

# Public Events Initial Security Risk Assessment Questionnaire

**This Security Risk Assessment Questionnaire is for use by anyone organising an event at LSE involving speakers, participants or audience members from outside the school. This includes members of staff, student societies and anyone else holding events at the school.**

The purpose of this risk assessment is to ensure that all event organisers in the school have thought carefully about vital issues of security, safety, staffing etc, and that any potential problems are considered in advance.

Please read it carefully and consider the answers to all questions before each event you are responsible for.

If your answers indicate that you do not need to contact anyone, then you do not need to send us your completed assessment form. However we strongly advise you to keep a copy for your own records, as it is your responsibility to demonstrate that you have considered all the points raised in the questionnaire prior to an event taking place.

If any problem does arise during the course of an event for which you are responsible, you will be required to show that the correct risk assessment protocol was followed, and that you contacted us with further details if required to do so.

**If you are required to contact us the relevant email addresses are:**




Conferences and Events Office: [conferences@lse.ac.uk](mailto:conferences@lse.ac.uk)

Press Office: [pressoffice@lse.ac.uk](mailto:pressoffice@lse.ac.uk)

LSE Security: [P.C.Thornbury@lse.ac.uk](mailto:P.C.Thornbury@lse.ac.uk)

<p><b>Venue Management</b></p> <p>1. Will this event be open to attendees on a first come first served basis?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>2. Will this event be open to the public?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>3. Have you arranged stewarding of this event?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/> →</p>	<p>If yes – do you anticipate that demand for this event could exceed room size?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>If yes - does the event take place outside normal School working hours (NB normal School working hours are Monday to Friday 08:30-18:30)?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>If yes - how many stewards will you be providing (please write in the space provided)</p> <div style="border: 1px solid black; height: 20px; width: 100px; margin: 5px 0;"></div> <p>If no – please contact LSE Conferences and Events and confirm stewarding requirements.</p>	<p>If yes - You must ticket or RSVP this event. Contact LSE Conferences and Events.</p> <p>If yes - you must contact LSE Security to co-ordinate building access.</p>
<p><b>Topic</b></p> <p>Is this topic likely to attract protest or serious disagreement</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Has there been disruption to events that address the same topic/subject in the past (either LSE or external)?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p>	<p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p> <p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p>	

<p><b>Speaker(s)</b></p> <p>Is this speaker likely to attract protest/serious disagreement?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Has there been disruption to events that have involved the same speaker(s) in the past (either LSE or external)?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Have you discussed the speaker's security with the speaker or a representative from his/her organisation?</p> <p>Yes <input type="checkbox"/> →</p>     <p>No <input type="checkbox"/> →</p>	<p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p> <p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p> <p>Are there any special security arrangements that this speaker requires?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Is there any identified security threat to this speaker?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Does the speaker come with his own protective security detail (close protection personnel or 'bodyguards', military or security attachés)?</p> <p>Yes <input type="checkbox"/> →</p> <p>No <input type="checkbox"/></p> <p>Contact and discuss the speaker's security with the speaker or a representative of the speaker's organisation</p>	<p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p>    <p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p>    <p>If yes – you must carry out a full security risk assessment of this event. Contact LSE Conferences and Events</p>
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<p><b>Health and Safety</b></p> <p>Are you conducting any activity that may require a health and safety risk assessment?</p> <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/></p>	<p>If yes – you must carry out a health and safety risk assessment of this event. Contact LSE Conferences and Events</p>	
<p><b>Media and Publicity</b></p> <p>Is this event likely to attract media attention?</p> <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/></p> <p>Have similar events in the past (either LSE or external) attracted media attention in the past?</p> <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/></p>	<p>If yes - you must ensure that media presence is planned for. Contact LSE Press Office</p> <p>If yes - you must ensure that media presence is planned for. Contact LSE Press Office</p>	