

**Date:** Friday, 22/03/2024

**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**

This was not discussed.

**2. Matters Arising**

Update on BMS in [REDACTED] – all working and no problems.

Update on health screening – [REDACTED] is going well, down to monthly screening for Klebsiella.

Chylomastix is a step behind, but still coming on well.

Update [REDACTED] tube lock – has now been fixed

Request for photo of [REDACTED] for the UBS website – will be passed to website team when we get a photo.

Request for actual severity presentation from [REDACTED] – [REDACTED] has been sent the presentation.

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

Forced swim test has now been removed from use in the UK. We received a PETA Freedom of Information request this week around forced swim tests, and we were able to tell them we don't have any project licences with this on. There were also questions about non-compliance that will be responded to.

[REDACTED] and [REDACTED] have been removed as NACWOS from the Establishment Licence.

Welcome [REDACTED] in her new role as Licence Manager.

██████ is leaving her role as NACWO Manager on ██████ and will be starting her new role of Health and Safety Manager from 15<sup>th</sup> April. She will still be able to answer remaining ██████ questions after this.

Welcome to ██████. ██████ is leaving ██████ but joining ██████ as NACWO.

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

██████ has been visiting the units to learn more about the policies and procedures. ██████ are working on risk assessments and updating DOPS. There is currently some on-going work on the gas pipes at the moment.

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

██████ imports had improved but then it went awry on Monday as there were some animals that needed culling. A meeting with ██████ is due so it will be discussed with them then.

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

██████ have had some work experience over the last few weeks which has worked out well and some were offered jobs. There will be some more work experience over Easter.

██████ and ██████ are doing a careers fair at ██████ next Tuesday. ██████ will be leaving at the beginning of June and the proposal is ██████ will manage the facility.

UBS nearly had our first bank staff but they went elsewhere. In the next couple of weeks the managers will be receiving some draft documents from ██████ about a proposed training programme for junior staff. The aim is from 1<sup>st</sup> August, all new staff will be put on the training programme which sets them some milestones, some training outcomes and training deadlines as well as progression routes that once they have completed it, they automatically move to a grade three position. The training programme is expected to take around 18 months. This will hopefully help bring in new recruits. HR will be plotting current staff onto the training programme, so they have the same opportunity as the new technicians.

Staffing in ██████ is positive.

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

██████ discussed the Colony Management notes from October, December and February that were distributed. The December meeting was a collection of ideas focussed on future training or future competency. February focused on the return of procedures and severity classifying which is where the actual severity document and conversations came up again. Two posters were presented which went to the ██████ Congress last week. They were received well in the colony management meeting.

The ██████ meeting is growing, and the last meeting was very positive. There was a conversation around drug and jelly recipes and putting a recipe on the anaesthesia sheet.

The anaesthesia DOP was circulated around the surgery group. There was feedback that it is biased towards inhalation anaesthesia so it will be made more general.

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

SC18s are being looked at a bit more as they come through. [REDACTED] is picking up some of the RCA work. If something happens under SC18 in the facilities that you feel you need support with, please contact the [REDACTED].

[REDACTED] showed a chart tracking SC18s from January to the present day. This will be circulated after the meeting.

## 6. Biofacility Infrastructure

There was a conversation around [REDACTED] autoclave and the Reverse Osmosis water.

[REDACTED] from [REDACTED] is providing extra support.

The Marmosets chewed through the ceiling in [REDACTED]. It was filled and painted by the afternoon on the day it was reported.

Pressure valve in [REDACTED] not signed off by [REDACTED], [REDACTED] is aware.

There has been another flood in [REDACTED], [REDACTED] need to get parts. Water is currently dripping into buckets from light fittings.

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

A thank you was extended to [REDACTED] and [REDACTED] for answering questions at the [REDACTED] [REDACTED] visit on Monday. There are videos and courses about terrorism. [REDACTED] to look at them to see if they are useful for bio-facility managers to undertake.

[REDACTED] will be sending information out about an 'Are you managing safely?' course that the safety office have agreed to run. This will hopefully run in September.

A reminder, when you do your return to work with your members of staff when they've had periods of sickness absence please try and record as accurately as you can what their reasons for absence were. This is needed to track trends.

[REDACTED] is hoping to visit all of the facilities, [REDACTED], and the [REDACTED] over the next few months. The aim is to try and streamline processes across UBS.

## 8. Training and Competencies

There is now a fish-specific PIL refresher course. The Amphibia one will hopefully be coming up in the next couple of weeks.

There was a question not that long ago about somebody who had not completed module 6.3, even though they've been doing schedule one for a long time. We had said that if anyone had been doing the techniques and was competent before March 22, they needed to do the course, but there was no charge. Please remember that anyone who is doing or going to be or going to be doing schedule one needs to do the theory course first before they do any practical training.

There have been a lot of questions about assessment and training coming from researchers. The NTCO's will be producing a guidance document in the next few weeks covering everything.

In-person Train the Trainer and Nominated Assessor courses are coming up in April. There are particularly low numbers for Nominated Assessor.

█ is currently in the process of chasing up researchers that have done the Researcher Assessor course but haven't finished all of the requirements. Then there will be more assessors to take some of the load from the assessors in the units.

There was a question about who should be putting SOPs on MCMS for users and having them grouped together. █ to ask █ if a new SOP can be flagged.

There was a conversation around a grade 2 that wants to do ear biopsies but not be trained in Schedule 1. This would cause problems if there was an issue and the animal needed to be killed quickly. This will be addressed in the guidance document as a standard.

#### 9. Any other business

UBS will have a stand at █ on Saturday and Sunday. Please do visit even if you are unable to volunteer.

█ is going to Bristol on Tuesday for █. There will be a live webinar at 1pm which will be showing at █.

The RSPCA research website has an AWERB member survey, all NACWO's are AWERB members. Please take the survey. The RSPCA lead on all sorts of guidance documents.

After Easter the termly events will be starting. Please make sure you attend.

**Date of next meeting: Friday 19<sup>th</sup> April 2023, in person.**