

Risk Assessment – Portable Door Locks

Hazard	Who May Be Harmed	Existing Control Measures	Further Action Required
Children leaving the premises unsupervised.	Children	Portable door locks are used only to prevent children from accessing exits without adult supervision. Children are supervised at all times.	Monitor effectiveness daily.
Delay in emergency evacuation.	Children, staff, visitors	Portable door locks are never used in a way that prevents immediate emergency escape. All staff know how to remove the device quickly. Locks are removed immediately during emergencies. Fire exits remain easily accessible.	Staff to receive regular fire evacuation training.
Incorrect installation of portable door lock.	Children, staff	Staff are trained in the correct fitting and removal of the portable lock. The lock is checked before use to ensure it is secure and functioning correctly.	Carry out routine inspections.
Trips or injuries while using the door.	Children, staff, visitors	The portable lock does not create a trip hazard or obstruct walkways. The surrounding area is kept clear.	Continue daily visual checks.
Equipment failure or damage.	Children, staff	Portable door locks are inspected regularly for signs of wear or damage. Damaged locks are removed from use immediately and replaced.	Record defects and replacements.

Control Measures

- Portable door locks are used only when children are present and require supervision.
- Portable door locks do not replace active supervision.
- Fire exits and evacuation procedures remain effective at all times.
- Staff know how to remove the lock immediately in an emergency.
- Daily checks are completed before children arrive.
- Any damaged or faulty lock is taken out of use immediately.
- Risk assessment is reviewed annually or following any incident or changes to the premises.

Overall Risk Rating: Low (when control measures are followed)