

If Something Goes Wrong

What can you do?

The Personal Licence Holder (PILh) holds **primary responsibility for the welfare** of animals to which they have applied regulated procedures. If adverse effects occur and the severity classification/category for the protocol or authorised end points are exceeded then the PILh is required to notify the PPLh (Project Licence Holder) under PIL Standard Condition 13.

However if a PILh has any concerns about the welfare of any of their animals they should in the first instance contact the unit Named Animal Care and Welfare Officer (NACWO) and/or Named Veterinary Surgeon (NVS).

It is the responsibility of the PPLh to ensure **adherence to the severity classifications/categories** as specified in the project licence protocols and observance of any other controls described in the protocol adverse effects sections. If these constraints appear to have been, or are likely to be, breached, the PPLh should ensure that the Secretary of State is notified as soon as possible (PPL Standard Condition 18).

Staff concerns or objections and the University of Cambridge Whistleblowing procedure

In the event that any member of staff genuinely believes that ethical or animal welfare concerns relating to any research animal are not being properly observed or implemented, that staff member is encouraged to raise the concern in accordance with this procedure or the University of Cambridge Whistleblowing procedure.

In the first instance, the staff member should raise the issue with their Group leader, Line Manager or the appropriate unit NACWO or with one of the NVSs. If the staff member is not satisfied with the response, a formal submission, in writing, should be made to the Establishment Licence Holder (PELh) outlining the nature of the concern.

If the staff member believes that the issue is of such significance, or that the response from the PELh is inadequate, a submission in writing should be made to an independent member of the Animal Welfare and Ethical Review Body (AWERB) Standing Committee addressed to the Chairman marked "Private".

The PELh or the AWERB Chairman may refer the matter for consideration by the AWERB Committee and, if appropriate, call a closed meeting of the external members.

In the event that these lines of communication fail, or are perceived to have failed, or where the staff member is unable or unwilling to go to the appropriate unit NACWO or NVS, a whistle blowing procedure will allow the staff member to go direct to a senior UBS staff member, an independent AWERB member or the AWERB Standing Committee Chairman.

If any staff member or licensee has any problem raising their issue themselves or have concerns that procedures are not being implemented correctly they should telephone the confidential helpline: **07595 436486** and leave a message. The helpline is monitored by the University Named Information and Compliance Support Officer. Anonymity cannot be

assured where cases need to be referred to the Home Office or where illegal activities are suspected the incident needs to be reported to the police.

If any staff member or licensee feels the need to speak to someone outside the University they can contact the Home Office by phone on 0207 035 4469 or by writing to Home Office Animals in Science Regulation Unit, ASRU, Home Office, 14th Floor, Lunar House, 40 Wellesley Road, Croydon CR9 2BY.