5</td> </tr> <tr> <td style="background-color: #d9d9d9;">2</td> <td style="background-color: #ffff00;">2</td> <td style="background-color: #ffcc00;">4</td> <td style="background-color: #ffcc00;">6</td> <td style="background-color: #00ff00;">8</td> <td style="background-color: #00ff00;">10</td> </tr> <tr> <td style="background-color: #d9d9d9;">3</td> <td style="background-color: #ffff00;">3</td> <td style="background-color: #ffcc00;">6</td> <td style="background-color: #00ff00;">9</td> <td style="background-color: #00ff00;">12</td> <td style="background-color: #00ff00;">15</td> </tr> <tr> <td style="background-color: #d9d9d9;">4</td> <td style="background-color: #ffcc00;">4</td> <td style="background-color: #00ff00;">8</td> <td style="background-color: #00ff00;">12</td> <td style="background-color: #00ff00;">16</td> <td style="background-color: #00ff00;">20</td> </tr> <tr> <td style="background-color: #d9d9d9;">5</td> <td style="background-color: #ffcc00;">5</td> <td style="background-color: #00ff00;">10</td> <td style="background-color: #00ff00;">15</td> <td style="background-color: #00ff00;">20</td> <td style="background-color: #00ff00;">25</td> </tr> </table>	Risk Assessment Matrix							Hazard					Exposure	1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
Risk Assessment Matrix																																																		
	Hazard																																																	
Exposure	1	2	3	4	5																																													
1	1	2	3	4	5																																													
2	2	4	6	8	10																																													
3	3	6	9	12	15																																													
4	4	8	12	16	20																																													
5	5	10	15	20	25																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM</th> </tr> <tr> <th style="background-color: #d9d9d9;">DEFINITION</th> <th style="background-color: #d9d9d9;">RATING</th> </tr> <tr> <td>Highly unlikely</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Unlikely</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Possible</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Some Exposure Likely</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Exposure Likely/Probable</td> <td style="text-align: center;">5</td> </tr> </table>	HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM		DEFINITION	RATING	Highly unlikely	1	Unlikely	2	Possible	3	Some Exposure Likely	4	Exposure Likely/Probable	5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">EXPOSURE RATING: SEVERITY OF HARM CAUSED</th> </tr> <tr> <th style="background-color: #d9d9d9;">DEFINITION</th> <th style="background-color: #d9d9d9;">RATING</th> </tr> <tr> <td>Minor Injury</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Over 3 day injury/ lost time</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Major injury / Fracture</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Permanent disability</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Major injury to more than one / Fatality</td> <td style="text-align: center;">5</td> </tr> </table>	EXPOSURE RATING: SEVERITY OF HARM CAUSED		DEFINITION	RATING	Minor Injury	1	Over 3 day injury/ lost time	2	Major injury / Fracture	3	Permanent disability	4	Major injury to more than one / Fatality	5																					
HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM																																																		
DEFINITION	RATING																																																	
Highly unlikely	1																																																	
Unlikely	2																																																	
Possible	3																																																	
Some Exposure Likely	4																																																	
Exposure Likely/Probable	5																																																	
EXPOSURE RATING: SEVERITY OF HARM CAUSED																																																		
DEFINITION	RATING																																																	
Minor Injury	1																																																	
Over 3 day injury/ lost time	2																																																	
Major injury / Fracture	3																																																	
Permanent disability	4																																																	
Major injury to more than one / Fatality	5																																																	

Event External Speaker Briefing & Code of Conduct

To be signed and returned to the Accountable Officer before the event takes place.

Welcome, and thank you for agreeing to speak to our students at a University Centre Peterborough event. This code of conduct exists to ensure that all speakers taking part in a UCP branded, hosted or run event or activity, on or off campus, act in accordance with the P902 UCP Academic Freedom and Freedom of Speech Policy. In allowing speakers to attend events at UCP we approve them based on the understanding that they act within the law and the regulations set by the University Centre. UCP expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.

UCP has an obligation to protect Freedom of speech whilst also ensuring that any visiting speaker does not break the law or breach the lawful rights of others. UCP has a duty to protect staff, students, members and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorism whilst they are at a UCP branded event.

UCP is committed to safeguarding freedom of speech and upholding academic freedom of enquiry in its teaching, research and associated activities. UCP endorses and adopts the principles of freedom of speech within the law under Section 43 of the Education Act (1986) and expression of open discussion in compliance with the policy.

External speaker is the term used to describe any individual who is not a student or staff member of UCP or invited as part of a UCP organised conference or event on or off campus. The organiser of the event must be a member of staff, or a student of UCP who will be responsible for ensuring compliance with the obligations placed upon the policy. The organiser must ensure that the appropriate information is provided on the application form regarding the nature and topic of the meeting (see Appendix 2 of the policy).

The Organiser will also ensure that there is a named person allocated to attending the event to ensure that the event passes without incident. This person must be a member of staff or a current student and the Organiser should be confident that this individual understand how to deal with any issues that may arise during the event (e.g. if the event is attended by significantly more people than planned, or there is disruption caused by the audience etc.).

Set out below are some examples of UCP's expectations. It should be noted that this list is not exhaustive and UCP reserves the right to refuse or halt an event at any time if the speaker's conduct or motives are called into question.

- Speakers must not incite or spread hatred, intolerance, violence or call for the breaking of the law.
- Speakers must be careful not to discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation.
- No speaker should encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions.
- Speakers must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- All speakers, as well as event attendees, must be respectful of the beliefs and opinions of others.
- Speakers must not defame any person or organisation

When visiting UCP speakers must also

- Comply with the P902 UCP Academic Freedom and Freedom of Speech Policy.
- Allow and encourage challenge and debate on opinions and ideas put forward.
- Abide by UCP's Health and Safety policy.
- Visitors are not permitted to raise or collect funds for any external organisation or cause without express permission of UCP.

UCP reserves the right to not permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of the P902 UCP Academic Freedom and Freedom of Speech Policy or of any legal obligation. UCP also reserves the right to impose conditions on how the event is run. These conditions may include:

- Insist that the event is chaired with the Chair being put forward by UCP.
- Agree that there is an alternative voice available e.g. making the event a chaired debate rather than a talk by one party.
- Make the event ticketed only or specifying that attendees must show valid ID.
- Open the event up to the general public.
- Request a copy of the guest list for review before the event takes place.
- Place a restriction on the numbers attending or restrict the event to staff and students only.
- The event is stewarded or subject to security (or extra security) on the door (at the expense of the group, club or society hosting the event).
- Impose conditions on how the event is advertised.
- A copy of any speech to be delivered by the speaker is submitted in advance to UCP

More information on the law and UCP's policies relevant to freedom of speech and freedom from harm can be found within the following⁴:

- [Education Reform Act 1988](#) - (section 43-1) Academic Freedom
- [Prevent Duty Guidance for England and Wales updated 18 September 2015](#)
- [Terrorism Act 2006](#)
- The [Counter-Terrorism and Security Act 2015](#) (Section 31)
- [The Education \(No. 2\) Act 1986 S43](#)
- [The Human Rights Act 1998](#)
- [Equality Act 2010](#) (s.10 relates to religion & belief as a protected characteristic)
- The [Protection from Harassment Act 1997](#)
- [Public Order Act 1986](#) – Violent, Threatening or Abusive Conduct and Speech

Please confirm receipt of this guidance and your agreement to comply with any conditions attached to your invitation to speak by either email confirmation or directly to the member of UCP staff who is the Event Organiser, or by returning a signed copy of this document to the UCP Reception, for attention of the Accountable Officer.

I,, confirm that I have read this guideline document and agree with the statements within, including my compliance with any conditions set on the event I am attending.

Signed: Date:

If you are attending on behalf of an organisation, please confirm the name of the organisation:

.....

⁴ Accessed 13th August 2018
P902 UCP Academic Freedom & Freedom of Speech Policy
Originator: Academic Officer
Issue: A 19/10/18 Page 16 of 16
Equality Impact Assessment: Section one
Approved: (Draft or Principal) Review date: 31/07/2019