



Risk Assessment

Summary

Reference: RA103414/1

Sign-off Status: Authorised

Date Created:	18/11/2024	Confidential?	No
Assessment Title:	The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) event 20 Nov 2024		
Assessment Outline:	<p>The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 79th Annual General Meeting on the 20 November 2024, 14:00 – 18:00. This meeting will take place at the following UCL location:</p> <p>Design Suite, Bernard Katz Building, Department of Biochemical Engineering, University College London, Gower Street, London, WC1E 6BT, United Kingdom</p> <p>The event will allow delegates to attend in person and will also be live streamed via an online platform. The meeting is open to all AGM group members and external guests and aims to engage early career researchers in debate and discussions about all areas of analytical biosciences, providing the opportunity to network with other researchers in the field.</p> <p>As a part of our AGM, we will have two external speakers:</p> <p>15:00 Early Career Speaker - Nafiz Biswas, University of Warwick, "Overcoming the Challenges of Electrochemical pH Sensing" 15:45 Keynote Speaker - Tania Reid, University of Warwick, "Boron Doped Diamond Sensors for Bioanalytical Applications"</p> <p>This risk assessment documents risks for delegates attending this event. The assessment will be communicated to stakeholders via the RSC events website https://www.rsc.org/events/detail/79400/rsc-analytical-biosciences-group-annual-general-meeting-2024.</p> <p>External delegates who travel to UCL BE and internal delegates must follow the risk control measures as outlined in this assessment.</p>		
Area Responsible (for management of risks)	Location of Risks		
Division, School, Faculty, Institute:	Faculty of Engineering Sciences	Building:	Bernard Katz Building
Department:	Dept of Biochemical Engineering	Area:	Ground and Above
Group/Unit:	All Groups/Units	Sub Area:	Seminar Room/Meeting Room
Further Location Information:	Design Suite on level 4, Bernard Katz Building, Department of Biochemical Engineering, University College London, Gower Street, London, WC1E 6BT, United Kingdom		
Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:	Click SELECT to change <u>ONLY</u> if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment		
Assessment Start Date:	18/11/2024	Review or End Date:	21/11/2024
Relevant Attachments:	Description of attachments:		
	Location of non-electronic documents:		
	N/A		
Assessor(s):	FRANK, STEFANIE		
Approver(s):	STEFANIE FRANK		
Signed Off:	STEFANIE FRANK (18/11/2024 21:53)		

PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *

CATEGORY

Employees
Post-Graduates
Visitors

1. Event: Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) annual meeting**Description of Activity:**

The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 79th Annual General Meeting on the 20 November 2024, 14:00 – 18:00. The meeting will take place at the following UCL location:

Design Suite, Bernard Katz Building, Department of Biochemical Engineering, University College London, Gower Street, London, WC1E 6BT, United Kingdom

The event will be attended in person by 47 internal and external attendees and will be live streamed via an online platform to approximately 40 attendees. The meeting is open to all AGM group members and external guests and will have two external speakers.

Agenda:

14:00 - 15:00

Analytical Biosciences Group AGM meeting - For RSC ABG members only

15:00 - 18:00

Research Presentations & Networking (open to all)

15:00 Early Career Speaker - Nafiz Biswas, University of Warwick, "Overcoming the Challenges of Electrochemical pH Sensing"

15:45 Keynote Speaker - Tania Reid, University of Warwick, "Boron Doped Diamond Sensors for Bioanalytical Applications"

17:00 Networking over drinks and nibbles

After the annual general meeting and presentations, delegates will be networking over food and drinks that will be delivered to the room by UCL catering. The event will close at 18:00.

External delegates who travel to UCL BE and internal delegates must follow the risk control measures as outlined in this assessment.



Risk Assessment

Hazard 1. Security, Accidents and Fire

Security
Slips, trips, falls and first aid
Fire evacuation arrangements
Rubbish disposal

Existing Control Measures

Staff and 2 supporting doctoral students will let visitors into the Bernard Katz Building and accompany them to the Design Suite on level 4. They will answer queries and help ensure the successful running of the event. They will support the smooth running of the live streaming too.

Adequate planning for emergencies will include pointing out the evacuation routes at the start of the session and have suitable first aider and fire marshal coverage.

Good housekeeping will be maintained throughout all the event stages.

Catering will be provided by UCL service who will deliver food and beverages and pick up again.

Risk Level

With Existing Controls:

Risk
Level

A -
Very
Low /
Trivial