

NDM UNITS - DSAC UPDATE CHECKLIST FOR COMPLETION

UNIT: Tropical Medicine + Oncology

DSAC MEETING DATE: 17/11/2020

MEETING CHAIR & SIGN OFF: Prof Chris Conlon

CURRENT BCP 'STAGE' OPERATING LEVEL: 2

	Y	N	COMMENTS
<i>Business Continuity Plans</i>			
Has the Unit BCP been discussed and any amendments required documented?		N	No change
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	
<i>Unit Risk Assessment</i>			
Has the Unit / Building RTOSW Risk Assessment been discussed and any amendments required documented?	Y		NRB to close whilst teaching is not taking place on-site. Laura to update RA. Laura will contact Charles Parkins to find out if there are single offices available in the Green Building for Tropical Medicine staff needing space on-site.
Does DSAC have RTOSW plans from all of the research groups in the Unit that it has also reviewed?		N	At this stage, the groups are not returning. We will have a rota for individual to work on site as required.
<i>Unit Occupancy & On-Site Activity</i>			
What is your current approximate daily level of occupancy?			Still 8 students + 2 staff from Oncology. Last day of Oncology teaching 17th November 2020.
Are you expecting significant occupancy and/or on- site activity changes before your next DSAC?		N	No activity on-site after 17th November 2020. To be reviewed in New Year.

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COMPLIANCE		
Please confirm that access records being maintained and reviewed.	y	Same as before: only Oncology access is granted.
Please confirm that cleaning schedules are being maintained, documented, and reviewed.	Y	Same as before: Darren Blasé will provide the cleaning staff and products and will review the cleaning schedules.
Are records of common space usage being kept (and destroyed after 21 days) in accordance with guidelines?		N
Not in use. Discussed re-opening a meeting room to allow for some small group meetings but the DSAC felt it was too high a risk in current environment. Agreed with the current lockdown, every face to face meeting is prohibited unless exceptional circumstances.		
PLEASE NOTE ANY SIGNIFICANT MATTERS OF CONCERN DISCUSSED BY YOUR DSAC THAT ARE NOT COVERED ABOVE		
<p>If NRB closes, the risk assessment should be in pause, and Darren needs to know that to update the insurance and maintenance team.</p>		

DATE OF NEXT SCHEDULED DSAC: 01/12/20