

Society Name: Investment **Date of Assessment:** 09/01/2019

Time: 6-7pm **Place/Venue:** William Morris Building, WM330 **Day:** Monday
Teach knowledge and discuss topics related to investing and personal finance in a lecture room

| What are the hazards/Risks? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | | When | Done |
|-----------------------------|---|--|---|----------------------|------------|------|
| | | | Do you need to do anything else to manage this risk? | By whom | | |
| Fire – evacuation | Attendees Committee In event of fire | Following the procedures that are advertised around the building | Remind attendees of procedures in event of fire | Committee | On day | |
| Overcrowding | Attendees Committee Too many people in room | Ensuring that the maximum capacity of the room isn't reached | Make sure that we change to a bigger room should our numbers increase to a certain level | Committee | Before day | |
| Medical emergencies | Attendees In event of accidents or illness | Attendees asked to bring necessary medicines Committee are made aware of medical emergency procedure at venue Vigilance is encouraged throughout the committee | Continue to encourage vigilance during the visit Follow William Morris building procedures | Committee, attendees | On day | |
| Access Issues | Attendees May not be able to attend due to no access | Ensuring that assistance is given to those who require it. Make attendees aware that there is a lift in the building | N/A | | | |
| Electrical equipment | Attendees | Those not operating the equipment are required not to | N/A | | | |