

## NDM UNITS - DSAC UPDATE CHECKLIST FOR COMPLETION

**UNIT: Tropical Medicine + Oncology**

**DSAC MEETING DATE: 20/10/2020**

**MEETING CHAIR & SIGN OFF: Prof Chris Conlon**

**CURRENT BCP 'STAGE' OPERATING LEVEL: 2**

	Y	N	COMMENTS
<b><i>Business Continuity Plans</i></b>			
Has the Unit BCP been discussed and any amendments required documented?	Y		<b>Unit BCP shared with DSAC. No changes required for groups based in NRB.</b>
Has the DSAC reviewed any amendments to individual research group BCPs?		N	
Have there been changes in the overall BCP stage rating since the last DSAC?		N	
<b><i>Unit Risk Assessment</i></b>			
Has the Unit / Building RTOSW Risk Assessment been discussed and any amendments required documented?	Y		<b>Minor changes circulated before meeting (v1.3) accepted. Laura Groves to update NRB risk assessment for a small number of Tropical Medicine staff to return on-site on a rota basis.</b>
Does DSAC have RTOSW plans from all of the research groups in the Unit that it has also reviewed?		N	<b>Only Oncology returning to NRB at present. Oncology has confirmed that everything works well, no concerns. Other groups are all continuing to work from home.</b>
<b><i>Unit Occupancy &amp; On-Site Activity</i></b>			
What is your current approximate daily level of occupancy?			<b>9 people from Oncology: Teaching of small groups (7-8) MSc students with one lecturer and one course co-ordinator / Teaching Fellow</b>

## NDM UNITS - DSAC UPDATE CHECKLIST FOR COMPLETION

Are you expecting significant occupancy and/or on- site activity changes before your next DSAC?		N	<b>There are approximately 6 people interested in going back to the office for various reasons (lack of space at home, bad internet connection)</b> <b>If the 1<sup>st</sup> floor is open, the ventilation could be a problem, mainly because the winter temperatures (with or without a window open).</b> <b>Amended risk assessment will be approved by the DSAC.</b>
<b>COMPLIANCE</b>			
Please confirm that access records being maintained and reviewed.	Y		<b>Only Oncology access has been granted</b>
Please confirm that cleaning schedules are being maintained, documented, and reviewed.	y		<b>Darren Blasé will provide the cleaning staff and products and will review the cleaning schedules.</b>
Are records of common space usage being kept (and destroyed after 21 days) in accordance with guidelines?		N	<b>Common spaces not in use</b>
<b>PLEASE NOTE ANY SIGNIFICANT MATTERS OF CONCERN DISCUSSED BY YOUR DSAC THAT ARE NOT COVERED ABOVE</b>			
<p>If more people are back to the office, a rota is needed with a good separation. They have to wear a mask. Lift should be avoid. The cleaning team should be aware of additional areas being occupied.</p> <p>Laura Groves will update the risk assessment for the next meeting.</p>			

**DATE OF NEXT SCHEDULED DSAC: 3<sup>rd</sup> November 2020**