

**Date:** Friday, 21/06/21

**Time:** 1.30pm

**To:** Committee Members

**At:** Held virtually using MS Teams

**Subject:** AWERB Operations Committee

**Attendees:** [REDACTED]

**Apologies:** [REDACTED]

**Minutes:** [REDACTED]

**Mentioned within text:** [REDACTED]

**1. Minutes**

The minutes from the meeting on 24<sup>th</sup> May were agreed.

**2. Matters Arising**

None.

**3. Establishment Licence Holder Report/Update**

The [REDACTED] have had two room changes.

[REDACTED] had some room changes which were completed after some comments.

The [REDACTED] NACWO change has been completed, [REDACTED] is a temporary NACWO replacing [REDACTED].

[REDACTED] noted a technical amendment to some pens that were not listed as being for long-term holding that has been completed.

The Concordat annual report is complete, and the survey was submitted this morning.

We have heard that there will be three inspectors attending for the facilities audit next week. They will be visiting [REDACTED] and interviewing the NTCO's.

**4. What is happening in your unit?**

The new management structure is in place at [REDACTED]. [REDACTED] is the interim Manager. [REDACTED] is the Deputy Manager, [REDACTED] is the Transition Manager. There was a query about whether [REDACTED] has done the training

that he was requested to do which was the large animals species specific and the NACWO Refresher Course. [REDACTED] will chase that up when [REDACTED] is back from leave.

**a) What is happening with animals in your unit?**

[REDACTED] are using the bacon gel from [REDACTED] and the mice love it, so it has helped a lot with weight loss across a lot of [REDACTED] animal studies.

Reporting health concerns was changed about six months ago and is now being reviewed. Comments and feedback are welcome.

**b) What is happening with staff in your unit?**

Temp to perms seem to be going well, we have our first bank staff for the first time in a while.

**c) What is happening with researchers in your unit?**

Nothing reported.

**5. Overview of RCA's and SC18's**

The NTCOs have developed a malocclusion workshop which will be available on Moodle in the next couple of weeks.

There should be some learning cards ready to come to the next meeting.

Since the last meeting there have been 20 SC18's. They were mostly found dead, and some were unexpected adverse effects. Six of them were flagged up as a potential issue and will go through the process to see if RCAs are needed.

**6. Biofacility Infrastructure**

[REDACTED] now have a working rack washer.

The cage wash in [REDACTED] has been condemned. This may need to be replaced eventually.

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

[REDACTED] thanked everyone for their support.

There have been meetings with the facility managers across UBS about how to streamline documents.

There is an ongoing review of the risk assessments across the facilities. Hopefully, by getting some working groups together it will be possible to avoid duplicating documents.

DSE risk assessments will continue to be used for admin areas.

A CL2 working group has now been established and a draft of a code of practice has been circulated. The hope is to streamline SOPs and DOPS that are associated with working in a CL2 environment. A new Portacount system is operational and face fit testing for all UBS staff is in progress.

The transgenic team at [REDACTED] are currently trialling the HALO – (powered air purifying respirator) Initial feedback was positive however, there were several user/ comfort suggestions passed on. These comfort suggestions have been incorporated into the phase two model- HALO works, and the trial will conclude in a months' time. Full details and report to follow in the next full AOC meeting

[REDACTED] and managers are collating numbers for manual handling training. They are looking to host larger groups in some of the meeting rooms across UBS to capture those facilities that require training. [REDACTED] continues to review UBS accidents, incidents, and any trends presented.

We are hosting IOSH Managing Safely course that is booked for all facility managers on 16<sup>th</sup>-18<sup>th</sup> September.

There are discussions with the Safety Office about creating a bespoke manual handling training to support UBS facilities.

█ is looking at incorporating the use of the HSE body mapping tool and ergonomics presentation to focus on how we can reduce muscular skeletal disorders across UBS. The key contact list for AssessNet has been updated. █ is happy to help with any queries. The suggested timeframe for reporting simple incidents (e.g. simple cuts, no biological hazard) is 1-2 weeks. For more complex incidents (e.g. involving machinery, a contractor) the suggested timeframe is 3-4 weeks. For serious incidents (e.g. person almost trapped in an autoclave; a serious injury involving an animal +/- biological hazard), there should be a regular update within the investigation section (every 2 weeks) and the investigation and root cause analysis should have been conducted and completed after 3 weeks. Paper documentation for the latter incidents will take some time to gather (especially if RA needs to be reviewed). If required these can be submitted after 6-8 weeks.

## 8. Training and Competencies

There is a new page on Moodle with a UBS and researcher assessors list. Once █ has been given permission, NACWOs and assessors will be given access to the page. Researchers have been letting █ know if they no longer use techniques which has been helpful as this has meant they could be removed from MCMS.

Train the Trainer on 6<sup>th</sup> August and Nominated Assessor on 15<sup>th</sup> August are both in person courses.

There is a UTG Trainers' Day on 26<sup>th</sup> September in Bristol which is based around 3Rs and CPD training.

█ will have the poster distributed.

There was a query regarding the DOPS not matching the competency levels and the wording on MCMS.

There is a drop-down menu to choose the option for further training needed and more practice needed.

█ and █ to discuss making MCMS clearer.

## 9. Any other business

Improvements are being made on how to record animals that are fostered on MCMS. The improvements will be released in August.

The upgrade that should have happened on Monday has been pushed back and will now be on 1<sup>st</sup> July, 4pm to 6pm.

The PST training is now ready to roll out.

The NVS and NIOs have already completed a session that went well. NACWOS to look out for sessions to be booked on, they will be contacted.

The Colony Management group has had two meetings. There was an external speaker that highlighted the fact that the pre-weaning death rate in rodents is probably a lot higher than we think it is.

The second speaker gave lots of tips about doing post-mortems in pups to try and find out if they were born alive or stillborn.

The third speaker was discussing vocalisation along with the theory that newborn pups make a certain frequency of noise and whether, long term, it might become a 3Rs way of assessing birth without going into the cage. The recordings are on Moodle. In the meeting yesterday there was a discussion about mouse passports and whether they'll be useful.

Please let █ know whether you will be attending the summer BBQ on 9<sup>th</sup> August.



Well wishes and thank you were extended to [REDACTED] who only has one meeting left before retirement.

**Date of next meeting: Friday 19<sup>th</sup> July, in person, Group 1**