

## What they will request before your Initial Interview

### In relation to your home office – where you work from

1. Evidence of legal occupancy for the premises – a copy of any lease agreements/landlords/mortgage lender permission to run a business from the location.
2. Your completed fire risk assessment for your home office premises.
3. Fire safety policy and fire risk assessment for the location
4. Floor plan of the location

### A sample of the organisation's templates, for:

- Risk assessments
- Medication
- Auditing
- Competency checks

### A sample of the organisation's policies and procedures, for:

- Training and Induction
- Complaints
- Recruitment
- Lone working
- Access to People's Homes
- Fire policy including risk assessment
- Service user guides
- Consent
- Infection Prevention including COVID-19

1. Evidence of public liability insurance/cover letter of intent.
2. Details and assurance as to how you have met Regulation 5 to include evidence of the organisations checks undertaken on any directors along with a copy of your Fit and Proper Person's policy.
3. Details and assurance as to how you have met Regulation 7 to include evidence of the organisations checks on your registered managers experience/qualifications and competence, including a copy of the curriculum vitae and job description. They will ask to see your certificates as well.
4. A copy of the organisations business continuity plan.
5. The index of policies and procedure to be used to support the delivery of the regulated activity.