

## NDM UNITS - DSAC UPDATE CHECKLIST FOR COMPLETION

**UNIT: Tropical Medicine + Oncology**

**DSAC MEETING DATE: 01/12/2020**

**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>NRB closed whilst teaching is not taking place on-site. Laura to updated RA. Laura contacted Charles Parkins in the Green Building who has arranged for an office for Tropical Medicine staff needing space on-site.</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>None. The building is close.</b>
Are you expecting significant occupancy and/or on- site activity changes before your next DSAC?		N	<b>No activity on-site after 17<sup>th</sup> November 2020. To be reviewed in New Year.</b>

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COMPLIANCE		
Please confirm that access records being maintained and reviewed.	y	
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>Same as before: 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.</b>		
<b>PLEASE NOTE ANY SIGNIFICANT MATTERS OF CONCERN DISCUSSED BY YOUR DSAC THAT ARE NOT COVERED ABOVE</b>		
<p>NRB is closed and the risk assessment is on hold. Darren will update the insurance and maintenance team.</p>		

**DATE OF NEXT SCHEDULED DSAC: 12/01/2021**