

**Date:** Friday, 20/06/25

**Time:** 1.30pm

**To:** Committee Members

**At:** Held virtually using MS Teams

**Subject:** AWERB Operations Committee

**Attendees:**

**Apologies:**

**Minutes:**

**Mentioned within text:**

## 1. Matters arising from the previous minutes

From the April meeting there was a conversation around Direct Observation of Practical Skills (DOPS) for trainers like there is for assessors. This was discussed and it was agreed that this could be added to the Train the Trainers course for internal staff. An Assessor, experienced trainer or NACWO could do the assessing.

A tech forum will be held in the autumn term. Representatives from all the facilities, Grade 4 and below would be invited to meet [REDACTED] and [REDACTED]

Website traffic has increased and feedback on the website is welcome.

[REDACTED] distributed a document on packing transport boxes prior to the meeting and shared it in the meeting. Feedback is welcome.

[REDACTED] are producing lone working forms to make sure everyone is following the lone working policy.

There have been many staff changes in the Home Office which has had an impact on how licences are being processed.

The audit was a year ago so it is expected that there will be one coming up. It was mentioned at an AWERB-UK meeting that full system audits will be taking place more often once everyone is trained.

There is guidance on the website for anyone that doesn't know what to expect in a full system audit or please contact [REDACTED] for the information.

## 2. Establishment Licence Holder Report/Update

[REDACTED] the new chair of the Animals in Science Committee (ASC), spoke at the AWERB-UK meeting this week regarding the three areas they are reviewing now. They have

commissioned a review on the non-technical summaries and retrospective assessments, strengthening leading practice in the animals in science sector and the commission for advice from the Home Office on strengthening the functioning of AWERB's and Named Information Officers. Surveys have gone out and will be analysed. Following that there will be a report that will be shared with everyone.

Welcome to [REDACTED] our new Trainee Named Veterinary Surgeon (NVS).

There was a conversation around the service delivery from the Home Office. There have been delays and some queries are not responded to, but feedback is mainly positive.

### 3. Overview of RCA's and learning cards

Since the last online AWERB Operations Committee (AOC) meeting, 16 cases of potential non-compliance have been submitted for Root Cause Analysis (RCA) however, outcomes are not available for those yet. Tail traps is one of the commonalities and a new cage assembly DOPS has been put together for new technicians and as an action from an RCA to put the focus on assembling cages correctly. The Licence Managers are to distribute this to everyone.

There are a couple of learning cards that will be distributed with the minutes after this meeting.

### 4. Overview of SC18's

[REDACTED] shared her screen with the committee. The document shown was also distributed prior to the meeting. The numbers for May are about average. There is now a key at the bottom of the document.

### 5. Biofacility Infrastructure

[REDACTED] from Estates is keeping things running but if there are any frustrations with Estates, please let [REDACTED] and [REDACTED] know.

[REDACTED] and [REDACTED] are having issues with lighting. They are using old tubes that need to be replaced regularly which means there are often lights out. It was mentioned that a programme of work to replace the lighting with LED lights has not yet gone through.

[REDACTED] to speak to [REDACTED] about this to get it pushed through.

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

Thank you from [REDACTED] to everyone that came back regarding the gap analysis for health and safety across all the facilities. The top things that came up were research groups questioning why they must wear RPE. There has also been some push back on wearing PPE.

There is a lot of variation between risk assessment preparation in the labs which will be investigated further. There is a large variation in how face fit testing is managed across departments. There was a conversation around the pressures the managers are facing with ensuring policies are followed. If they are repeatedly not being adhered to then it should be escalated up.

The risk assessment review across UBS is going well. A few of them are on MCMS.

A recent meeting was held with the super users of the Clean Space Halo which is now in all our facilities. Some of the feedback was that there have been some challenges with the harness and the length of time it takes to remove and put back on so there is some additional training planned to address this. Safety inspections across UBS are going well and iAuditor is now being used in the facilities and feedback has been positive.

A document has been written for the management arrangements of working with ionising and non-ionising radiation. This will be circulated shortly, and it will be discussed in the Health and Safety Committee meeting in July.

An SOP has been written to support the management of IVC cages, substrate and other waste, following dosing with carcinogens, mutagens or reproductive toxins.

There is a risk assessment for the use of controlled drugs across UBS facilities, which the NVS's are helping with.

There is the possibility of some ACT (Action Counters Terrorism) e-learning training. This training was recommended by the CTSA (Counter Terrorism Security Advisor) advisor at their last visit.

## **7. Training and Competencies**

No comments.

## **8. Any other business**

There was a reminder to use the website and get researchers to use the website. The most up to date forms and guidance can be found there.

There was a query about whether anyone else is still using the schedule 1 books. Nobody is using them now.

██████████ is the new SOP Coordinator. She is currently working through lots of SOPs. If you have any outstanding SOPs, please send them to █████. █████ is happy to discuss anything SOP related with you.

Please RSVP to █████ for the BBQ by 11<sup>th</sup> July. The BBQ will be held on 1<sup>st</sup> August.

Please RSVP to █████ about the 10<sup>th</sup> Anniversary celebration on 3<sup>rd</sup> October by 15<sup>th</sup> August.

The computer system has been updated in █████ and this caused issues for commercial users that did not have a university log in. A Jackdaw log in can be used. █████ can advise of the process where needed.

████ shared the Colony Management Group notes. █████ did a presentation 'Where has my Mouse gone?' which is about reservations and tasks on MCMS.

A discussion between technicians took place at the MCMS meeting, which was then taken to the colony management meeting, regarding checking for vaginal septum symptoms. If it is found at the time of mating or setting up the breeding, it is too late so it was discussed whether it could be checked for earlier. The consensus at the MCMS meeting and Colony Management meeting was that a trial of checking at 5 weeks could be done.

**Date of next meeting:** 18<sup>th</sup> July 2025, █████, Group 1