|  |  |  |  |
| --- | --- | --- | --- |
| hselogojpg | **Health and Safety Checklist** | | |
| **Ref: CF:011:01** | **RE: Interview Room Checklist** | | |
| **Issue date:** | September 2015 | **Review date:** | September 2017 |
| **Author(s):** | National Health and Safety Audit and Inspection Team | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Question** | **Yes** | **No** | **Not applicable** | **Remedial Measures** |
|  | **Fixtures and Fittings** | | | | |
| 1 | Is the room located no less than 15 meters from a staff base? |  |  |  |  |
| 2 | Are light fittings/smoke detectors out of reach even when standing on furniture? |  |  |  |  |
| 3 | Are light fittings/smoke detectors fixed in a way that cannot be vandalized or used as potential weapons? |  |  |  |  |
| 4 | Do washbasins have concealed traps and pipe work with no overflow or plugs? |  |  |  |  |
| 5 | Is there a second exit door from the room? |  |  |  |  |
| 6 | Do doors open in both directions (in and out)? |  |  |  |  |
| 7 | Can the door be opened from the inside without the need for a key? |  |  |  |  |
| 8 | Do doors have a viewing panel? |  |  |  |  |
| 9 | Are viewing panels made from shatter proof glazing? |  |  |  |  |
| 10 | Do viewing panels have a metal surround that is securely fixed into the opening? |  |  |  |  |
| 11 | Are windows glazed with shatter proof safety glazing? |  |  |  |  |
| 12 | Are exits from the room completely clear of all obstructions? |  |  |  |  |
| 13 | Is art work or pictures mechanically fixed to the wall? |  |  |  |  |
| 14 | Is art work or pictures glazed with shatter proof glazing (polycarbonate type)? |  |  |  |  |
| 15 | Is there any free standing furniture in the room |  |  |  |  |
|  | ( Please note - Furniture should be built in or securely fixed) | | | | |
|  | **Room Layout** | | | | |
| 16 | Is the furniture arranged so that the exit is nearest the interviewer? |  |  |  |  |
| 17 | Are there more than three chairs in the room? |  |  |  |  |
| 18 | Are client chairs of solid construction making them difficult to lift? |  |  |  |  |
| 19 | Are desks free of office stationary that could potentially be used as a weapon? |  |  |  |  |
|  | **Personal/Static Safety Devices** | | | | |
| 20 | Is there a fixed working telephone in the room? |  |  |  |  |
| 21 | Is the room fitted with a fixed alarm button? |  |  |  |  |
| 22 | Are portable alarms available? |  |  |  |  |
|  | (Please note – it is not necessary to have both types of alarm in each interview room) | | | | |
| 23 | Is there a documented schedule of testing of alarms? |  |  |  |  |
| 24 | Is there a documented response protocol to alarm activation? |  |  |  |  |
| 25 | Has the alarm protocol been tested? |  |  |  |  |
|  | **Suitable Work Attire** | | | | |
| 26 | Are staff aware of the need to be suitably attired when carrying out interviews:   * Minimal Jewellary * No dangling chains/bracelets * No neckties * Non provocative clothing |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Corrective Action** | | | | |
| No | Action | Time scale | Responsible Person | Date Completed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Checklist carried out by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_