



Walsall Childminding Hub

Portable Door Locks Risk Assessment

Address: St. Matthew's Centre, St. Matthew's Close, Walsall WS1 3DG

This risk assessment outlines the safe use of portable door locks within Walsall Childminding Hub to support safeguarding while ensuring emergency exits remain accessible.

Hazard	Potential Risk	Control Measures	Risk Level
Children leaving the premises unsupervised	Children leaving the setting without supervision	Portable door locks are used only to prevent unsupervised access to exits. Children are supervised at all times.	Low
Delay during emergency evacuation	Delayed evacuation	Portable locks are never used in a way that prevents immediate emergency escape. All staff know how to remove locks quickly.	Low
Incorrect installation of portable door locks	Injury or ineffective safeguarding	Staff are trained in fitting and removing portable locks. Locks are checked before use.	Low
Trips or injuries while using doors	Trips, bumps or obstruction	Door locks do not create trip hazards or obstruct walkways. Surrounding areas are kept clear.	Low
Equipment failure or damage	Lock failure	Portable door locks are inspected regularly. Damaged locks are removed from use immediately and replaced.	Low

Additional Control Measures

- Portable door locks are only used 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 locks immediately in an emergency.
- Daily checks are completed before children arrive.
- Any damaged or faulty lock is removed from use immediately.
- This risk assessment is reviewed annually or following any incident or significant change.

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