



Reference: RA138178/1
Status: Authorised

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Summary

Date Created	25/09/2026	Confidential?	No
Start Date	19/11/2026	End Date	25/09/2027

Assessment Title:

The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) event 19 Nov 2026

Assessment Outline:

The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 81st Annual General Meeting on 19 November 2026, 14:00–17:30. This meeting will take place at the following UCL location:

University College London, Bernard Katz Building (Room: The Design Suite), Malet Place, 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 one internal and two external speakers:

Schedule

14:00 – 15:00 AGM (RSC ABG members only)
15:00 – 16:30 Research Presentations (open to all)
15:00 Lauren Wright — PhD researcher, Yorkshire Biosciences DTP, University of Sheffield
15:30 Brian van 't Veer — Application Specialist & PhD Candidate, DaVinci LS, Netherlands
16:00 Speaker TBC
16:30 – 17:30 Networking

This risk assessment documents risks for delegates attending this event. The assessment will be communicated to stakeholders via the RSC events website.

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 Sciences	On/Off Site:	On-Site
Department:	Dept of Biochemical Engineering	Building:	Bernard Katz Building
Group/Unit:	All Groups/Units	Area:	Ground and Above
		Sub Area:	ALL Sub Areas

Further Location Information:

University College London, 26 Gordon Square, Room B32, London, WC1H 0PP, 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.

GMM Class 2, GMM Class 3 or Hazard Group 3 Risk Assessment



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Filename	Category	File size	Date uploaded
Description of attachments			
Location-non-electronic-documents	N/A		
Assessor(s)		Approver(s)	
Frank, Stefanie		Stefanie Frank	
Authorised By		Date	
Stefanie Frank		25/09/2026 09:54	
Reason For Review Type		Reason For Review	
PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *			
CATEGORY			
Post-Graduates			
Visitors			
Employees			
Undergraduates			
Other			



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1. Event: Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) Annual General Meeting (AGM)

The Royal Society of Chemistry (RSC) Analytical Biosciences Group (ABG) will be holding the 81st Annual General Meeting on 19 November 2025, 14:00–17:30. The meeting will take place at the following UCL location:

University College London, Bernard Katz Building (Room: The Design Suite), Malet Place, London WC1E 6BT

The event will be attended in person by approximately 30 internal and external attendees and will be live streamed via an online platform to approximately 20 attendees. The meeting is open to all AGM group members and external guests and will have two external speakers.

Agenda

14:00 - 15:00 AGM (RSC ABG members only)

15:00 - 16:30 PM Research Presentations (open to all)

15:00 Lauren Wright - PhD researcher, Yorkshire Biosciences DTP, University of Sheffield

15:30 Brian van 't Veer - Application Specialist & PhD Candidate, DaVinci LS, Netherlands

16:00 Speaker TBC

16:30 - 17:30 Networking

UCL catering will deliver coffee, tea, water, and biscuits to the room. The event will close at 17:30.

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



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Rubbish disposal

Existing Control Measures

- UCL Staff/doctoral students will guide visitors to the room. They will answer queries and help ensure the successful running of the event. They will support the smooth running of the live streaming too.
- A list of attendees will be provided to UCL security and the Department of Biochemical Engineering to capture attendance in the case of an emergency.
- 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 beverages/biscuits and pick up again.

Risk Level

With Existing Controls

Risk Level: A - Very Low / Trivial

Actions

Actions associated with this Risk Assessment

*** No Actions have been recorded***



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Distribution List

Forname	Surname	Int/Ext	Email	Date Added	Read Receipt
Sally	Ash	External	sally.ash@ucl.ac.uk	25/09/2026	☐
Thushyanthy	Stanislaus	Internal	t.stanislaus@ucl.ac.uk	25/09/2026	☐
Brian	O'Sullivan	Internal	b.o'sullivan@ucl.ac.uk	25/09/2026	☐