

Date: Friday, 24th October 2025

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]
[REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Matters arising from the previous minutes

No matters arising from the minutes from 19/09/25

2. Establishment Licence Holder Report/Update

[REDACTED] was hoping to bring an update from the PEL (Personal Establishment Licence) Holders meeting on Tuesday, but she was unable to get there so there is no update. The next Home Office Liaison, Training and Information Forum (HOLTIF) meeting was going to be next week, but it has now been pushed back by a week.

3. What is happening with animals, staff and researchers in your unit?

The chiller was replaced in the [REDACTED] and will be online next week on Friday. A second chiller will be going online at a later date.

[REDACTED] are taking on mole rats from the [REDACTED] so there will now be five colonies. The current naked mole rats at [REDACTED] are screened annually for mouse and rat agents as these are the other animals in the facilities. [REDACTED] have sent a full mouse screen for the naked mole rats from there.

[REDACTED] Will be attending the meeting to discuss swollen hocks.

[REDACTED] and [REDACTED] visited [REDACTED] which went well.

[REDACTED] are struggling to get assessments done and have asked for help from other assessors in the building but have not had much success. [REDACTED] will approach Level 2 for help.

4. Overview of SC18's

The Named Information Officer (NIO) report was circulated prior to the meeting. There were no questions or comments on the report.

5. Biofacility Infrastructure

The [REDACTED] water tank will cost £50,000. Estates have said no to this so [REDACTED] will speak to them about this on Monday. The entry/ exit Standard Operating Procedure (SOP) has been finalised but the risk assessments and Control of Substances Hazardous to Health (COSHH) form need to be finalised. Then this will be added as an item at the users meeting on Monday and it will then be brought to the heads of department, and a conversation will be had with them about what support they need to give their Principal Investigator (PI) groups.

There was a conversation around the opening of a rodent facility in the basement of the [REDACTED]. It is not suitable to hold rodents but there was a vote between the clinical schools about whether it should house mice now. A decision has not yet been made. The frog room in [REDACTED] is no longer needed so has not opened.

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

[REDACTED] and [REDACTED] are starting rounds of formal inspections. We will be audited in February by the Safety Auditing Team so there will be a call for documents. [REDACTED] have purchased some safety glasses to wear when injecting certain drugs as per the COSHH forms.

7. Training and Competencies

The technician training pathway is in place, and the Moodle page is live. Only new starters need to go through it. [REDACTED] is happy to add new users but knows some people in the [REDACTED] [REDACTED] have permission to add new users too.

Some people are requesting to take Module 6.3 and then do schedule 1 training weeks into starting rather than at the end of their 3-month probationary period. Please could everyone look at the timeline and make sure new starters aren't doing Module 6.3 until they have completed the 3-month tasks.

Please make sure trainers and assessors are aware that their competencies should be valid before they start training and assessing people.

The position of training and competency supervisor is staying vacant for a while. It had been offered to someone who we are no longer taking on. When it is readvertised the job description will likely change, and it will be at a lower grade. In the meantime, [REDACTED] is happy to go and help the units with assessments if needed.

The assessors' meetings will start again but with a different approach. They will now be in person and used as training opportunities. With everyone in the same place, we will be able to make sure everyone is receiving consistent information.

The next Train the Trainer course will be on 27th November.

The next Training and Assessment webinar will be on 4th December.

Action: NACWOS to look at the timeline.

NACWOS to make sure trainers and assessors are aware their competencies should be valid.

8. Any other business

██████████ has taken a screenshot of where the humane killing register can be found on MCMS which is to be distributed with these minutes. Please could Named Animal Care and Welfare Officers (NACWOs) check they have it and, if not, contact ██████████ who can give them the role they need.

There are people that come to us with non-regulated work with species that aren't on MCMS. There was a question if they can have their training on MCMS to keep their training record and they can, but the species would need to be added or a 'non-reg' section can be added. ██████████ will email ██████████ about this.

There was a question about whether people who have had records deactivated on MCMS can record a procedure on MCMS and ██████████ will check to see if this is possible.

██████████ discussed that the confirmation methods used after schedule 1 killing now needs to be reassessed when reviewing the primary method.

27th November at ██████████ Building, ██████████ and Uni of Camb are hosting an in vivo symposium and are looking for animal techs, named people or early years researchers who would like to share what they do. Please get in touch with ██████████ if interested. Only University of Cambridge people can join in.

Action: NACWOs to check if they have access to the humane killing register. Contact ██████████ if need the role to be added.

██████████ to email ██████████ about non-reg section on MCMS

██████████ to check whether deactivated users can still record a procedure.

Date of next meeting: Friday 21st November, Group 4