



Parish Dental Practice Policy: Window Security

Policy Statement:

Parish Dental Practice is committed to maintaining a secure environment. This policy outlines the measures to be taken to ensure window security, protecting the practice against unauthorized access, and maintaining safety for both staff and patients.

Objective: To implement and maintain effective window security measures to prevent break-ins, ensure safety, and protect property and confidential information within the practice.

Scope: This policy applies to all windows within the Parish Dental Practice premises, including treatment rooms, offices, and common areas.

Detailed Procedures:

1. Security Features and Equipment:

- Install locks or security latches on all windows, particularly those at ground level or in secluded areas.
- Consider installing security grilles or bars on windows in high-risk areas.

2. Regular Checks and Maintenance:

- Conduct regular checks to ensure all window locks and security devices are functioning properly.
- Schedule routine maintenance for window frames, glass, and security equipment to ensure their integrity.

3. Closing Procedures:

- Implement strict closing procedures ensuring all windows are securely locked at the end of each day.
- Assign this responsibility to designated staff members and provide a checklist to confirm that all windows are secured.

4. Alarm Systems:

- If an alarm system is installed, include window sensors to detect unauthorized openings or breakage.
- Regularly test the alarm system to ensure it is functioning correctly.

5. Visibility and Lighting:

- Ensure that external areas near windows are well-lit to deter unauthorized access.
- Maintain clear visibility around windows, avoiding obstruction by foliage or external fixtures.





6. Staff Training and Awareness:

- Train staff on the importance of window security and the role they play in maintaining it.
- Educate staff on the proper use of window locks and security systems.

7. Emergency Access and Egress:

- Ensure that security measures do not impede emergency egress. Windows should be accessible for exit in case of emergencies.
- Regularly brief staff on emergency exit procedures involving windows.

8. Incident Reporting and Response:

- Establish a protocol for reporting any signs of attempted unauthorized access or damage to window security features.
- Develop a response plan for security breaches, including contacting law enforcement and repairing security features.

9. Review and Update of Security Measures:

- Regularly review and update window security measures to address new threats or vulnerabilities and to incorporate technological advancements.

10. Record Keeping:

- Keep records of security checks, maintenance activities, and any incidents related to window security.

Enhanced Responsibility and Compliance:

- **Practice Manager:** Responsible for overseeing the implementation and adherence to the window security policy.
- **Facilities or Maintenance Team:** Tasked with the regular maintenance, checks, and immediate repair of window security features.
- **All Staff Members:** Expected to follow window security procedures and report any concerns or breaches.

This policy ensures that Parish Dental Practice maintains a high level of security through its windows, which are often vulnerable points of entry. Regular maintenance, staff training, and adherence to security protocols are key to the effectiveness of this policy.

Policy written by **Dr Pavan Amar Singh Bhogal GDC: 273704**

April 1st 2023

Updated Yearly

