

Date: Friday, 20/09/24

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The minutes from the meeting on 19th July were agreed.

2. Matters Arising

There was an update on minute 4B from July which is that [REDACTED] will be returning from her maternity leave at the beginning of October for one day a week until the end of the calendar year. She will then be full time from January. There are 4 candidates for interview on 4th October for [REDACTED] position. The care of the fish by the technicians has been exceptional throughout this period and a thank you was extended to [REDACTED] for covering as NACWO.

3. Establishment Licence Holder Report/Update

[REDACTED] is writing up a report for everyone regarding the [REDACTED] audit and [REDACTED] extended a thank you to everyone involved. There were questions about caging, mortality rates and health of colonies. There was a mention of signage on rooms, but this has now been updated. There is nothing outstanding now and the response date is 27th of September.

4. What is happening in your unit?

It was mentioned that the smaller AOC meetings seem to be working, and issues are being raised in the smaller groups so it is understood that there may not be much to raise under agenda item 4 in these larger meetings.

a) What is happening with animals in your unit?

A query was raised about what export forms everyone is using. There is a single form that everyone should be using. A space for a signature will be added, as requested, and there will also be some details added on the form about who should complete the diligence questions.

There was a concern raised about animals arriving from [REDACTED] with a vaginal septum and a feeling that the suppliers should be challenged more. [REDACTED] to discuss with [REDACTED] after the meeting about having a meeting with [REDACTED].

There was a conversation around tissue sharing and whether it can be added to the non reg form. [REDACTED] explained the non-reg form is due a review and this feedback will be included.

Previous versions of the form required an annual review for ongoing work. This requirement has now been removed and reviews are on a case-by-case basis as the applicant provides the time frame of the request instead. Reminders are not sent about reviews.

The non-reg committee request a report every year for high numbers.

b) What is happening with staff in your unit?

Not discussed.

c) What is happening with researchers in your unit?

There was a conversation about security checks for visitors. Recently there have been occasions where DBS checks have been provided instead of the correct screening. [REDACTED] will speak to [REDACTED] to ensure the right box is ticked and make sure he is having them process the right screening. Anyone that has a card for independent access should have a security screening. If there are any exceptions [REDACTED] and [REDACTED] will make the decision.

5. Overview of RCA's and SC18's

The learning cards will be circulated with the minutes. Please email any queries to [REDACTED]
Fact finder is being updated to version 5. This will also be distributed with the minutes.

The number of SC18s and the number of animals has been much lower over the last four months. The main issues in August were with the cement head caps, found dead animals with unknown causes, six had adverse effects and two had tumours.

6. Biofacility Infrastructure

[REDACTED] autoclave is running and one steam generator is working.

■■■■ has been our strategic buildings person for 6 months. He is now on holiday for four weeks. Please let ■■■■ know if there are problems with estates. ■■■■ will take over from ■■■■ in November.

The 18-week refurbishment programme started in Innes two weeks ago and the first room has been completed and went smoothly. The ventilation works are ongoing. Responses have been much quicker recently from ■■■■ and ■■■■.

The animal waste from ■■■■ has not been collected for two weeks even though ■■■■ waste has been collected. ■■■■ has been contacted.

Please make sure when services have taken place that the service sheet is looked at as anything that needs to be done will be on there. This is important as it can be picked up on in inspections.

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

There's an ongoing review of all our risk assessments in all facilities. The DSE risk assessments have been completed across most departments.

Thank you to everybody that has returned comments regarding the CL2 Code of practice. The date and details of the working group that will discuss the CL2 Code of practice will be arranged shortly.

Face fit testing is almost complete. In addition, 17 clear clean space works Halo powered respirators which will be spread around the facilities, have been ordered.

Ten facility managers sat the IOSH managing safety course, and everybody passed the written test. Risk assessments should be submitted in the next couple of weeks.

The Assess Net reporting system for near misses, accidents and incidents is working well.

Manual handling training has been completed for the majority UBS facilities. ■■■■ is continuing to visit facilities every six weeks to engage with staff..

If you want ■■■■ to come along and do a talk with your team about anything related to health and safety please let her know.

I- Act training for managers is coming up.

There are dates on the website for mental health and well-being training for managers. It is recommended this is done now as it will soon be mandatory.

MCMS is now being used as a central repository for risk assessments. This is working well.

The RPE policy for UBS has been amended to bring it in line with current guidance.

We are conducting some bespoke manual handling training support.

Training for users in UBS facilities for the clean space Halos is going to be taking place shortly.

A safety management hub is going live in October for ■■■■.

There is some new DSE software which is going to be ready for departments to be using in the Michaelmas term.

There was a conversation around men with beards and facemasks. People with facial hair must use powered respirators or remove their beards. There are respirators available, and these could be added to MCMS to be booked. They will need cleaning after use. If they refuse to use the respirators then ■■■■ will write to their department.

There was a query about exemptions for the respirators. There would be a risk assessment on a case-by-case basis.

8. Training and Competencies

There was a query about a point made in the July minutes regarding exemptions for certain species from 6.3 theory training. It was clarified that because marmosets are so rarely put down, they wouldn't want to miss the opportunity while waiting for 6.3 training. So it was agreed it is not exemption, it just means there might be a discrepancy in the order of theory and practical training.

There was a query about who to send the CPD forms to. There will be a CPD meeting in October where the process is being looked at but in the meantime the forms should be sent to [REDACTED]. An email will be circulated when there is a clearer process.

It was mentioned that there are a lot of technicians at [REDACTED] who would prefer face to face training. There have been in person sessions that have been cancelled recently due to low numbers but the [REDACTED] are happy to arrange a bespoke session if there are a number of staff that are interested. [REDACTED] need to be made aware if there is interest.

It has been noticed on MCMS that people doing studies don't always have competency. [REDACTED] sent out some information about checking that the study plan requesters put all of the personal licences that are going to be involved in any part of the study onto the study plan because it will then show everyone's competencies. Please let [REDACTED] know if there are any missing.

A request has been put in that out-of-date competencies are highlighted on MCMS.

9. Any other business

[REDACTED] extended his thank you to everyone that was involved in the [REDACTED] audit.

[REDACTED] discussed the MCMS health concerns review that was circulated prior to the meeting. Comments on the report are welcome.

The Colony management notes that were distributed prior to the meeting were discussed.

There was a discussion around who receives the minutes from the meeting. It was agreed they would be sent to everybody.

Date of next meeting: 18th October 2024