

## List of areas for consideration by the Potentially Sensitive Events Group

Within the context of the relevant legislation and University policy:

- Is it lawful to proceed with the event?
- Are there any concerns based on views expressed online or through social media?
- Has a satisfactory risk assessment taken place for the event?
- Management of the event:
  - Who will introduce/chair the event? Do they have sufficient independence and experience to ensure that dialogue remains respectful and fair, difficult content is signalled, and a range of views are heard? Are they able to withstand criticism inside and outside the event? [Guidance on Chairing a Potentially Sensitive Event](#) is available from the GAO.
  - Which senior member of the University (normally a member of UEB or their nominee) will be present at the event?
  - Have all contributors been made aware of the University's [Dignity at Work and Study Policy](#) and that any event must take place within the provisions of this policy? (this is standard University practice)
  - Is the venue accessible to all invitees i.e enabling them to participate?
  - Are there arguments for allowing/not allowing recording of the event (visual and/or audio; official and/or informal), or specifying particular conditions (e.g. venue; categories of attendees)? How will arrangements be communicated and enforced? If recording is to be allowed, has permission been sought from any invited speakers (internal and/or external)? How will other attendees/contributors be notified and their consent gained?
- Is there a likelihood of protest and/or disruption?

(Considerations: venue: location, capacity, notification; engagement with possible protestors in advance; designated protest areas; security arrangements for all parties; implications of any parallel meetings; restricted ticketing and door checks; reviewing information on attendees/ data protection; threshold for termination of the event; police involvement)
- Is there a need to reach out to:
  - Support staff and students (including societies/networks) who may feel unsettled by the Visiting Speaker's invitation, before, during and after the event?
  - Colleagues where the event could have implications for their academic activity so that relationship management can be pursued as necessary?

If so, how will the above be undertaken?
- External communications
  - Has advice been sought from External Relations on publicising the event? Is there a need for particular care in the use of language?
  - What steps have been taken to monitor/manage media fallout (including social media) before and after the event?
  - What steps have been taken to manage official University statements/responses, including in response to any internal/external complaints, before and after the event?
  - Has the VC's Office been informed?

The [Advance HE Freedom of speech and academic freedom: activities and events checklist](#) (May 2024) is a useful point of reference.