

Michael Gibbons

From: Sandra Stokes
Sent: Wednesday, 10 November 2021 8:57 am
To: Leadership Team
Cc: Executive Leadership Team; Jacqui Nicholls; Tracey Lakeman
Subject: Action Required by 30 November 2021: Role Risk Assessments
Attachments: Role Risk Assessment Final - COVID-19.docx; Role Groupings - Taituara Risk Assessment (1).xlsx

Good morning all

At the leadership meeting last week, we indicated that we need to undertake health and safety risk assessments for all roles at Council. This information will help us determine whether some roles should only be undertaken by vaccinated staff because of the level of risk posed by COVID.

What we need you to do:

- We need you to undertake a risk assessment for each role within your team using the attached sheet. You go through the seven questions and use the risk assessment matrix on the back to determine the risk rating. The risk assessment should be done in conjunction with the person or persons in the role, or you might want to do this as a group at a team meeting if all your team are in the same or very similar roles. We need a completed sheet per role. You can ask your team leaders to complete the assessments with their teams and you review. I have also attached a risk assessment that was done by Taituarā based on role groupings which you could use as a guide though not all roles are the same in each Council even though the titles may be similar.
- **Return the completed sheets to the Performance and Capability Team by Tuesday, 30 November 2021.**

What happens next – review of risk assessments

- ELT have a meeting scheduled for Wednesday, 1 December where we will consider all the risk assessments from across Council. These risk assessments will help inform our thinking as to which roles may have a higher risk of exposure to COVID and potentially should only be performed by vaccinated staff to minimise the risk. If we determine some roles may need to be vaccinated because of the higher risk of exposure to COVID, we will develop a draft policy and consult with staff on this proposal. No decisions will be made until we have undertaken consultation with staff and the union and considered any feedback received. As you know we have already have roles that have been identified as being covered by the vaccination mandate for the education workforce, and we are working through the process of ensuring the people in those roles are vaccinated.
- While we are working through this process we will also keep an eye on the government's policy on vaccinations. We will be guided by government advice and comply with any new legislation, but in the meantime, we have an obligation to provide a safe workplace so we wanted to get this process underway.

If you need any help with the risk assessments please speak with your director or me, we are here to support you to work through this process.

Kind regards

Sandra

Sandra Stokes

Performance and Capability Manager



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Upper Hutt City Council Role Risk Assessment – COVID-19

The risk assessment should be carried out in conjunction with job holders, H&S representative and union representative (if there is one in the team).

Job title (role)		Similar to another role?	
Team / department		Date	
Completed by		Completed in conjunction with	
Consider each risk factor for the job		Risk rating 1-5 from risk matrix (on back.)	Risk controls already in place (e.g. mask wearing, physical distancing etc.)
How many people does the employee carrying out that work come into contact with each day (while on shift)?			
How easy will it be to identify the people who the employee comes into contact with?			
How close is the employee carrying out the tasks in proximity to other people?			
How long does the work require the employee to be in that proximity to other people?			
Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions or children under 12 years old (who are ineligible to be vaccinated)?			
What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?			
Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?			
Overall risk assessment total			

This risk assessment will be used to support us in determining whether we need to require mandatory vaccination for high-risk roles as part of a vaccination policy.

Risk Assessment Matrix

Risk Factors	Risk rating				
	Higher risk = 5	High risk = 4	Moderate risk = 3	Low risk = 2	Lower risk = 1
<i>No of people interacted with:</i> How many people does the employee carrying out the work come into contact with each day (while on shift)?	Comes into contact with a large number of people, for example, the general public More than 20 people per day	Comes into contact with many people People: 15-20 per day	Comes into contact with a moderate number of people People: 10-15 per day	Comes into contact with very few people People: 5-10 per day	Comes into contact with almost no, or no people Less than 5 people per day
<i>Ease of contact tracing:</i> How easy will it be to identify the people who the employee comes into contact with?	Very difficult to identify, such as unknown members of the public	Difficult to identify, may be able to identify some, but not all, people	Able to identify most, but not all, people	Fairly easy to identify, including organised appointments with people	Very easy to identify, such as co-workers
<i>Ability to physical distance:</i> How close is the employee carrying out the work in proximity to other people?	Close physical contact in an indoor environment	Less than 1 metre apart, mostly in indoor environments	1 metre apart where possible, in both indoor and outdoor environments	1 metre apart in an outdoor environment	2 metres or more in an outdoor environment
<i>Length of interactions:</i> How long does the work require the employee to be in that proximity to other people?	Lengthy contact More than 20 minutes	Some prolonged contact 15-20 minutes	Some contact 10-15 minutes	Limited contact 5-10 minutes	Brief contact Less than 5 minutes
<i>Interacting with vulnerable people:</i> Does the work involve regular interaction/contact with people considered at higher risk of severe illness from	There is contact for the whole time of the work	There is contact for a large amount of time during the work	There is contact for some time during the work	There is little contact during the work	There is minimal, if any, contact during the work

Risk Assessment Matrix

Risk Factors	Risk rating				
	Higher risk = 5	High risk = 4	Moderate risk = 3	Low risk = 2	Lower risk = 1
COVID-19, such as people with underlying health conditions or children under 12 years old (who are ineligible to be vaccinated)?					
<i>Workplace risk versus non-work:</i> What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?	Significantly higher than outside the work environment	Higher than outside the work environment	About equal to outside the work environment	Less than outside the work environment	Significantly less than outside the work environment
Interactions with the public: Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?	Significant regular interaction	A large amount of regular interaction	Some regular interaction	A little amount of regular interaction	Minimal, if any regular interaction

Roles groupings - Mandatory vaccination decision-making

		Risk factors						
Roles		How many people does the employee carrying out the work come into contact with?	How easy will it be to identify the people who the employee comes into contact with?	How close is the employee carrying out the tasks in proximity to other people?	How long does the work require the employee to be in that proximity to other people?	Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions?	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?
Customer-facing in locations & facilities open to the public, primarily indoors	Library, Archive & Museum services jobs	5	5	5	5	3	3	3
	Pools & Recreation facilities jobs	5	5	5	5	3	3	3
	Neighbourhood & Community Hub jobs	5	5	4	4	3	3	3
	Council Facilities & Events Management jobs	5	5	3	4	3	3	3
	Face-to-face customer service jobs	5	4	4	3	3	3	3
	Front office advisory & administration jobs, e.g. Rates Officers, Building Services, Resource Consents	4	3	4	3	3	3	3
	Democracy services jobs, e.g. supporting public Council meetings	4	3	3	2	3	3	3
Customer contact, normally by appointment in private locations	Regulatory Services jobs, e.g. Animal Control, Alcohol Licensing, Environmental Health Officers	3	3	3	4	3	3	3
	Building Consent & Control jobs	3	3	3	4	3	3	3
Limited public contact, normally outdoors	Parks & Reserves jobs	5	5	2	2	3	3	3
	Infrastructure jobs, e.g. Roading engineers, Asset Management, Project Management	4	4	2	2	3	3	3
	Water & Wastewater jobs	4	4	2	2	3	3	3
	Biodiversity & environmental jobs	4	4	2	2	3	3	3
Back office, with very limited public contact	Corporate jobs, e.g. Audit & Risk, Finance & Accounting, HR & Health & Safety, Procurement, Business Support, PA's, Legal	2	1	3	3	3	3	3
	Policy & Planning jobs	2	1	3	3	3	3	3
	Call centre jobs	2	1	3	3	3	3	3
	Communications & Marketing jobs	2	2	3	3	3	3	3
	IT & Information Management jobs	2	1	2	3	3	3	3