

**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: 20/01/26

**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 windows are protected by lockable shutters and doors are access card controlled.

**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 No but windows are also barred  
Unsure

**4. Are accessible windows suitably protected with locks?**

☒ Yes / No Risk Level: High / ☒ Low / Medium Action Plan: Windows have lockable metal shutters.

**5. Do the downstairs windows have security bars?**

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

**6. Are the windows closed and checked every evening?**

☒ Yes / No Risk Level: High / ☒ Low / Medium Action Plan: All shutters remain closed most of the time to prevent untoward incidents. Checked on closing of building in case opened.

**7. Are blinds closed and checked every evening?**

☒ Yes / No Risk Level: High / ☒ Low / Medium Action Plan: Blinds drawn each evening and checked on close up of premises.

**8. Are skylights suitably protected by bars and locks?**

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

**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: CCTV is available but unsure all IT equipment is covered. Equipment in lockable rooms so access difficult and CCTV covers corridors doors.

Unsure      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: No key pad entry

High/Low/Medium

**14. Are alarm codes changed regularly?**

Yes / No      Risk Level:      Action Plan: Alarms responsibility of Riverside

Unsure      High/Low/Medium

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

Yes / No      Risk Level:      Action Plan: Security guards in place so access controlled.

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: N/A

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: Staff need passes to access computer system, so wearing is essential to do the job. Staff also have ID badges issued by Brisdoc

High/Low/Medium

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

|                                              |                                                                     |                                                                                                         |
|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Yes / <input checked="" type="checkbox"/> No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: Open space so different services are operating. But access is controlled by Security team. |
|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

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

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**22. Is a log of visitors maintained?**

|                                              |                                                                     |                                                                                                                           |
|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Yes / <input checked="" type="checkbox"/> No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: Joint space so no process in place but visitors only given access on a need to be seen or appointment basis. |
|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

**23. Is IT equipment situated where it cannot be viewed by visitors or the public from outside the premises?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**24. Are deliveries to and collections from the practice, supervised?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**25. If a back door or loading bay is used to receive deliveries – is this secured when not in use?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**26. Is new equipment stored securely prior to installation?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> 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.**

|                                              |                                                                     |                                                                                                |
|----------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan:<br>Mobile equipment is designated to an individual.<br>No shared mobile equipment |
|----------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

**28. Are lock down devices used to secure IT equipment?**

|                                              |                                                                     |                                                                                |
|----------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Yes / <input checked="" type="checkbox"/> No | Risk Level:<br>High/Low/ <input checked="" type="checkbox"/> Medium | Action Plan: No but access is difficult and people aren't left alone in rooms. |
|----------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------|

**29. Are laptops and other portable equipment stored securely overnight?**

|                                              |                                                                     |                                                                         |
|----------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: Portable equipment either stored in lockers or taken home. |
|----------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------|

**30. Are back-up Tapes stored securely, for example in the practice safe?**

|          |                                                                     |                  |
|----------|---------------------------------------------------------------------|------------------|
| Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: N/A |
|----------|---------------------------------------------------------------------|------------------|

**31. Is IT equipment asset marked?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**32. Do assets have visible ID markings?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**33. Is electronic equipment stored away from the risk of burst water pipes?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**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?**

|                                              |                                                                     |              |
|----------------------------------------------|---------------------------------------------------------------------|--------------|
| <input checked="" type="checkbox"/> Yes / No | Risk Level:<br>High/ <input checked="" type="checkbox"/> Low/Medium | Action Plan: |
|----------------------------------------------|---------------------------------------------------------------------|--------------|

**Any there any other observations from the review?**

**Shared space managed by Riverside but used by different teams. Door cards and keys for doors make access difficult. Security shutters on windows and security team present during hours of operation.**