

# Hazard Identification, Risk Assessment, Control and Evaluation (HIRACE) PROCEDURE



## Aim of this Procedure

To clarify the process of hazard identification, risk assessment and risk control implementation and review within Resurrection Catholic Primary School.

## Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Ensuring hazards are identified and risk assessed.
- Ensuring suitable risk controls are implemented to manage identified hazards.
- Reviewing risk controls to ensure their effectiveness.
- Consulting with HSR's / employees when conducting a risk assessment.
- Ensuring that relevant staff is appropriately trained in conducting risk assessments.

Employees and Health and Safety Representatives (HSR's) are responsible for:

- Taking part in risk assessments, where relevant.
- Reporting all hazards to the school leadership team as soon as possible.
- Complying with all recommendations resulting from risk assessments.

## Definitions

Hazard	A hazard is something that can cause harm, injury, sickness or loss to an individual or organisation.
Risk	Risk is the consequence and likelihood that a hazard will result in an injury.
Inherent Risk	The risk of injury prior to implementation of <b>any</b> risk controls.
Residual Risk	The risk of injury with existing or further risk controls implemented.

## Procedure

The leadership team at Resurrection Catholic Primary School understands the importance of creating a safe environment for staff, students, contractors, volunteers and visitors, and so will ensure that all hazards are identified, risk assessed and appropriate risk controls put into place.

### 1. Identification of Hazards

The school leadership team, in consultation with the HSR and / or employees will identify all hazards within the school, as well as those present on school excursions and camps. This can be carried out using the [Risk Assessment Template and Guide](#).

### 2. Assessing Risk

Once hazards have been identified, the level of risk for each hazard will be assessed using the three tables below. The staff conducting the risk assessment will determine the level of risk by considering the likelihood of an incident occurring and its consequence.

When determining risk the **Inherent Risk** will be considered as this will ensure that appropriate risk controls are implemented. Inherent risk is the level of risk present with all existing controls in place.

Once risk controls have been identified, the **Residual Risk** will need to be determined. Residual risk is the level of risk present with any additional controls in place; if the inherent risk is low then residual risk will also be low as no additional controls are needed.

Consequence	Description	Likelihood	Description
Negligible	No treatment required	Very Unlikely	Will only occur in exceptional circumstances
Minor	Minor injury requiring first aid treatment	Unlikely	Not likely to occur in normal circumstances
Moderate	Minor injury requiring treatment by doctor	Possible	May occur at some time
Significant	Serious injury requiring specialist medical treatment or hospitalisation	Likely	Expected to occur at some time
Severe	Loss of life, permanent disability or multiple serious injuries	Very Likely	Expected to occur regularly under normal circumstances

		Consequence				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood	Very Likely	M	H	E	E	E
	Likely	M	M	H	E	E
	Possible	L	M	M	H	E
	Unlikely	L	L	M	M	H
	Very Unlikely	L	L	L	M	M

NB: Resurrection Catholic Primary School deems anything on or below the black line an acceptable level of risk.

### **3. Implementation of Risk Controls**

Once the inherent risk has been identified, the next step is to determine appropriate risk controls that can be implemented to reduce the level of risk to an acceptable level.

When considering risk controls, the Hierarchy of Controls should be used, this is a system used to eliminate or minimise exposure to hazards via the implementation of Elimination, Substitution, Engineering, Administrative or Personal Protective Equipment (PPE) controls.

Below are definitions of each level of control, it is recommended to use higher order controls if possible as these provide a greater level of protection (protect place rather than person).

- **ELIMINATION** involves physically removing the hazard e.g. stopping the activity
- **SUBSTITUTION** involves replacing the hazard with a less harmful one e.g. substituting a chemical with a less hazardous chemical
- **ENGINEERING** involves isolating people from the hazard e.g. installing a guard around machinery
- **ADMINISTRATIVE** involves changing the way people work e.g. implementing a safe work procedure, attending training, putting up signage
- **PERSONAL PROTECTIVE EQUIPMENT** involves wearing protective equipment e.g. safety glasses, hats, safety boots, respirators, long sleeve shirts

It is important when considering risk controls to ensure that any proposed controls will not produce new hazards. For example, installation of barriers and guarding for equipment may restrict access and means of escape. Also, in order to sufficiently reduce the risk it may be best to implement multiple controls, for example installing an emergency stop button as well as safe work procedures and training on its operation.

### **4. Evaluation of Risk Controls**

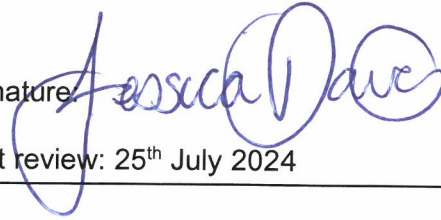
The risk assessment process is an ongoing one. Therefore, it is important to ensure regular review of the effectiveness of risk control measures (monitoring and review). This is achieved by assigning a responsible person and review date for risk controls when completing the risk assessment.



Resurrection Catholic Primary School will review risk assessments with **Medium** risks annually and **Low** risks biennially (every 2 years). Hazards with a **High** or **Extreme** risk must have appropriate risk controls applied to reduce the level of risk to an acceptable one (see risk matrix above).

Authorised by: Mrs Jessica Davis  
(Acting Principal)

Signature



Policy ratified by: 25<sup>th</sup> July 2023

Next review: 25<sup>th</sup> July 2024

### **Relevant Legislation and Guidance**

*Occupational Health and Safety Act 2004*

[ISO 31000:2009 Risk Management – Principles and guidelines](#)

[A guide to Risk Control Plans](#)

[Risk Assessment Template and Guide](#)