Risk Assessment

Summary

Reference: **RA085749/1** **Sign-off Status:** **Authorised**

Date Created:	21/11/2023	**Confidential?**	No

Assessment Title:	The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) event 22nd Nov 2023
Assessment Outline:	The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 78th Annual General Meeting on the 22nd November 2023, 14:00 – 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: ECR speaker: Ruby Brown, University of Nottingham, UK 'Gold Nanoparticle-Silica Core-shell Encapsulated Nanodiamond Quantum Sensors' Plenary speaker: Dr Kish Adoni, University College London, UK 'Using crosslinking-MS to improve prediction of flexible protein structures from experimental monolinks and crosslinks using integrated protein structure prediction tools' 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/76872/rsc-analytical-biosciences-group-annual-general-meeting-2023. 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)

Division, School, Faculty, Institute:	Faculty of Engineering Sciences
Department:	Dept of Biochemical Engineering
Group/Unit:	All Groups/Units

Location of Risks On-Site

Building:	Bernard Katz Building
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:	22/11/2023	**Review or End Date:**	23/11/2023

Relevant Attachments:

Description of attachments:

Location of non-electronic documents:

N/A

Assessor(s):	FRANK, STEFANIE
Approver(s):	STEFANIE FRANK
Signed Off:	STEFANIE FRANK (21/11/2023 21:07)

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

CATEGORY
Employees
Post-Graduates
Visitors

Risk Assessment

Reference: **RA085749/1** **Sign-off Status:** **Authorised**

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 78th Annual General Meeting on the 22nd November 2023, 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 22 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:

Speakers:
ECR speaker: Ruby Brown, University of Nottingham, UK
'Gold Nanoparticle-Silica Core-shell Encapsulated Nanodiamond Quantum Sensors'

Plenary speaker: Dr Kish Adoni, University College London, UK
'Using crosslinking-MS to improve prediction of flexible protein structures from experimental monolinks and crosslinks using integrated protein structure prediction tools'

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.

Hazard 1. Security, Accidents and Fire

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

The AGM event will be following the current Government guidance with regards to Covid-19. The government advice is that there are no restrictions in the UK.

Existing Control Measures

Staff and 2 supporting doctoral students will let visitors into the Bernard Kats 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 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 Assessment

Risk Level

With Existing Controls:

Risk Level	**A - Very Low / Trivial**