

## NDM UNITS - DSAC UPDATE CHECKLIST FOR COMPLETION

**UNIT: Tropical Medicine + Oncology**

**DSAC MEETING DATE: 3/11/2020**

**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>No change</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>Everyone is happy with the amendment. To re-open 1<sup>st</sup> floor, small offices</b>
Does DSAC have RTOSW plans from all of the research groups in the Unit that it has also reviewed?		N	<b>At this stage, the groups are not returning. We will have a rota for individual to work on site as required.</b>
<b><i>Unit Occupancy &amp; On-Site Activity</i></b>			
What is your current approximate daily level of occupancy?			<b>Still 8 students + 2 staff from Oncology.</b>

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Are you expecting significant occupancy and/or on- site activity changes before your next DSAC?		N	
<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>Same as before: 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>			
No significant matters.			

**DATE OF NEXT SCHEDULED DSAC: 17/11/20**