

MINUTES

BioEscalator Operations Meeting

Wed 14th September 2022, 12:00-13:00, MS Teams



Attendees present: Claire Shingler (CS), Khwaja Islam (KI), Owen Baker, Connor Norton, Cathy Oliveira, Andri Vasou, Stephanie Lesage, Amy Hall, Amanda Woon, Tim Davies, Senthil Chinnakannan, Frankie Flintoft-Burt, Ana Garrote, Junetha Syed, John Sinclair, Abdessamad Tahiri-Alaoui, Atherton Mutombwera, Chris Willberg, Adam Winnifrith, Piotr Jedryszek, Louise Johnson, Lian Ni, Tahmid Choudhury, Anna Huhn, Anne Thomas, Travis Prescod, Weronika Slesak, Lili Wang, William Jackson, Hannah Menzel (minutes)

Apologies: Paul Brackstone, Rob Learney, Dina Anderson

1. **Minutes of the last meeting** – confirmed. No amendments

2. **Matters arising**

a. AP1 – This has now been completed KI

b. AP2 – The need for a second defibrillator was discussed. It was decided that the one located in the basement was sufficient enough for the Building.

3. **Building Information**

a. **Bank Holiday**

Monday 19th September is a Bank Holiday due to the Queen's state funeral. There will be no BioEscalator staff in the Building. The Distribution Centre will be closed also. An email will be sent to confirm this. There will be no dry Ice delivery on Monday – this will be delivered on Tuesday instead. Companies can make their own decision on whether to attend. Security Services will be on site. Those who choose to come in must sign in and out of the out of hours book.

b. **Kitchen housekeeping**

It has been noticed that the kitchen area has started to become very untidy, with items not being washed up or placed in the dishwasher, food spillages that have not been cleaned up. Please be reminded, that this is a shared space. It is also a place of work and a professional space where visitors go. Please be mindful. We have cleaning supplies available for you to use. We encourage recycling and have green topped bins and the rear drawer bin in the Hub kitchen for you to use. Please rinse recyclables before disposing. There is also a glass bin in the Hub kitchen.

c. **Companies Leaving**

PepGen left the BioEscalator at the end of July 2022.

Nucleome has moved to The Oxford Science Park but will retain a presence in BioEscalator until the end of September 2022.

We wish both companies the best of luck in the next stage of their development.

The next BioEscalator Operations Meeting is, 9th November 2022, 12:00-13:00

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4. BioEscalator Labs

a. BioEscalator Apprentice Laboratory Technicians

Welcome Fabiha Ahmed who is the BioEscalator's new Apprentice Laboratory Technician. Fabiha will be taking over the role from Owen Baker, who will be leaving us at the end of October 2022 after completing his apprenticeship.

b. Tissue culture lab housekeeping

There has been an issue with waste management, please clear waste in a timely manner and using the correct method. Remove bio bins and bags when full - all users are responsible for removing waste.

c. Shared equipment booking

It appears in some cases that equipment is not being booked and items are not being labelled. If there are any issues with booking equipment or anything else to do with the shared facilities, please do not hesitate to contact KI.

d. HTA

An email was sent by KI requesting up-to-date freezer and LN2 inventories (technical agreement contract – confirmation required by tenant storage material document) so we have an accurate record of what is stored in the freezer room. This is to be completed by tenants who use -80°C and LN2 storage. This will be part of the disaster recovery document with MTS Cryostores Ltd. This is also good practice for HSE. Please provide a document to KI as soon as you can and update regularly.

5. Health and Safety

a. Fire Drill Update

Fire drill was scheduled for 5 August, but did not take place as there was an unplanned fire evacuation before the scheduled date, which served as the termly fire drill. Tenants will be notified when the next fire drill is due. We have taken forward the request to be more flexible with fire drill dates.

b. Hub Door / Fire Escape

KI has investigated the fire exit door not opening fully. When the door was being opened it was getting stuck on stones. These have now been removed. However, the ground remains uneven and may prevent the door from opening fully.

6. Events

- a. 'Explore Your Wellbeing' seminar has been organised for 22nd September 2022 to help attendees identify their wellbeing goals and launch their wellbeing journey. Lunch will be provided. There are 10 places available for BioEscalator tenants. University staff can sign up via CoSy.

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- b. 'Funding your innovation: Update on Grants and R&D Tax' seminar to be delivered by TBAT on 11th October 2022
- c. BioEscalator Alumni Event, including 'Scaling Up' panel discussion will take place on the evening of 19th October 2022. More information to follow.

7. Any other business

Please can more notice be given when hosting events in the Hub Area and also when filming is taking place in that area.

Action Point	Assigned to	Progress
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