



Risk Assessment

Summary

Reference: RA054892/1

Sign-off Status: Authorised

Date Created:	04/11/2021	Confidential?	No
Assessment Title: The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) event 10th Nov 2021			
Assessment Outline: The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 76th Annual General Meeting on the 10th November 2021, 16:00 – 18:00. This 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 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. As a part of our AGM, we will have two external keynote speakers: 1. ECR speaker: Caytlin Boylan, Maynooth University, Ireland Developing Electrochemical Biosensors for Acetylcholine Determination in-vivo 2. Plenary speaker: Professor Mark Dickman, University of Sheffield, United Kingdom Analytical methods for the analysis of mRNA therapeutics. This risk assessment documents risks for delegates attending this event with regards to transmission of coronavirus SARS-CoV-2. The risk assessment documents the principles adopted by the UCL Events Policy – Autumn 2021 which have been adapted for this event. The assessment will be communicated to stakeholders via the RSC events website https://www.rsc.org/events/detail/47619/rsc-analytical-biosciences-group-annual-general-meeting . External delegates who travel to UCL BE and internal delegates must follow the risk control measures as outlined in this assessment.			
Area Responsible (for management of risks)		Location of Risks	
Division, School, Faculty, Institute:	Faculty of Engineering Science	On-Site	
Department:	Dept of Biochemical Engineering	Building:	Bernard Katz Building
Group/Unit:	All Groups/Units	Area:	Ground and Above
		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 ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment		
Assessment Start Date:	04/11/2021	Review or End Date:	04/11/2022
Relevant Attachments:			
Description of attachments:			
N/A			
Location of non-electronic documents:			
N/A			
Assessor(s):	FRANK, STEFANIE		
Approver(s):	STEFANIE FRANK		
Signed Off:	STEFANIE FRANK (04/11/2021 15:03)		

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

CATEGORY
Employees
Post-Graduates
Members of the Public
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 76th Annual General Meeting on the 10th November 2021, 16:00 – 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 by 10 people and will be live streamed via an online platform. The meeting is open to all AGM group members and external guests and will have two external keynote speakers:

1. ECR speaker: Caytlin Boylan, Maynooth University, Ireland
Developing Electrochemical Biosensors for Acetylcholine Determination in-vivo
2. Plenary speaker: Professor Mark Dickman, University of Sheffield, United Kingdom
Analytical methods for the analysis of mRNA therapeutics

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.

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

Hazard 1. Infection transmission of coronavirus during the event

Delegates may contract COVID-19.

Existing Control Measures

The AGM event will be following the current Government guidance and the UCL policy on external event. Those are:

DISTANCING

The Design Suite has a capacity of around 35 people. With only 10 people expecting to attend in person the density in the room is reduced by 1/3 giving delegates enough room to keep a safe distance.

TRACKING

The event organiser will track event attendees, event pre-registration is required via the RSC registration platform (<https://www.rsc.org/events/detail/47619/rsc-analytical-biosciences-group-annual-general-meeting>) and delegates will be asked to 'sign in' at the reception of Bernard Katz. The list will be stored and made available if required.

TESTING

Delegates are advised to test within 48 hours of the event date and not to travel to the event in case of a positive test results or with symptoms of Covid-19.

FACE COVERING

It is expected that everyone on campus, including visitors, will wear a face covering in all indoor spaces. Standard exemptions will apply.

HYGIENE

Hands should be sanitised after entering the Bernard Katz building, before and after eating and drinking, after using communal facilities, after touching high contact surfaces such as door handles and when arriving home. Hand sanitiser is available at the venue.

Everyone must practice good respiratory hygiene. This means catching coughs and sneezes in tissues (catch it, bin it, kill it).

CLEANING

Contract cleaners undertake frequent cleaning and disinfection of objects and surfaces that are touched regularly, such as door handles and hand rails within the Bernard Katz Building.

CATERING

Event catering has been ordered from the university's contracted supplier (CH&CO) to generate revenue as the institution emerges from the pandemic crisis and the financial constraints resulting from it.



Risk Assessment

With Existing Controls:

Risk
Level

**C -
Medium /
Moderate**