

# The Prevent Duty: Process for Risk Assessing and Managing Events

Version v1 March 2026

**Procedure Author** – Head of Risk & Resilience

**Procedure Owner** – Vice Principal (Governance) and University Secretary

**Parent Policy Statement** – Corporate Governance Policy Statement

**Public Access or Staff Only Access** – Public

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**Changes and Reason for Changes** – New procedure replacing Prevent Duty Events & External Speakers Protocol



## THE PREVENT DUTY: PROCESS FOR RISK ASSESSING AND MANAGING EVENTS

The [Counter Terrorism and Security Act 2015](#) places a legal duty on the University ‘to have due regard to the need to prevent people from being drawn into terrorism.’ This is known as the Prevent Duty. Further information about the Prevent Duty is available on the [staff website](#)

One way that we meet this legal duty is by making sure we have a process in place to consider speakers that are invited on to campus or to join our online events or off-campus events that are affiliated with us and to determine what is required for any event to proceed. Examples of types of events that are covered by this process are conferences, training workshops, dinners and drinks receptions.

The flowchart at Appendix 1 sets out the process that will be followed depending on the type of event that is proposed. In some cases, our Events team must be notified but where the event is routine, then the organising member of staff will be responsible for following this process. In the case of student led events or invitations the responsibility will lie with the respective School.

At **stage 1** of the process the member of staff co-ordinating or organising the event should complete the Prevent Duty Risk Assessment (Appendix 2). The Events Additional Information Form (Appendix 3) can be used to record further information about the external party if required. If the answer to all of the questions on the Prevent Duty Risk Assessment is ‘**No**’ and there are no additional concerns in relation to the event or the external speaker, then the risk assessment can be approved by the school/department and the event can proceed.

Should any concerns remain following the completion and approval of the Risk Assessment and Additional Information Form the matter should be progressed to **stage 2** by e-mailing [prevent@uws.ac.uk](mailto:prevent@uws.ac.uk). A subgroup of the University’s Prevent Oversight Group will be convened to give further consideration to the risk assessment. When making this assessment the subgroup will use the questions for consideration set out in the Prevent Duty guidance.

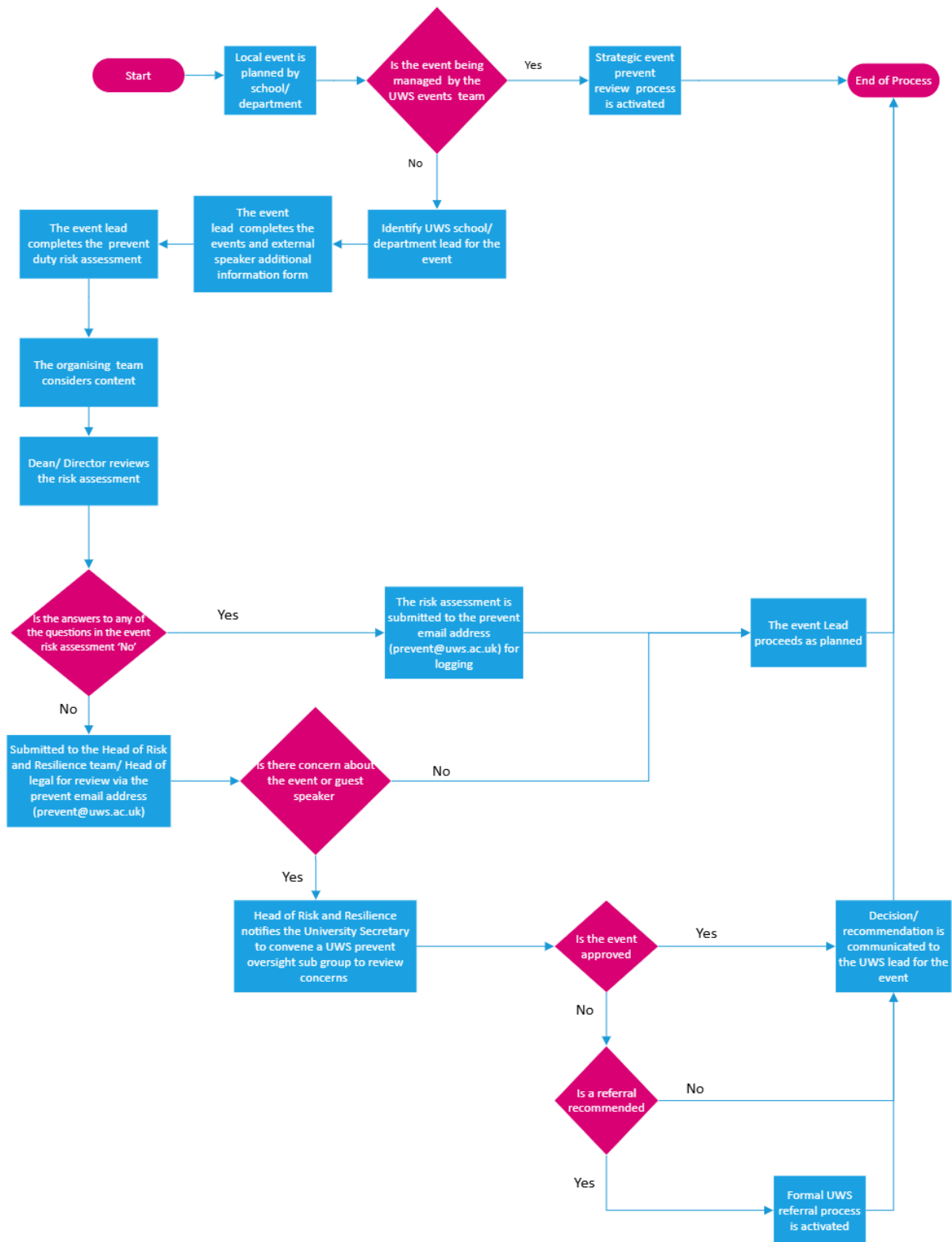
The subgroup will document and communicate its decision on whether the event or speaker:

- Proceeds as initially planned
- Does not proceed (this will only happen in exceptional circumstances)
- Proceeds subject to certain conditions, for example:
  - Placing restrictions on numbers
  - Enhancing security arrangements
  - Imposing conditions on how the event is to be advertised.

Any decision will be communicated to the organiser within two weeks, where possible.

If further guidance is needed, please contact [prevent@uws.ac.uk](mailto:prevent@uws.ac.uk)

APPENDIX 1



Notes: Routine matters such as delivering academic seminars or inviting a guest lecturer that require no support from outwith your own area, will be regarded as a normal part of University activity and the Events Team do not need notified of these. The School or Department will be responsible for following this process in those instances.

**The Prevent Duty - Events Risk Assessment**

This risk assessment is designed to guide School or department event organisers through the process of assessing an event for any Prevent concerns.

The risk assessment provides assurance that the School or department has considered risks in light of the obligations placed on the University to comply with the Prevent Duty, helps identify potential risks associated with events and explains how any perceived residual risks will be further reviewed.

The risk assessment should be completed by the organiser of the event and approved by the Dean/Director (or Head of Department where there is no Director) or their delegate.

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
<b>1</b>	Has the speaker previously been prohibited from speaking at this or any other institution or event?			
<b>2</b>	Is the speaker considered to be controversial with regards to their reputation, political views or religious views, etc. or have they previously attracted controversy on the proposed topic or other topics?			
<b>3</b>	Does the proposed speaker have links to or represent a proscribed terror group or organisation as designated by the UK Government <a href="#">here</a>			
<b>4</b>	Is the topic or theme of the event likely to convey, or reasonably be interpreted as conveying, extremist views, radicalisation and/or support for proscribed terrorist organisations?			
<b>5</b>	Is the proposed topic or speaker likely to attract attendance from individuals or groups (including representation from opposing parties) that have previously been known to express extremist views and/or support for proscribed terrorist organisations?			
<b>6</b>	Do you have any other concerns about the Event or External Speaker?			

**Risk Assessment completed by (signature):**

**Date:**

**Risk Assessment Approved by:**

**Date:**

*NB: The author and approver of the risk assessment **must** hold current certification of Prevent Duty Awareness Training*

**Outcomes and Next Steps**

If the answer to all of the questions is ‘**No**’ and there are no additional concerns in relation to the event or the external speaker, then the risk assessment can be approved by the school/department and the event can proceed. A copy of the completed risk assessment should be forwarded to [prevent@uws.ac.uk](mailto:prevent@uws.ac.uk) for logging.

If the answer to any of the questions in the above table is ‘**Yes**’ or ‘**Not Sure**’, the risk assessment should be sent to [prevent@uws.ac.uk](mailto:prevent@uws.ac.uk) for further review, together with the complete Prevent Duty: Events Additional Information Form (Appendix 3).

Further information relating to the Prevent Duty is available on the [Risk and Resilience staff website](#) or from the [Head of Risk and Resilience](#)

**Appendix 3**

**The Prevent Duty - Events Additional Information Form**

This form should be used to collect information for any University **events**. This includes any proposed or requests to hold funded, affiliated or branded **events**. This information can then be used alongside the Prevent Duty Events Risk Assessment.

University Lead Organiser's Details	
Name:	
Email address:	
Contact telephone number:	
Student or staff no:	
School/ Department	
Event Information	
Event organisation name:	
Title of Event:	
Description of the Event:	
Location/Venue:	
Planned date:	
Start time:	
Duration:	
Speaker(s) full name (s)	
Number of attendees:	
Target audience:	
How will the Event be advertised?	
What topic will the speaker be talking about?	
Is the event run by an external organisation, or one aligned to the university?	
Have you read and understood the Prevent: Risk Assessing and Managing Events Guidance?	
Is it likely there may be press or media interest	
Do you have any concerns about the speaker / event, if so, what are they?	
Other relevant information:	

Further information is outlined in the Prevent Duty: Process for Risk Assessing and Managing Events or from [prevent@uws.ac.uk](mailto:prevent@uws.ac.uk)