

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 an event for which you are responsible, you will be required to show that a correct risk assessment protocol was followed, and that you contacted the relevant people with further details if required to do so.

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

Room bookings: lse.roombookings@lse.ac.uk

Media Relations Office: media.relations@lse.ac.uk

Security: Richard Mulcahy, r.mulcahy@lse.ac.uk and Aleks Urosevic, a.urosevic@lse.ac.uk

Events Office: comms.events@lse.ac.uk

Health and Safety: health.and.safety@lse.ac.uk

1. Will this event be open to attendees on a first come first served basis?

No ☐

If yes – do you anticipate that demand for this event could exceed room size?

Yes ☐ 

No ☐

2. Will this event be open to the public?

Yes ☐ 

No ☐

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)?

Yes ☐ 

No ☐

3. Have you arranged stewarding of this event?

Yes ☐ 

No 

If yes, please ensure the correct number of stewards for each venue will be available, see more information [here](#).

If no, please read more about event organisers' responsibility in arranging stewards [here](#).

If yes - You should ticket or RSVP this event. Please see information on ticketing your event [here](#).

If yes - you must contact LSE Security to co-ordinate building access.

Is this topic likely to attract protest or serious disagreement

Yes ☐

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Has there been disruption to events that address the same topic/subject in the past (either LSE or external)?

Yes ☐

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Speaker(s)

Is this speaker likely to attract protest/serious disagreement?

Yes ☐ 

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Has there been disruption to events that have involved the same speaker(s) in the past (either LSE or external)?

Yes ☐ 

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Have you discussed the speaker's security with the speaker or a representative from his/her organisation?

Yes ☐ 

Are there any special security arrangements that this speaker requires?

Yes ☐ 

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Is there any identified security threat to this speaker?

Yes ☐ 

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

Does the speaker come with his own protective security detail (close protection personnel or 'bodyguards', military or security attachés)?




Yes ☐ 

No ☐

If yes – you must carry out a full security risk assessment of this event. Contact LSE Security.

No ☐ 

Contact and discuss the speaker's security with the speaker or a representative of the speaker's organisation.

<p>Health and Safety</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 Health and Safety and find out more here.</p>	
<p>Media and Publicity</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?</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 the LSE Media Relations Office.</p> <p>If yes - you must ensure that media presence is planned for. Contact the LSE Media Relations Office.</p>	