



Date Friday, 16/12/2022

Time 1.30pm

To Committee Members

At Held virtually using MS Teams

Subject AWERB Operations Committee

Attendees:

[Redacted Attendees List]

Apologies:

[Redacted Apologies List]

Minutes: From the previous meeting were agreed

Mentioned within text:

[Redacted Names]

1. Minutes

Meeting held on 16th December 2022

Spelling of [Redacted] needs to be changed. Start date of the new Training and competency supervisor needs to be changed to 30th Jan

2. Matters arising

None

3. Establishment Licence Holder Report/Update

PEL Changes are being made by [Redacted] and will be completed before Christmas.

4. What is happening in your unit?

The [Redacted] cage wash is now functional but cannot be used as it has not been insurance inspected. The contract that the Estates division has taken with [Redacted] has been unsuccessful so far. If anyone has any concerns about this please contact [Redacted] and [Redacted] as soon as possible. [Redacted] will soon be sending an email to managers about staff planning. There will be a form attached which should be completed and returned to [Redacted]. This is intended to be a reflection on what staffing levels they feel would be appropriate for a good working environment, when taking into consideration husbandry and procedural work. [Redacted] asked the committee for feedback regarding the previously raised issue of counting pups. Please email responses. [Redacted] informed the committee that her team have still been counting the pups but not physically picking them up and some groups have very strong views on handling the pups too early. [Redacted] suggested the possibility of a risk assessment on the individual strains. There have been no 3Rs drop in's in December but there will be more arranged in the New Year. There are still staffing issues which [Redacted] is working on. There was a survey sent out recently by HR and they will possibly be publishing this in the New Year. [Redacted] asked for an update on the colony management meetings. [Redacted] confirmed that meetings would be starting again next week with [Redacted] and guidance from [Redacted]. The Surgery Tech group have had a meeting which went well. [Redacted] asked if reports from both of those meetings could be fed back to [Redacted]. [Redacted] informed the committee that the transnetyx integration has gone out and the researchers are using it. There have been no negative reports received.

5. Overview of RCA's and SC18's

█████ gave a short presentation on malocclusion. █████ is going to send an email to the committee to ask for feedback. █████ responded to comment from the Home Office about the University of Cambridge taking disciplinary action. He reminded everyone that the University would never take disciplinary action upon admittance of a mistake and would only ever support staff to further develop. █████ asked if everyone in the meeting and their wider teams could email █████ with a recommendation of one thing that they think could be done to try and reduce the Malocclusion issue further. █████ asked if there was any data from the previous five years to compare the current data to. There have been a total of 15 SC18 reports since the last meeting in November. There have been a couple of commonalities during this period. █████ submitted seven reports. These were all separate events. █████ two reports which were also separate events. █████ reminded everyone to include the UBS SC18 mailing list in all reports submitted so the correct people are receiving the information.

6. Non-regulated Procedures

█████ - There were no comments to report
█████ - There were no comments to report
█████ - Please clarify how many animals you are using for the duration of the period requested. Please complete the final question requesting information regarding surplus tissue being available for others to use circulated via the 3Rs e-mail list.

█████ - Please complete the final question requesting information if surplus animals and tissue is available for others to use circulated via the 3Rs e-mail list.

█████ - There were no comments to report

7. Biofacility Infrastructure

None

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

█████ asked if all biofacility managers can include health and safety checks when moving around the building. Recently a few things came up in audits that could have been captured earlier. Please can the guidance on what to do if an animal bites you be discussed in team meetings so staff are aware of the guidance available to them. █████ will be working on developing a working group that will focus on the guidance on laboratory animal allergies. A recent security training session has proven to be beneficial to those who attended. █████ asked if all first aiders received the email that had been circulated.

9. Training and Competencies

█████ discussed the email that was sent out by the Training Centre highlighting concerns recently raised at the user briefing. One free place has now been offered to each user group. There have not been any applications yet. Also asked if staff could contact the Training Centre directly if they are struggling with assessments. █████ will be increasing communications between the Training Centre and the users. █████, the new Training and Competency Supervisor, starts at the end of January 2023. █████ asked if NACWO's are still using paper study plans.

10. Any other business

█████ asked if the committee felt that the face to face AOC meetings were going well. █████n thinks they are going well but asked everyone to be mindful of the length of the meeting and they should not be going over an hour and a half. █████ has agreed to provide lunch hospitality.

█████ asked if the cleaning out base change SOP had been issued. █████ has previously spoken to █████ and he has said it had to go through AOC to be approved. █████ informed the committee that █████ has previously said that a list of the SOP's would be created and added to the K drive. Can it be confirmed whether this has been done or when it will be done?

Date of next meeting: Friday 20th January 2023