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| CHECKLIST – MAKING THE ENVIRONMENT SAFE  The suggestions in the checklist below can be readily implemented in existing practices. | |
| Physical barriers are in place to prevent access by patients to working areas – patients cannot readily gain access to consulting rooms and when consulting rooms are empty the doors should remain locked. |  |
| Reception counters are designed appropriately. Wider and higher counters at reception make it harder for patients to lean over and harm receptionists. |  |
| Patient waiting area is well lit. |  |
| Waiting room and consulting room signs are prominently displayed that notify the public that limited cash and drugs are kept onsite. |  |
| Additional security measures (e.g., locks on storage cupboards) are in place where medications are stored or being distributed. |  |
| Chairs in consulting rooms are arranged so the GP or practice nurse is sitting closest to the door. See Appendix for ideas regarding layout of a consulting room. |  |
| All staff are trained and aware of how to use EMIS warning signs when necessary. |  |
| If CCTV is in place, ensure there are prominently displayed signs to make patients aware of its use. |  |
| Effective lighting exists in corridors, car parks, walkways, and external surrounds of the building. |  |

# Appendix

Figure 1 demonstrates two examples of design and layout of a consulting room. The design reveals two exit points in each consulting room, with the clinician seated closest to an exit point.

Extra seating space allows patients to bring family and friends into the consulting room.

The figure also demonstrates how to design consulting rooms with examination beds positioned away from the wall, allowing 360-degree access when examining patients.

**Figure 1. The consulting room (a)**

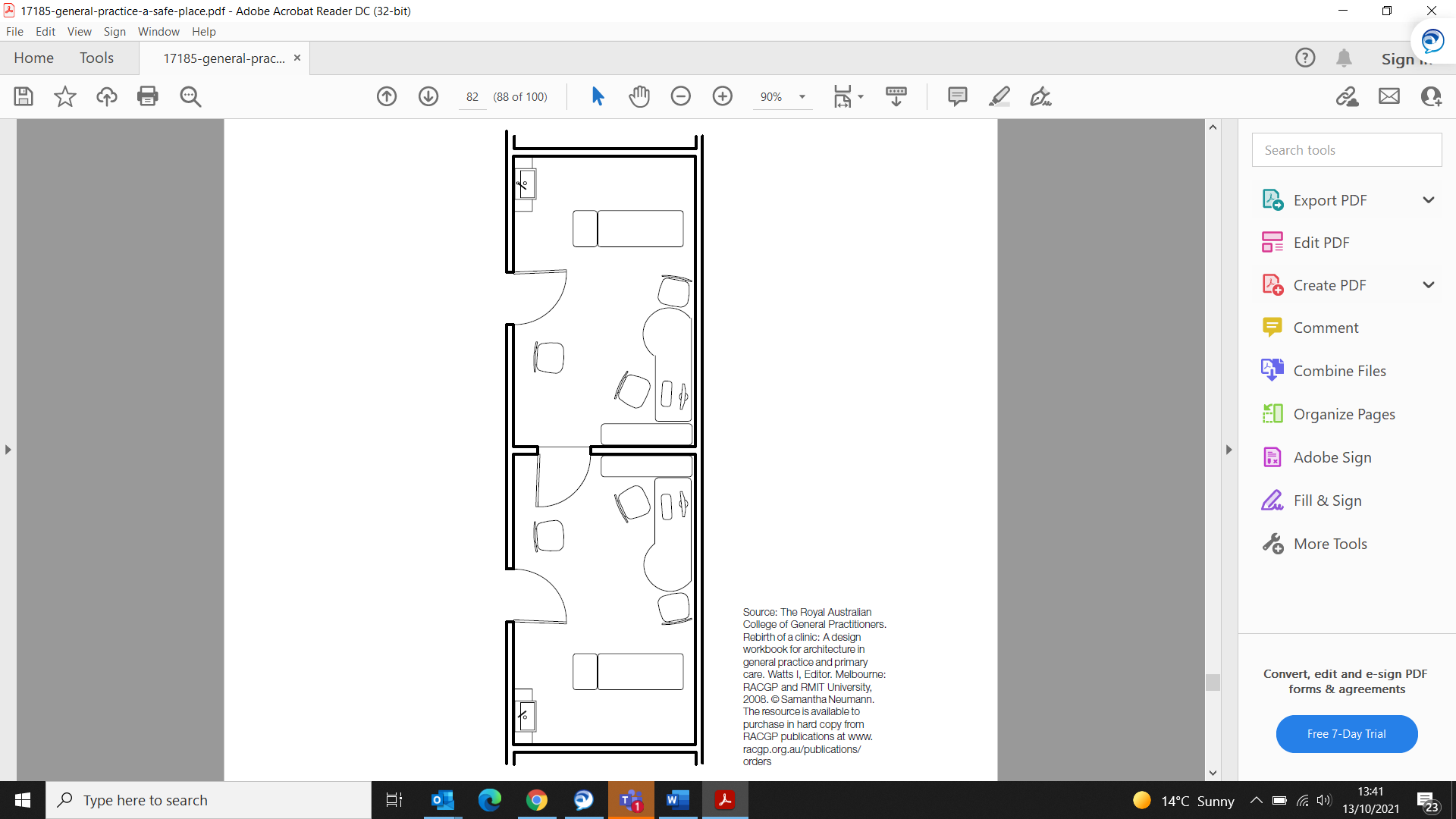
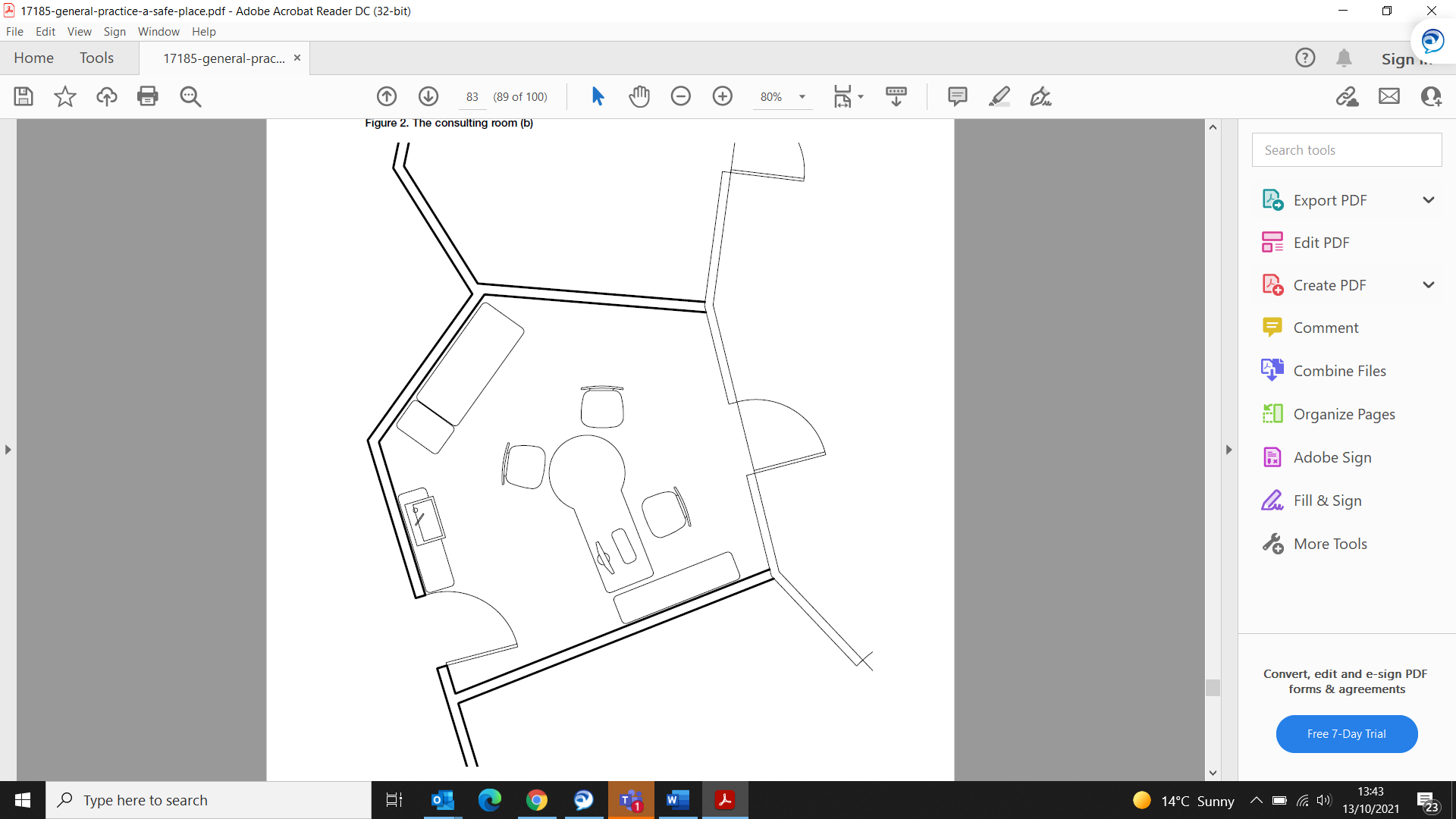


Figure 2 and Figure 3 illustrate that, however desirable, it is sometimes not practical to incorporate a standalone examination couch in the consulting room. Both designs nevertheless demonstrate an uncluttered consulting environment.

**Figure 2. The consulting room (b)**



**Figure 3. The consulting room (c)**

