



Walsall Childminding Hub

Shared Building Risk Assessment

Setting: St Matthew's Centre, Walsall

This assessment identifies risks associated with operating within a shared community building and the control measures in place to keep children, staff and visitors safe.

Hazard	Potential Risk	Control Measures	Risk
Building access	Unauthorised access	The main entrance is locked. Parents and visitors buzz the room via the intercom. Staff verify who is calling and personally meet them at reception. Staff do not remotely unlock the entrance.	Low
Shared building users	Contact with unknown adults	Community groups, Children's Services and adult groups may use the building. Children remain supervised at all times.	Low
Shared corridors	Children becoming separated	Children never move around the building without staff supervision.	Low
Shared toilets	Safeguarding concerns	Children are supervised and staff wait immediately outside the toilet while in use.	Low
Classroom security	Child leaving room	Portable door locks are used whenever other groups are using the centre. On Saturdays, the Hub has sole use of the building so portable locks are not required.	Low
Unexpected visitor at room	Unauthorised entry	Staff identify the person before opening the door. Unknown individuals are refused entry and centre management informed. Police are contacted if there is an immediate risk.	Medium
Lift	Equipment failure	Children are supervised while using the lift. Any faults are reported immediately to centre staff.	Low
Contractors	Injury from maintenance works	Children are kept away from maintenance areas and supervised at all times.	Low
Outdoor handover	Vehicle or separation risk	Parents park in the centre car park. Children are handed directly between staff and parents and never walk through the car park independently.	Low
Lockdown	External threat	Remain in the room, secure the door, keep children away from windows and follow instructions from centre management or emergency services.	Medium

Hazard	Potential Risk	Control Measures	Risk
CCTV	Security	CCTV covers the centre to support the safety and security of everyone using the building.	Low

Additional Control Measures

- Staff personally escort parents and visitors from reception.
- Children remain supervised in all shared areas.
- CCTV is in operation throughout the centre.
- Portable door locks are used when the building is shared with other groups.
- Contractors and maintenance work are risk assessed and avoided where possible.
- This assessment is reviewed annually or following any significant incident or change to the premises.