

Risk Assessment – The White Building, Lock Hill, Ferrybridge, WF11 8NE

System of Rating Risks

A. Potential Severity of Harm	B. Likelihood of Occurrence	C. Risk Rating (Severity x Likelihood)
Major = 3	High =3	1 = no action
Serious = 2	Moderate = 2	2 = low priority action
Minor = 1	Low =1	3 to 5 = medium priority action
		6 / 7 = high priority action
		8 / 9 = urgent / immediate action

Please consider all those who may be at Risk when attending the Balance AP including staff, Apprentices and work placements.
Visitors (including contractors)
New Starters / Young or inexperienced
Anyone with Physical / Sensory Impairments

Hazards	Risk	Potential harm	Occurrence Risk	Risk Rating	Actions
Site					
Climbing the fence	Trip, fall	3	1	3	High fencing to prevent students absconding and intruders entering the site 8-Foot-high to provide additional site security
Absconding of site via gate	Trip, fall	3	1	3	Manual gate code changed every half term Staff hide the lock when entering the code
A Fire in the building	Potential death, burns, explosion	3	1	3	Fire and health and safety checks carried out weekly. Fire alarm, extinguishers and emergency lighting are checked annually Fire drills conducted every half term for staff and students. New students shown fire exits on their first day All students are aware of fire exits. Signage showing escape routes and fire drill protocols.
Falling on the stairs	Trip, fall	2	1	2	Hand rail extended to make it comply with Regulations in school. Students walk around the site in a calm and orderly manner
Damage to the building	Burns, explosion	3	1	3	Burglar alarm to Improve the security of the building on evenings and weekends Checked annually
Classroom					
Physical Assault by students	Cuts, bruises and injury	2	2	4	No more than 24 students per day. Staff have mobile phones on them to call 999 if needed. Staff ratios of 1:6 allow students and staff to feel safe in the building
Students bringing in weapons, drugs or alcohol	Cuts, bruises and injury	3	1	3	Students will be searched/ wanded at the start of the day. Bags, coats and possessions are all searched. Trainers are checked as well for any contraband items

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Climbing the fence	Trip, fall	3	1	3	High fencing to prevent students absconding and intruders entering the site 8-Foot-high to provide additional site security
Use of mobile phones on site	Inappropriate content	3	1	3	Mobile phones must be handed in at the start of the day with other belongings Students' belongings locked in the filing office for the day.
Loss or abduction of a child	Exploitation/ CCE/ CSE	3	1	3	Registers taken to account for all students. Students will be supervised at all times. If students abscond, parents/ carers and school are informed. 101 will be called in line with provision procedures
Entrance					
Power failure causing a trip hazard	Trip, fall	2	1	2	Emergency lighting in place which is serviced annually Staff escort students and visitors out of the building.
Tears to the flooring resulting in trips	Trip, fall	2	1	2	Daily inspection of reception area Staff escort students and visitors out of the building.
Transport					
RTA	Injury to driver or students	3	1	3	Minibus maintained and serviced regularly./ Driver holds an appropriate license and undergoes periodic driving assessments./ Compliance with road safety laws and speed limits/ Seatbelts worn at all times by all occupants.

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Student Behaviour	Distract the driver, loss of control	1	1	1	Clear behaviour expectations set before each journey./ Briefing for students on safe conduct in the minibus./ If necessary, an additional staff member accompanies the journey to monitor behaviour.
Pick up and drop off hazards	Risks of students being hit by vehicles or being lost	2	1	2	Designated safe pick-up and drop-off points identified./ Students instructed to wait in safe areas away from traffic.
Breakdown or Emergency situation	Stranded staff and students	2	1	2	Emergency contact numbers carried by the driver./ Minibus equipped with first aid kit and breakdown cover./ Alternative transport arrangements in place if needed.
Medical Emergencies	Student falling ill or having a medical emergency	3	1	3	Emergency contact details for all students readily available via Bromcom./ Driver trained in basic First Aid./ If required, medical supplies (e.g., EpiPen) are carried.

Last Updated: September 2025
Next Updated September 2026

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Site					
Climbing the fence	Trip, fall	3	1	3	High fencing to prevent students absconding and intruders entering the site 8-Foot-high to provide additional site security
Weather conditions	Increase in risk of accident	3	1	3	Journey postponed in extreme weather conditions./ Driver to adjust driving style based on conditions./ Ensure students have appropriate clothing in cold weather.