

Office Risk Assessment for  
Angell Town RMO

Assessment carried out by: David Beaney Repairs Manager  
Date carried out: 25/06/2020

What is the risk	Whom affected	What currently being done	Action by	Further actions required	Completion needed by
Cross infection from aerosol particles	All staff and visitors	Face masks made available Screens installed in reception and interview room Safe distance marking to floors Rota to limit staff numbers	Managers	To be fitted To be fitted	All actions prior to return to work
Cross infection from hard surfaces	All staff and visitors	Alcohol based wipes made available Wall mounted gel sanitiser dispensers provided Additional office cleaning carried out		To be fitted	
Cross infection in general	Caretakers and residents	Enhanced PPE provided Best practice training given Restricted access during operations Limited access to offices by appointment only		Regular review of use Regular reviews Further signage Replace main doors to improve security	