

# MINUTES

## BioEscalator Operations Meeting

Wednesday, 8<sup>th</sup> March 2023, 12:00-13:00 MS Teams



### Attendees present:

BioEscalator: Claire Shingler, Khwaja Islam, Rachel Barrett, Fabiha Ahmed and Ying Hung (Minute Taker)

Alethiomics: Cathy Oliveira

Bioarchitech: Andri Vasou

Exogene: Amy Hall

Hutano Diagnostics: Prameen Kalilavunkal

InfiniTopes: Annemieke Kok

ISOGenix: Carlo Rinaldi

MediMab: Owen Baker

OSPT: Stephanie Lesage

OXcan: Harini Kumar

OxVax: Tim Davies

Theraport: Travis Prescod

### Apologies:

Alethiomics: Rafael Ioris

Bioarchitech: William Jackson

Caeruleus Genomics: Peter Crane

Evolvere: Adam Winniffrith, Weronika Slesak, Piotr Jedryszek

Hutano Diagnostics: Atherton Mutombwera, Abdou Tahiri-Alaoui

InfiniTopes: Senthil Chinnakannan, Lian Ni

MediMab: Chris Willberg

Orphonyx: Graham McClorey, Nenad Svrzikapa

OSPT: Connor Munroe

OXcan: Andreas Halner, Junetha Syed

OxVax: Nicole Bedke

Protein Forge: John Sinclair

Singula Bio: Lily Wang, Amro Ahmed

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BioEscalator, Innovation Building, University of Oxford, Old Road Campus, Roosevelt Drive, Oxford, OX3 7FZ  
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### 1. Minutes of the last meeting

- a. Confirmed. No amendments to be made.

### 2. Matters arising

- a. PAT testing
  - i. The test took place on 3<sup>rd</sup> Feb, Khwaja will send the cost of the PAT testing to tenants once he receives the invoice from the site manager who organised the testing.
- b. CO<sub>2</sub> alarm servicing by DCGE
  - i. Amy Hall confirmed the service was completed and the report sent to Khwaja.
  - ii. Khwaja reminded everyone that it is the tenants' responsibility to service the CO<sub>2</sub> alarms in their labs for health and safety, and please email Khwaja the report when the service is completed.
- c. Pipette service
  - i. Starlab clinic at the BioEscalator has been organised by Alethiomics on 8<sup>th</sup> & 9<sup>th</sup> August. Exogene intends to join. Please contact Starlab and Cathy if you wish to participate.
- d. Aqua tap
  - i. The dripping aqua tap on the first floor has been repaired. The whole system will be replaced, provisionally in April, date TBC. During the installation there will be no aqua tap available so kettles will be put in the kitchens.
- e. Lab gloves
  - i. Fabiha routinely tops up gloves in Services lab and freezer room.
  - ii. Amy enquired if the non-communal gloves are for shared use. Khwaja replied the gloves marked non-communal are for BioEscalator staff i.e., Khwaja & Fabiha. Claire noted BioEscalator does not provide gloves for tenants in all the communal labs, only Services lab and freezer room.

### 3. Building Information

- a. Toilets
  - i. Claire stated the Estates Services provide a monthly disposal for the sanitary bins. However, the contractor has reported that 90% of contents are food waste, e.g., apple cores, banana skins, sandwich packets; and pens and paper. There are stickers on the sanitary bins from today as a reminder. Khwaja noted there is an extra cost for Estates Services to provide additional waste disposal. If there is any confusion, please contact the BioEscalator team.
- b. Meeting room AV
  - i. Work has been carried out to rectify the issues with the new AV system. Connor is confident the issues are solved.

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- ii. The first drop-in training session will be on 9<sup>th</sup> March 9:30-10:30 in Meeting Room 1. Alternatively, tenants are welcome to contact Connor for an ad hoc session.
  - iii. Khwaja asked for feedback on the new AV system. Tim Davies said they had used it a few times. Cathy said they encountered Wi-Fi issues, and it took time to re-connect to the system. Khwaja replied they had the same problem yesterday. Claire welcomed all feedback. Connor and the installer will troubleshoot issues that arise.
- c. Kitchen housekeeping
- i. Claire reminded tenants to put used cups, crockery and cutlery in the dishwasher. There are two cleaning sessions arranged during weekdays, while the loading of the dishwasher is not included in the midday cleaning refresh session, it will be done after office hours.
  - ii. Amy enquired about first-floor kitchen cleaning. Khwaja encouraged tenants to handwash the cups after use or take them to the ground floor dishwasher.
  - iii. Amy also enquired about the supply of hand soap. Claire confirmed it is provided and reception will top up the items.
- d. Tenant updates
- i. Claire welcomed new joiners: ISOGenix who joined BioEscalator from 1 March in lab 20.19 and office 00.21A. Carlo Rinaldi introduced himself, he is one of the academic founders based at IDRM. The company is a gene therapy spin-out developing a platform technology to identify and target mRNA isoforms. They hope to be operational shortly.
- e. Easter holiday closure
- i. There will be no BioEscalator team at work and Distribution Centre is closed on bank holidays Friday 7<sup>th</sup> April and Monday 10<sup>th</sup> April. Tenants are required onsite if delivery is arranged on these days. Other days will be business as usual.
- f. Intranet live
- i. Claire thanked Rachel for setting-up the intranet with up-to-date policies and documents. The intranet is password protected with a hidden link, the login details are the same for all tenants and will be changed periodically.
  - ii. There are links to join the lab WhatsApp group and wellbeing group on Signal. New starters who would like to join the groups are encouraged to visit the intranet.
  - iii. The wellbeing group will keep going and Claire asked for feedback on the use of Signal app. Amy responded she only used Signal for this group and Stephanie Lesage replied on chat the group is useful; it is the app that is not keeping her engaged. Infitopes is in the process of setting up Mindfulness training and the team will use the group as a channel to share activities in the area.

#### 4. BioEscalator Labs

- a. Upcoming servicing
  - i. Khwaja reminded tenants that the SMS contractor will be on site today doing the routine water testing (handwash basin and the eye wash) part of legionella testing and will have access to labs.

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- ii. The ZOE fluorescence imager in Tissue Culture Lab will be sent to Germany for servicing. The supplier will provide a loan Imager to use while it is away.
- iii. Servicing of Bio-Rad QPCR (ILab-1) will take place on 9<sup>th</sup> March. Khwaja will inform tenants when the service is completed.
- iv. Khwaja mentioned there are errors on Autoclave no.2; repair will take place at the next service, scheduled for 14<sup>th</sup> March. Autoclave no. 1 and the bench top Prior clave in IL-1 are working properly. Amy asked tenants to share autoclaves runs on WhatsApp. Khwaja noted that Fabiha is not on WhatsApp but encouraged tenants to communicate via this channel as it is efficient and effective.

### b. Risk assessments

- i. Khwaja reminded all to read and sign the risk assessments before using shared lab equipment.

## 5. Health and Safety

### a. Fire drill

- i. The termly fire drill took place on 22<sup>nd</sup> February and Khwaja reported it went well.
- ii. Further to the discussions from the BSAC meeting regarding the fire alarm sounder and fire call point in the carpark, Khwaja confirmed that one can hear the fire alarm in the car park and there are fire call points near the exit in the carpark, which are linked to the Innovation Building. This means when FM test the fire alarm every Tuesday at 11am the fire alarm sounder goes off in the car park as well as the Innovation building.

### b. Training

- i. **Fire Warden training:** took place on 7<sup>th</sup> March and Khwaja highly recommended it to tenants as the course covered theory and practical use of fire blanket, CO<sub>2</sub>, foam, and water extinguishers and covered basic fire risk assessment requirements.
- ii. **First-aid training:** Khwaja has arranged first aid training on-site on 21<sup>st</sup> -23<sup>rd</sup> March 2023 provided by Oxford College of First Aid.
- iii. **Cryogenic and compressed gas training:** Khwaja has arranged cryogenic and compressed gas practical training on 17<sup>th</sup> May. It comprises online theory and on-site practical training - one session in the morning and one in the afternoon. The delegates are required to complete the online course and pass the test prior to the practical training on 17<sup>th</sup> May 2023. Graham Ross, Divisional Safety Officer will be on-site as an observer during the practical training. Harini Kumar enquired about the course and Khwaja replied that the delegates should have received the link for the online theory course and please email Khwaja if they have not received it. Khwaja stated the cost of the cryogenic and compressed gas training is covered by BioEscalator.
- iv. **EVAC & IBEX evacuation chair training:** Two sessions of the EVAC & IBEX emergency evacuation chair training have been completed by BioEscalator team and Jamie from OSPT. The next training will take place on 9<sup>th</sup> March 13:30-14.30, interested tenants please contact Khwaja and he recommended all fire marshals or non-marshals to join the training. EVAC & IBEX are for the evacuation of mobility impaired persons to go up or down stairs during an emergency.

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- v. **First Aid for Mental Health:** Khwaja will arrange a first aid for mental health training (for details please refer to BSAC meeting minutes 2<sup>nd</sup> March). He received 5 responses so far and a minimum of 8 attendants is required for the training. Interested tenants should contact Khwaja.
- c. Accidents/ near miss update
  - i. Khwaja reminded tenants to report accidents/near misses immediately to avoid injury and prevent reoccurrence. There were two near miss incidents: the broken glass in sink in ILab-1 and the walkway blocked in ILab-2.

### 6. Any other business

- a. Rachel provided an update on the upcoming events
  - i. BioEscalator Seminar Series - Optimising lab operations and improving lab sustainability on 9<sup>th</sup> March 12:00-13:30
    - Few places left, welcome to sign up
  - ii. OBN BioTuesday - The importance of getting your company story right from the start on 14<sup>th</sup> March 18:00-21:00.
    - The Hub and hotdesk will be closed from 3pm on the date of the event, please email Rachel if alternate arrangements for the use of hub and hotdesk are required.
    - Claire recommended the OBN events, all tenants are members of OBN so they are eligible to attend some OBN events for free. OBN brings in people from all over and it is a good networking opportunity.
    - Jonathan Kwok from Infinitopes is one of the speakers at the event. If there are any issues on signing up for the event, please drop Rachel an email.
  - iii. Supplier Show 21<sup>st</sup> March, details have been advertised
  - iv. Tenant social 30<sup>th</sup> March, details to follow
- b. Amy enquired about the Baking Rota. Rachel replied she was on leave last week and will catch up with this. It would be a Baking Rota for charity. Companies take turns to bring baking to BioEscalator and all donations will go to the nominated charity by the company.
- c. Annemieke flagged a service provided University Securities Services (OUSS) for lone workers. Khwaja will investigate and circulate further details.

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Action Point	Assigned to	Progress
Provide feedback on: <ul style="list-style-type: none"><li>- New AV system</li><li>- Wellbeing group</li></ul>	All companies	
Express interest to Khwaja on the following training courses: <ul style="list-style-type: none"><li>- Cryogenic and compressed gas</li><li>- EVAC &amp; IBEX evacuation chair</li><li>- First aid for mental health</li></ul>	All companies/ Khwaja	
Seek further information about the OUSS service for lone workers and circulate	Khwaja	
Advertise baking rota	Rachel	
Top up hand soap in first floor kitchen	Hannah and Ying	

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