

PREVENT RISK ASSESSMENT & ACTION PLAN

AUGUST 2018 (v8)

No	Prevent Vulnerability/Risk Area	Actions already Taken/Actions to be taken	Owner	By When	RAG
1	LEADERSHIP				
	Do the following people have a good understanding of their own and institutional responsibilities in relation to the Prevent Duty;				
1a	Board of Governors	The Board of Governors continue to receive regular updates including approving the Annual Report in December every year and are involved in approving relevant policies such as the Freedom of Speech Policy.	■	Ongoing	Green
1b	Directorate	Directorate is given regular updates on Prevent and ■ is the Prevent Lead and approves all documents and RAs/Action Plans. An Annual Review and Briefing is undertaken every October/November prior to the December HEFCE Submission.	■	Ongoing	Green
1c	Safeguarding delegates	Training was rolled out as part of revised Safeguarding guidelines and regular WRAP training continues to be offered. See staff training section later.	■	Jan/Feb 2016	Green
1d	Staff	Training Plan is fully rolled out and refresher training plans are in place to start from Spring 2019. See staff training later.	■	Ongoing	Green

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1e	Students' Union (NUS position)	The SU continue to support the position of the University in relation to Prevent and work closely with us, using our Freedom of Speech processes where necessary.	■	Ongoing	Green
2	PARTNERSHIP (External/Internal Relationships)				
2a	Does EHU have a single point of contact in relation to Prevent	Yes, ■ is responsible for oversight of this document and updates to Directorate and EHU Lead - ■ has established a number of key internal contacts to implement the Duty and the action plan.	■	Ongoing	Green
2b	Does EHU engage with the DFE Regional Prevent Co-ordinator, Local Authority, Police, Prevent Leads and engage with local Prevent Boards/Steering Groups at Strategic and operational levels	Regular meetings have taken place with the Regional Prevent Co-ordinator and attendance at Home Office briefings by Prevent Lead. Regular contact with the Regional Co-ordinator to help with queries and implementation of the Duty.	■	Ongoing	Green
		Regional HEIs meet to discuss key Prevent issues and to meet with the Regional co-ordinator. Information is also shared at these meetings about particular speakers that may have approached the HEIs. We also discuss anonymised information about any referrals to help with our learning and best practice and other information that will enable us to better manage the duty.	■	Ongoing	Green
		Have also liaised with the Local Authority Prevent Lead to share our mutual action plans.	■	Ongoing	Green

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2c	How will EHU implement duty in relation to partnership arrangements	FE college partnerships identified, and relevant processes and procedures implemented. Decreasing risk as partnerships reducing.	■	Ongoing	Green
	How will EHU consult with students regarding plans for implementing the duty	Formal consultation took place on the policy changes – Freedom of Speech and the Safeguarding Policy and some small amendments were introduced as a result of the feedback in the Safeguarding Policy. The SU were provided with all the RA/Action Plans. The SU also meets regularly with ■ and sits on all the boards that review policies as a result of the duty.	■	Ongoing	Green
3	STAFF TRAINING				
3a	Do all staff have sufficient knowledge to: Understand the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism;	The Training Plan has been fully implemented with a mix of online 'intermediate' training and the advanced 'WRAP' training. A refresher training plan has also been put in place with the first WRAP refresher training being delivered by the regional Prevent co-ordinator in March and April of 2019. New processes implemented to check that the right category is being given to new staff and recruits and the online recruitment system now incorporates Prevent training as part of the initial decision making on posts.	■	Ongoing	Green (plan to be monitored)

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	Have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response – i.e. EHUs procedures	The Training Plan is continuously being monitored and reviewed.		Ongoing	As above
3b	Does awareness training extend to sub-contracted staff and volunteers	EHU does not outsource the majority of its services for example catering, cleaning and accommodation services are all in-house. In autumn 2018 a small café with outsourced staff was established and training mechanisms to deal with this are being put in place.			
4	STUDENT WELFARE, PASTORAL AND CHAPLAINCY SUPPORT				
4a	Are there adequate arrangements and resources in place to provide pastoral care and support	EHU provides a comprehensive wellbeing and counselling services Students are assessed promptly and counselling or support provided where appropriate or referrals made to specialist NHS services where required. EHU also provides pastoral care and chaplaincy support for all students reflecting the demographic of our student body. A review of the Chaplaincy support was undertaken in 2016 and as a result a new post of Chaplaincy Co-ordinator was introduced. This post better supports the roles of our volunteer chaplains and ensures all appropriate mechanisms are in place to regulate the activities. All staff including volunteers undergo appropriate training.		Ongoing	Green

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4b	Are there adequate monitoring arrangements to ensure that this support is effective and supports the institution's welfare and equality policies	There are comprehensive monitoring and evaluation processes in place for Counselling and the Health & Wellbeing team to ensure support is effective and that students at risk are actively managed and supported.	■		Green
4c	Do we have good governance and management procedures in place in respect of activities and space in our prayer facilities	The procedure for the usage of prayer facilities has been reviewed and updated to manage risks relating to extremism and radicalisation	■		Green
5	EXTERNAL/PARTNER EVENTS AND VENUE HIRE				
	Is there a robust venue hire/usage policy for non EHU events (i.e. corporate/partner/community groups)	<p>The Freedom of Speech policy has been revised and amended to incorporate venue hire/usage for non EHU events and include the risk assessment methodology to ensure there is clarity on the process.</p> <p>FM has initiated a new procedure to ensure all prospective events go through one single point (Conference & Events) thereby providing greater visibility of all prospective events and ensuring the revisions contained within Freedom of Speech are effectively publicised, communicated, implemented and monitored.</p>	■		Green

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5a	Does the policy contain a procedure for assessing and rating risks which provides evidence to suggest whether an event should proceed, be cancelled or whether action is needed.	Yes, this is part of the redrafted Freedom of Speech policy.	■		Green
5b	Is the Students' Union in agreement to adhere to the policy	The Freedom of Speech policy was reviewed by the SU and they have agreed to adhere to it. They also sit on the Board of Governors where the policy was recently formally adopted.	■		Green
6	EHU SPEAKERS & EVENTS				
6a	Is there an effective policy for managing speaker requests reflecting the Prevent Duty and EHU's Freedom of Speech policy	The Freedom of Speech policy was amended in 2016 to reflect the new duty. It has been approved by the Governors, the SU and the Academic Board.	■		Green
6b	Does the Freedom of Speech policy recognise and incorporate the risks associated with radicalisation and extremism	Yes	■		Green
6c	Is the need to protect vulnerable individuals covered within the policy	Yes	■		Green
6d	Are off site events which are supported, endorsed, funded or organised through the institution subject to the policy/framework	Yes, off campus events are subject to the same Freedom of Speech Policy as referenced above.	■		Green

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6e	Does the policy contain a procedure for assessing and rating risks which provides evidence to suggest whether an event should proceed, be cancelled or whether action is	The Freedom of Speech policy has been updated with a procedure to assess and rate risks.	■		Green
6f	Are the Students' Union in agreement to adhere to the policy	The Students' Union were involved in the drafting of the original Freedom of Speech Policy. The revised Freedom of Speech policy was agreed by the SU in Feb 2016.	■		Green
6g	Is it well communicated to staff/students and complied with	The revised Freedom of Speech policy has been communicated to staff and students.	■		Green
7	SAFEGUARDING				
7a	Is protection against the risk of radicalisation and extremism included within the Safeguarding Policy	The updated Safeguarding Policy was revised in 2016 and amendments made to ensure Prevent was incorporated and it will be reviewed again next year as part of its 3-year policy review cycle.	■		Green
7b	Do Safeguarding and welfare staff receive additional and ongoing training to enable effective understanding and handling of referrals relating to radicalisation and extremism	Safeguarding staff have been provided with WRAP training. Ongoing training has now been identified.	■	Ongoing	Green
7c	Does EHU utilise Channel as a support mechanism in cases of radicalisation and extremism	EHU will be utilising Channel as a support mechanism in cases of radicalisation and extremism.	■		Green

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7d	Does EHU have a policy regarding referral to Channel identifying a recognised pathway and threshold for referral	EHU has revised its Safeguarding Policy with a specific route by which referral will be made in discussion with the Channel Police Representative. Threshold for referral will be a decision made by the Safeguarding Lead or their delegated lead.	■		Green
7e	Are there information sharing protocols in place to facilitate information sharing with Prevent partners	Yes. The Safeguarding Policy has been updated to clarify decision making mechanisms for sharing information with external agencies regarding Channel referrals.	■		Green
8	SAFETY ONLINE				
8a	Does EHU have a policy relating to the use of IT and does it contain a specific reference and inclusion of the Prevent Duty	IT Policies (such as IT Usage) have been identified and updated to make appropriate references to the duty. These were formally approved by the Information Strategy Group in Oct 2015 and are reviewed by the Information Strategy Group on an annual basis.	■		Green
8b	Does EHU employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and materials? If not does EHU consider these appropriate	A risk assessment to review the risks across breaches of the IT Usage Policy has been drafted and risks identified. Monitoring/Filtering has been considered as part of this RA.	■		Green

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9	CAMPUS SECURITY				
9a	Are there effective arrangements in place to manage access to the campus by visitors and non-students/staff and do staff/students wear ID	<p>EHU operates an open campus which means that members of the public are able to access the campus and the majority of its public facing buildings. Staff/students are not required to wear ID at all times.</p> <p>However, any restricted areas i.e. access to Halls of Residences, Prayer Room Facilities, operational areas etc. are subject to suitable access controls including smartcard technologies while CCTV and ANPR technologies are utilised to enhance surveillance of the campus grounds.</p> <p>This surveillance is supplemented by the deployment of staff resources within the majority of its buildings and car parks as well as teams conducting regular, highly visible patrols (mobile and foot).</p> <p>Key frontline operational FM staff (Housekeeping, Campus Support, and Catering Services) receive training to recognise the risks associated with radicalisation and extremism to be alert to any issues whilst undertaking their roles.</p>	■		Green
9b	Are dangerous substances kept and stored on site and is there a policy to manage the storage, transport, handling and audit of such substances	Yes. There are local procedures in place for the safe handling, storage and transport of harmful materials and substances on campus.	■		Green

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		<p>These procedures and controls are reviewed and monitored on a regular basis by technical staff, assigned within each location, to log the volumes of those substances and ensure suitable risk assessments (including CoSHH) are undertaken.</p> <p>A review of these assessments and associated practices is undertaken as part of the University's formal departmental safety audit programme. A centralised record of the locations and volumes of those harmful substances is maintained by Campus Support to aid emergency response and is shared with the local Fire and Rescue Service.</p>			
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10	EHU POLICIES				
	Has EHU identified other policies which may be affected/require review under the duty	A number of policies were reviewed and amended in direct response to the duty. Other policies consider all of their legal requirements as part of their systematic review cycles.	■	Ongoing	Green
11	COMMUNICATIONS				
	Is the institution Prevent Lead and their role widely known across the institution?	The Prevent Lead ■ has presented across a range of meetings for staff including DMG (40 Heads of Dept./Deans/Directors), Governors, Directorate and separately with Deans/Directors/HR/IT/FM etc. The Prevent Lead and the Safeguarding Lead ■ share presentations to all staff groups for training in Prevent/Safeguarding.	■	Ongoing	Green

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12	RESEARCH				
12a	Does EHU's Ethics Committee fully understand the Prevent Duty	The Director of the Research Office has attended the WRAP training. The Prevent Lead [REDACTED] has also attended committees to explain the role and to discuss any processes or concerns.	[REDACTED]	Ongoing	Green
12b	Does EHU's Ethics Committee have a system to protect students carrying out legitimate security sensitive research to protect them (as per UUK Guidelines)	IT Usage Policies have been amended and the Ethics Committee have implemented additional information requests when research involves security sensitive research.	[REDACTED]	Ongoing	Green
13	INCIDENT MANAGEMENT				
13a	Does EHU have a critical incident management plan which is capable of dealing with terrorist related issues?	Yes- the University has an Emergency Management Plan (formally reviewed on an annual basis) which is underpinned by relevant standards operational procedures including dealing with potential terrorist threats.	[REDACTED]	Annual	Green
13b	Does the Corporate Comms dept. understand the nature of such an incident and the response that may be required?	The Prevent Lead [REDACTED] has met with Corporate Communications staff in and fully briefed them on the Duty. Corporate Communications continue to engage in the issue and highlight relevant press. We have so far received one FOI request for data in relation to the Duty.	[REDACTED]	Ongoing	Green

[REDACTED]