



To [REDACTED]
[REDACTED]
From [REDACTED] Named Information and Compliance Support Officer
Date Monday, 26 September 2016
Venue [REDACTED]
Subject CAMs meeting with [REDACTED]
Pages 2
Our Ref [REDACTED]

Policy-

Compliance Assurance Meetings (CAMs) are designed to ensure Governance outside of the Act, to protect individuals, ensure due process and systems are implemented within the division of University Biomedical Services. This process will ensure the University upholds the highest standards of animal welfare and good practice relating to animal care and use.

Event-

On Saturday 3rd September animals in [REDACTED] in the [REDACTED] failed to receive their daily check. The animals were checked on Friday 2nd September and then subsequently on Sunday 4th September. The room contains 189 mouse IVCs belonging to [REDACTED]. These IVCs contain GA breeding and associated stock cages only. The strains are used for developmental biology research and none are known to develop adverse phenotypes. When the animals were comprehensively checked on Sunday 4th September no adverse animal welfare impact was detected. The only additional checking due on the Saturday, and which was not undertaken, entailed plug checking three time mated females.

[REDACTED] Deputy Facility Manager has taken responsibility for not performing the checks as he was the lead technician (with another senior technician on her first weekend and a trainee technician on his second weekend). [REDACTED] notified [REDACTED] (Biofacility NACWO) by email on Sunday 4th September as soon as he was informed by the senior technician working on the Sunday. His e-mail demonstrates that he is very remorseful and embarrassed.

There is a daily log sheet in each room which the technicians complete when they have finished the husbandry and daily check duties. However despite this system being in place the daily check of the animals in [REDACTED] was completely overlooked.

[REDACTED] Home Office Inspector, may decide to investigate this incident further as a non-compliance of PEL standard conditions 4(5) and 4(7a) since both require the PELh to have systems in place to ensure animals are checked by a competent person at least daily.

A Compliance Assurance Meeting has been selected as the most appropriate means of action to ensure governance and compliance and, setting processes in place to impress there is no repetition of this event.



Meeting-

A Compliance Assurance Meeting (CAM) was held on Monday 26th November 0930hrs.

██████████ was very remorseful and accepted complete responsibility for the incident and apologised. He said he was overseeing the training of 2 new staff undertaking weekend duties but did not feel overworked or stressed. ██████████ explained that he had felt that rooms were checked in priority order (as per the likely workload in each room due to the phenotype/severity/study of animals housed) and that daily check sheets and weekend check sheets had all been completed in each room. He was convinced he had completed all rooms and mortified that one had been missed.

██████████ Establishment Licence Holder, felt the incident had been handled well by ██████████ since he had reported the incident as soon as practically possible and was assured that this was not a staffing issue. ██████████ Unit NACWO, informed the Compliance Assurance Meeting (CAM) that she had new staff on probation but the staff to cage ratio is appropriate as the facility was currently at 40% occupancy.

██████████ Named Veterinary Surgeon, asked if single responsibility for each room might raise individual commitment thereby avoiding possible complacency. ██████████ informed the group that there were occupational health risks and human wellbeing issues to single person working, and therefore 3 staff member are required to work together.

██████████ NTCO and Deputy Director, confirmed he was satisfied with the actions of ██████████ staff following the incident. He had been asked by ██████████, Home Office Inspector, to confirm that no animals had been left without food or water overnight.

██████████ confirmed this was not a behavioural, performance or hierarchical issue but an unfortunate incident. A proportionate mechanism should be put in place, specific to animal care staff and without issue of seniority to double check others, confirm work in each room has been completed and to reduce the likelihood of a similar incident happening in future.

Actions-

1. ██████████ and ██████████ will institute a “nominated person” final check system in the ██████████, in the form of an e.g. colour code door indicator, for all rooms to check prior to leaving the building at the end of the weekend shift. This action should take place as soon as possible, ██████████ will confirm to ██████████ once this action has been completed.
2. The use of this system should be reported to the AWERB Named Persons Committee, to ensure harmonisation of the Division.
3. An SOP for action 1. will be written and circulated by ██████████ to ██████████ Named Information and Compliance Support Officer, who will save it centrally in UBS and circulate to all NACWOs.
4. ██████████ will notify ██████████ Home Office Inspector that no animals were left without food or water at any time.
5. ██████████, Secretariat, will complete a final CAMs report. Advice and decisions will be cascaded to those involved in the incident, AWERB Standing, AWERB NPC, Facilities



Operational Management and User Committees and commit a final PDF record to UBS system and website (Cam only).

6. [REDACTED], Chair, will report to [REDACTED] to confirm actions resulting from the meeting.