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Innovation & Skills

# **Jo Ferris**

## **Regional HE/FE Coordinator**

**Undertaking a Risk Assessment for  
your institution**

# The risk assessment should look at -



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- **Policies regarding the campus**
- **Safety & welfare of students and staff**
- **Physical management of the university estate (including)**
- **Events held by staff, students or visitors**
- **Relationships with external bodies and community groups or others which work in partnership with the institution**

# Risks Around External Speakers



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- **Guidance on external speakers and events needs to be agreed by Parliament before commencement of the duty in the HE/FE sectors.**
- **Management of external Speakers is a key issue. Need to demonstrate -**
  - Have the information to make informed decisions
  - Robust policies in places
  - Prevent Duty is balanced with academic freedom and universities duty to promote freedom of speech

# Who should be involved?



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- **Should be oversight across the institution**
  - May want to convene a group from across the organisation
  - Or use an existing body, committee or steering group
- **Working with Partners**
  - Many partnerships will be in place, such as local Prevent or Safeguarding Boards. Do need to involve –
  - Local Police
  - Local Authority
  - HE/FE Co-ordinator

# Consultation



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- **Build in the external risk picture**
- **Consult with staff and students**
  - better understand the organisational culture and the perception of extremism on campus
  - reflects a broad range views and experiences from across the institution
- **Possible consultation topics**
  - Experience of extremism or discrimination
  - Knowledge and understanding of Prevent
  - How to respond to radicalisation or extremism

# Gap Analysis



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- Should include an audit of existing policies and procedures and whether the policies are robust, up to date and fit for purpose.
- The Guidance explicitly refers to the following areas of business where policies and procedures would be expected:
  - pastoral care and welfare referral,
  - ICT,
  - estates and facilities management,
  - freedom of speech and research ethics.
- In line with charity law, you might also wish to consider your reputation and brand policies and procedures

# Example Risk Assessment



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## 7. Policies and Procedures

Question	CIF Reference	Evidence <i>examples only</i>	RAG
<b>Policies and Procedures</b>			
Are college policies consistent with college values especially with regard to Safe Learning Communities issues? This should include respect, wellbeing, care and concern for all members of the learning community.	2.4.1 2.3.3	Processes are in place and do regularly review college safeguarding policies and procedures. The processes monitor their impact on creating a safe learning community in the college.  This includes all policies and processes on safeguarding, resolution of problems and conflict, managing lettings, visiting speakers and a robust process to seek advice, guidance and prompt action from appropriate bodies or agencies.	
Do safeguarding policies and processes record and address any safeguarding problems efficiently and effectively, particularly any relating to hate crime / harassment?	2.3.1 3.2.1		
Are there procedures for the resolution of conflict?	3.2.2		
Are human resource policies and processes conducive to the creation and maintenance of Safe Learning Communities?	3.4.1		
Is there a lettings policy, and processes in place to ensure that staff managing lettings know where to seek advice?			

# Example Action Plan



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Legislative Requirement	Risk Identified	Challenge Questions	Current Bench marking	Gaps identified	Mitigating Actions required	By Whom	RAG Grading
<b>1.Partnership working</b>	See risk assessment.	<p>Does the University have regular contact with the HE PREVENT co-ordinator?</p> <p>Does the University have regular contact with the Police and regional Counter Terrorist Unit?</p> <p>Does the University have a single point of contact for liaison and contact with other agencies?</p> <p>Is there an agreed information sharing protocol?</p>	<p>Formally on a quarterly basis and informally on a weekly basis.</p> <p>Liaison is carried out with Regional Counter Terrorism Unit via the RAG process for external speakers and via the requirements of CTSA.</p> <p>The PREVENT single point of contact is the partnership officer within Security.</p> <p>Draft is with the police.</p>	Strategic lead to be identified by University.			<b>Amber</b>



# Support in NE, Yorkshire & Humberside



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# What does good practice look like?

## The Six Strands:

- Leadership and governance
- Training
- Engagement with external partners
- Policies and practices
- Curriculum – formal and informal
- Referral pathways

# For more information



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