

College:	New College	1 July 2016	October 2023
Area of responsibility	Actions to be taken (from Risk Assessment) emp	Agreed actions	Responsibility and timing

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	All student bookings for student external speaker events to be approved by a Key Individual	Update policy on booking rooms by students, including to ensure specific implementation of College's policy to secure the primacy of the right to free expression within the College, and for external speakers consistent with the Education (No 2) Act 1986.	New College Stated General Meeting, 18 October 2023. Delegated to the Dean, and reviewed October 2023.
	Academics to be responsible for risk-assessing their own events	Update policy on booking of events by academics, including to ensure implementation of College's policy to secure the primacy of the right to free expression within the College, and for external speakers, consistent with the Education (No 2) Act 1986	New College Stated General Meeting, 18 October 2023.

College policy to cover external groups booking college facilities for conferences and summer schools.

Update policy on conference bookings

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Training	Key Individuals in College to receive appropriate training, including rights		