

Date: Friday, 19/09/25

Time: 1.30pm

To: Committee Members

At: Held virtually using MS Teams

Subject: AWERB Operations Committee

Attendees:

Apologies:

Minutes:

Mentioned within text:

1. Matters arising from the previous minutes

From the June minutes it was confirmed that dates for the Tech Forum will be circulated when [REDACTED] returns from annual leave.

Also, from the June minutes the draft packing transport document was circulated and no feedback has been given. The document will now be approved for use.

From the August minutes there was a question about how the Training and Assessment webinar is promoted to users. It is mentioned in users' meetings and there are posters, and it is helpful if NACWOs (Named Animal Care and Welfare Officers) could promote it too.

Also, from the August minutes there was a query about whether NACWOs can complete the training DOPS (Direct Observation of Practical Skills) with users or if the assessors can do it in their group. This has not yet been discussed however, all UBS staff that do the Train the Trainer Course complete the DOPS.

2. Establishment Licence Holder Report/Update

There haven't been any updates from ASRU (Animals in Science Regulation Unit), but they are currently training an influx of new inspectors. The new inspectors do not currently understand that UBS attend the Project Support Team meetings with the researchers.

Some of the licences are being granted out of order. It is possible some of them are being used for training for the new inspectors. There is a HOLTIF (Home Office Liaison Training Forum) meeting in October so there could be more updates then.



A new email address has been launched for the NTCOs (Named Training and Competency Officers)

████████████████████ A poster advertising this will be sent around with the minutes.

The owner of ██████████ has been banned from driving so we have asked them some specific questions and are waiting to hear from them. Continue to work with them unless we hear otherwise. If you receive any emails regarding ██████████, please forward them to the Directors.

3. What is happening in your unit?

Nothing raised.

4. Overview of RCA's and learning cardsSC18's

Since the last online meeting there have been 14 potential non-compliance incidences that were reported via the RCA (Route Cause Analysis) route. Of those, one letter of reprimand was issued to the Establishment Licence Holder which covered three of the incidences and there is not yet an outcome for the others.

Learning cards were circulated prior to the meeting. There were no comments on the learning cards.

5. Overview of SC18's

The SC18 (Standard Condition 18) report was shared on screen. The highest numbers were for unknown/ found dead and unexpected adverse effects. In July there were 19 SC18's for 37 animals. There was a spike on the graph which shows animals that were retrospectively reported.

6. Biofacility Infrastructure

In the ████████ the decorating and light fittings are now completed, and the new marmoset kitchen is due to be completed next week. The ventilation work is still progressing. The reheat batteries will be back flushed next week. This will be disruptive, and the batteries are due to be replaced anyway.

In ████████████████████ both chillers are being replaced and the main water supply tank in the plant room is being replaced, and the fire detection alarm system is being replaced.

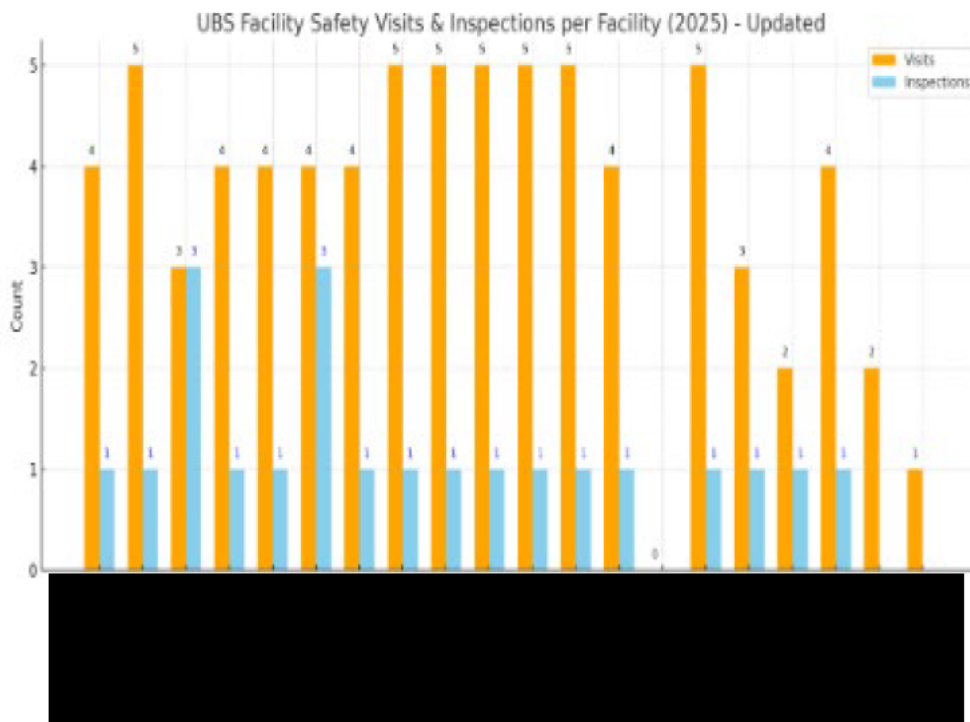
7. Health and Safety (RA's, COSHH)

Report from ████████████████████

Ongoing across UBS facilities, September 2025



- 1) Safety Inspections continue to work well across UBS with excellent engagement from the teams. Several facilities are also utilising I-Auditor/safety culture for their own health and safety management, with positive feedback on the system.



- 2) The UBS risk assessment register has now been finalised, and [redacted] would like to extend her thanks to all facility managers who have contributed to the information across sites. This page serves as our department's safety management homepage. Risk assessment templates and University documents are available in the Safety Library linked to the page.
- 3) Formal Health and Safety Inspections for 2024/25 have now been completed, and we are beginning the 2025/26 Safety inspections. Many thanks to everyone for your time supporting these. The reports, along with any actions and identified risk level/response time, are stored in the facility's individual folder on the UBS Health & Safety Teams channel.

As a gentle reminder, please log in to the [redacted]

Once reviewed, please upload the document with dates/ comments of the completed actions.

- 4) UBS Mental Health First Aid posters have been circulated across all sites. Please display in the facilities.
- 5) There is a new online training course for the use of MSC, lasting only 50 minutes. Can this be promoted across facilities?



- 6) IOSH training has been confirmed for 23rd- 25th March 2026, at [REDACTED]. We now have 12 candidates, which is excellent. Many thanks to everyone who has provided names to complete the training.
- 7) A Forms Template has been circulated to identify risk assessments that require review and updating. This will be the format used going forward to assign the primary author to new risk assessments across sites as needed. Thanks again to those who have volunteered so far.
- 8) The University Safety Audit will take place across UBS Sites during the first week of February 2026. We expect to receive a request for documents in November 2025. Currently, we are unaware of the schedule, or which facilities will be visited. [REDACTED] will circulate updates as soon as they become available.
- 9) We have received an update from [REDACTED] confirming that face fit testing is necessary to support the use of [REDACTED] works. The UBS RPE policy has been updated to reflect this. Fit test dates have been circulated for clean-shaven users. Non-clean-shaven users are now wearing powered RPE. Discussions with [REDACTED] are ongoing.

What's coming up?

- 1) Risk assessment for the use of Controlled drugs across UBS facilities-
- 2) Ongoing review of the Induction process to promote Health and Safety across UBS facilities – any ideas, please do pass on.
- 3) ACT – Action Counters Terrorism – Awareness e-learning – **counter terrorism awareness**

AssessNet- Brief overview: **20.06.2025-12.09.2025**

Number of incidents reported: **20**

- Physical incidents- 4
- Mouse bites- 8
- Sharps- 3
- Fire alarm activation – 1
- Near miss- 3
- First aid - 1

8. Training and Competencies

Thank you to everyone that has sent the mapping exercise across for the technician training pathway. Please could the remainder be with [REDACTED] by the beginning of next week. Let [REDACTED] know if you need help.

The New Training and Competency Supervisor will be starting on 13th October.

A user has said they have been waiting 6 months for Schedule 1 training. Please let the Training Centre know if there is anyone on the waiting list.

Thank you to everyone that completed the NACWO refresher course.

A NACWO has suggested that the MCMS monthly reports that are sent to the NACWOS is sorted through by the Training Centre and NTCOs as it is time consuming for the NACWOS. This is already sorted by [REDACTED] before it is sent to the NACWOS. It is more appropriate for the NACWOS to do this themselves.

A NACWO has asked if there could be a clear monitoring process and senior support, so emails and reminders are acted upon and not ignored. [REDACTED] will draft something to send to [REDACTED] and the Directors.

There was a conversation about historical records that have been moved with competent assessor status from Camtral to MCMS they aren't necessarily nominated assessors. It was suggested that an email is sent to say that everyone will be automatically removed from assessor status unless they contact us. A compliance email address was discussed to avoid emails being ignored and [REDACTED] will draft an email.

There was a discussion around surgery assessments and who should carry out pre and post op assessments. The NTCOs are to discuss this further and confirm. The positioning paper will be updated and recirculated.

There was a conversation around having a separate DOPS form for the type of anaesthesia being used. [REDACTED] to look into this further.

9. Any other business

Please get in touch with [REDACTED] if you are able to host work experience students next year.

There was a request for clarification of the use of external schedule 1 books. If animals are leaving the unit to be killed in the schedule 1 room they should be killed and then added to MCMS there.

[REDACTED] shared a graph summarising the current SOP (Standard Operating Procedure) situation. There are 325 approved and in use, 56 in progress, 55 being written, 25 due for review, 106 to be written.

Please reply to the email [REDACTED] sent asking for feedback on the current SOP system.

Wasps ate through the drywall in [REDACTED] and got into the containment corridor ceiling void. They have been treated but it will be a month before they're confirmed dead, and the wall can be removed. This will be reported on AssessNet.

A reminder that the 10th Anniversary party will be on 3rd October.

Date of next meeting: Friday 24th October