

Title: Physical Security checklist for General Practice

If you need this document in a different format please telephone (Adam Tuckett) on 0117 900 2410

Date of risk assessment: 30/01/26

1. Is access to the outside of the building controlled i.e covered by CCTV?

Yes / ☒ No Risk Level: High/☒ Low/Medium Action Plan: Although no direct CCTV coverage, the practice is within Boots in a pedestrian precinct which is covered widely by CCTV

2. Does the outside of the building have security lighting, floodlighting or street lighting?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan:

3. Are there warnings on windows, visible alarms etc that warn potential intruders that there are physical security measures in place?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan:

4. Are accessible windows suitably protected with locks?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan: No accessible windows

5. Do the downstairs windows have security bars?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan: No downstairs windows

6. Are the windows closed and checked every evening?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan: No accessible windows. Windows still locked and fastened each night.

7. Are blinds closed and checked every evening?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan: No blinds, windows obscured by tiger stripping

8. Are skylights suitably protected by bars and locks?

☒ Yes / No Risk Level: High/Low/Medium Action Plan: No Sky lights

9. Are external doors suitably protected e.g. by 5 lever locks?

☒ Yes / No Risk Level: High/☒ Low/Medium Action Plan: All doors are locked or security coded. External doors are still within Boots store so not external to the public.

10. Is there a burglar alarm with intruder monitors covering all areas especially those containing IT equipment or records?

☒ Yes / ☐ No Risk Level: Action Plan: Boots is heavily alarmed. CCTV down MR corridor, door entry pass secured.
High/☒ Low/Medium

11. Is the alarm system connected to a police station or call response centre?

☒ Yes / ☐ No Risk Level: Action Plan:
High/☒ Low/Medium

12. Are you able to ensure all keys stored on site are not obvious and any instructions regarding key instructions or keypad codes are stored securely?

☒ Yes / ☐ No Risk Level: Action Plan: Key safe installed
High/☒ Low/Medium

13. Are keypad codes changed regularly?

☒ Yes / ☐ No Risk Level: Action Plan: Yes, Boots manage changes
High/☒ Low/Medium

14. Are alarm codes changed regularly?

☒ Yes / ☐ No Risk Level: Action Plan:
High/☒ Low/Medium

15. Are staff aware of the procedure for challenging unidentified visitors in controlled areas?

☒ Yes / ☐ No Risk Level: Action Plan:
High/☒ Low/Medium

16. (Dispensing practices only) Do staff ensure that the Dispensary or the access route to the Dispensary is never left unoccupied whilst the pharmacy is open?

Yes / ☐ No Risk Level: Action Plan:
High/Low/Medium

17. Do staff ensure that paperwork is not left unattended in the Consultation Area?

☒ Yes / ☐ No Risk Level: Action Plan:
High/☒ Low/Medium

18. Are screensavers in use on computers that are used to display information about patients?

☒ Yes / ☐ No Risk Level: Action Plan: PCs auto logout
High/☒ Low/Medium

19. Are identity passes/cards worn by all staff at all times?

Yes / ☒ No Risk Level: Action Plan: All staff are informed of need to wear security passes and these have been issued. Wearing compliance now good
High/☒ Low/Medium

20. Are identity passes/cards worn by all visitors at all times?

☒ Yes / ☐ No Risk Level: Action Plan: Visitors process in place
High/☒ Low/Medium

21. Are visitors escorted at all times in secure areas?

☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
22. Is a log of visitors maintained?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
23. Is IT equipment situated where it cannot be viewed by visitors or the public from outside the premises?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
24. Are deliveries to and collections from the practice, supervised?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
25. If a back door or loading bay is used to receive deliveries – is this secured when not in use?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
26. Is new equipment stored securely prior to installation?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
27. Is the movement of IT equipment out of the practice subject to authorisation and control? i.e. use of laptops and portable equipment off site.		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan: Asset register in place
28. Are lock down devices used to secure IT equipment?		
Yes / ☒ No	Risk Level: High/Low/ ☒ Medium	Action Plan: practice is within a Boots store so movement of computer equipment would be noticed and CCTV recorded.
29. Are laptops and other portable equipment stored securely overnight?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan: In secured locked rooms with security entry passes.
30. Are back-up Tapes stored securely, for example in the practice safe?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
31. Is IT equipment asset marked?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
32. Do assets have visible ID markings?		
☒ Yes / No	Risk Level: High/ ☒ Low/Medium	Action Plan:
33. Is electronic equipment stored away from the risk of burst water pipes?		
☒ Yes / No Where	Risk Level: High/Low/ ☒ Medium	Action Plan: Risk is from water ingress following ain, rather than burst pipes. Current risk too

possible

high to continue to operate from L2, all equipment moved to L1 or alternative premises, whilst repairs are undertaken. Any electrical equipment on L2 has been positioned away from known leaks but there is some possibility of a leak in a so far unknown location.

34. Is electronic equipment stored away from the risk of splashing from taps or sinks and the risk of water running from windows or condensation?

☒ Yes / No Risk Level: Action Plan:
High/☒ Low/Medium

Any there any other observations from the review?

Being within a Boots store increases the security of the practice and its belongings ten fold. Boots have security personnel who are also vigilant and help support the practice.

**Security staff can be called quickly and attend quickly when requested.
CCTV now installed internally.**

Each room has security pass entry.

Mitigations have been undertaken due to current risk of water ingress from the ceiling during heavy rain.