

**Health, Safety and Wellbeing Risk Rating Tool**

Health, Safety and Wellbeing Consequence Table	Insignificant	Minor	Moderate	Major	Severe
No harm or loss of treatment required	First aid treatment / Minor (examples)	Requiring medical treatment / Temporary impairment / Moderate (examples)	Hospitalization / Permanent / Disability / Major (examples)	Fatality or Multiple Injuries / Extensive (examples)	

Risk Likelihood Table	Likelihood of occurrence
Almost Certain	The risk consequence will occur in most circumstances 80-100% expectation in the next 12 months
Likely	The risk consequence will probably occur 50-80% expectation in the next 12 months
Possible	The risk consequence is likely to occur 30-50% expectation in the next 12 months
Unlikely	The risk consequence may occur at some time 5-30% expectation in the next 12 months
Rare	The risk consequence will only be realized in exceptional circumstances

Risk Rating Matrix	Consequence					Severity = Likelihood * Consequence
Likelihood	Insignificant	Minor	Moderate	Major	Severe	
Almost Certain	Medium 5	High 10	High 15	Very High 20	Very High 25	
Likely 4	Low 4	Medium 8	High 12	High 16	Very High 20	
Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15	
Unlikely 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10	
Rare 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5	

Residual Risk Rating	Very Low	Low	Medium	High	Very High
Very Low 1					
Very Low 2					
Low 3					
Low 4					
Medium 5					
Medium 6					
Medium 7					
Medium 8					
Medium 9					
High 10					
High 11					
High 12					
High 13					
High 14					
High 15					
High 16					
High 17					
High 18					
High 19					
High 20					
High 21					
High 22					
High 23					
High 24					
High 25					

To establish Risk Rating multiply Likelihood by the Consequence	Very High	High	Medium	Low	Very Low
Score 20-25	Very High Risk - Immediately Eliminate				
Score 15-20	High Risk - Improve Control Measures and Consider				
Score 10-15	Medium - Review Existing				
Score 5-9	Low Risk - Maintain Existing				
Score 3-4	Very Low Risk - Maintain Existing				
Score 2-3	Very Low Risk - Maintain Existing				

Minor	Moderate	Major	Severe
First aid treatment / Minor (examples)	Requiring medical treatment / Temporary impairment / Moderate (examples)	Hospitalization / Permanent / Disability / Major (examples)	Fatality or Multiple Injuries / Extensive (examples)

Risk Consequence Table	Rating	Consequence
Severe	Should require senior management attention and diversion of resources to control this risk.	
Major	Significant senior management attention would be required to recover from the risk.	
Moderate	Management effort would be required to prevent the situation from intensifying.	
Minor	Management oversight would be required to ensure effectiveness and efficiency in control.	
Background	Management oversight might be required to ensure day to day, routine operations are disrupted.	

Rating	Consequence
Severe	
Major	
Moderate	
Minor	
Background	

Rating	Consequence
Severe	Should require senior management attention and diversion of resources to recover from the risk.
Major	Significant senior management attention would be required to recover from the risk event.
Moderate	Management effort would be required to prevent the situation from intensifying. Changes to management oversight would be required.
Minor	Management oversight would be required to ensure effectiveness and efficiency in control.
Background	Management oversight might be required to ensure day to day, routine operations are not disrupted.

Hierarchy of Controls	Physically remove the hazard
Eliminate	Physically remove the hazard
Substitute	Replace the hazard
Isolate	Isolate people from the hazard
Engineering Controls	Require a physical change in the workplace
Administrative Controls	Change or improve the way people work. E.g. by training, workplace policy, procedures, shift systems and practices etc.
PPE	Personal Protective equipment - masks, gloves, protective clothing, hard hats, goggles, and ear plugs.

Minor	Moderate	Major	Severe
High 10	High 15	Very High 20	Very High 25
Medium 8	High 12	High 16	Very High 20
Medium 6	Medium 9	High 12	High 15
Low 4	Medium 6	Medium 8	High 10
Very Low 2	Low 3	Low 4	Medium 5

Hierarchy of Controls	Is the process of removing the hazard from the workplace
Eliminate	Is the process of removing the hazard from the workplace
Substitute	Change from water-soluble products instead of organic solvents, replacing hazardous materials with unburnt controls
Isolate	Controlled access enable you to isolate energy sources. Targeted at keeping the chemical in and the worker out, or vice versa
Engineering Controls	Height include changing the weight of objects, changing work surface heights, or purchasing safety aids
Administrative Controls	Job training, workplace policy, procedures, shift designs and practices that minimize the exposure of workers to risk conditions
PPE	Personal Protective equipment - respirators, gloves, protective clothing, hard hats, goggles, and ear plugs.

Residual Risk Rating	Very Low	Low	Medium	High	Very High
Very Low 1					
Very Low 2					
Low 3					
Low 4					
Medium 5					
Medium 6					
Medium 7					
Medium 8					
Medium 9					
High 10					
High 11					
High 12					
High 13					
High 14					
High 15					
High 16					
High 17					
High 18					
High 19					
High 20					
High 21					
High 22					
High 23					
High 24					
High 25					

To establish Risk Rating multiply Likelihood by the Consequence	Very High	High	Medium	Low	Very Low
Score 20-25	Very High Risk - Immediately Eliminate				
Score 15-20	High Risk - Improve Control Measures and Consider				
Score 10-15	Medium - Review Existing				
Score 5-9	Low Risk - Maintain Existing				
Score 3-4	Very Low Risk - Maintain Existing				
Score 2-3	Very Low Risk - Maintain Existing				

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Offices Covid19 Risks

Phase 1 - Inherent Risk Assessment (with no controls in place)

Phase 1 - Inherent Risk Assessment (with no controls in place)										Phase 2 - Residual Risk Assessment (based on controls currently in place)					Phase 3 - Target Risk Control (based on additional controls)									
Hazard/Potential Incident (What could cause harm/damage?)	Activity/Task	Activity/Task Sub Steps	List of roles but not linked to	Risk Description (What could happen or go wrong that would prevent achievement of objectives?)	Causes (Why/how could it happen?)	What would this mean?	Parties involved	Risk Impact (Consequence Typ, Financial (F), Reputational (R), Environmental (E), Operational (O), Safety (S), Health (H))	Inherent Consequence	Inherent Likelihood	Inherent Risk Rating	Detail of Controls (What are we currently doing to reduce the consequence or likelihood of the risk)	Key Control Indicators	Hierarchy of Controls	Residual Consequence	Residual Likelihood	Residual Risk Rating Score	Date reviewed	Additional Controls for Consideration	Residual Consequence	Residual Likelihood	Target Risk Rating (Risk Tolerance Below Medium)	Risk Control Effectiveness (Effective, Partially, Ineffective, Undecided)	Related and Supporting documentation
Transmission and contraction Communicable Disease COVID 19	1. Frequent contact with customers or visitors and contractors at Stats NZ Office (WLG, CHCH, AKL)	Interactions with customers or visitors and contractors inside a Stats NZ Office		Stats NZ workers in close proximity to unknown contacts, external to the organisation with the potential to introduce covid 19 in the office environment.	Surface contamination and airborne transmission	Wider transmission within Stats NZ Offices	Stats NZ Workers, Public Visitors, Contractors	F,R,O,S,H	Severe	Likely	Very High 20	Follow Stats NZ Covid19 Protection Framework; Masks; Hygiene practices; Distancing; Traffic light framework; QR codes; Signage. Non-mandatory Vaccination. Monitoring of controls	Contact tracing outcomes; Monitoring results	Minimise	Major	Possible	High 12	3/12/2021	Fully Vaccinated	Major	Unlikely	Medium 8	Partially	Stats Vaccination Policy <a href="https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions">https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions</a> <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works</a> <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/protecting-yourself-and-others-covid-19vaccine">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/protecting-yourself-and-others-covid-19vaccine</a> <a href="https://www.medsafe.govt.nz">https://www.medsafe.govt.nz</a> <a href="https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/">https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/</a> <a href="https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/">https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/</a>
	2. Attending indoor community events	Frequenting indoor events that requires interactions with the wider community		Indoor environment that generates high number of possible primary and secondary contacts in close proximity. There are challenges in maintaining distance and natural ventilation is limited.	Risk of transmission or contracting from unknown contacts.	Person is exposed to higher number of unknown contacts that might result in transmission	Stats NZ Office Staff and wider Community	F,R,O,S,H	Severe	Likely	Very High 20	Follow procedures of visited venue; distancing; masks; hygiene practices; Traffic light framework; QR codes; Non-mandatory Vaccination.	Contact tracing outcomes	Minimise	Major	Possible	High 12	3/12/2021	Fully Vaccinated	Major	Unlikely	Medium 8	Partially	Stats Vaccination Policy <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/protecting-yourself-and-others-covid-19vaccine">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/protecting-yourself-and-others-covid-19vaccine</a> <a href="https://www.medsafe.govt.nz">https://www.medsafe.govt.nz</a> <a href="https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/">https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/</a> <a href="https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/">https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/</a>
	3. Attending outdoor community events	Frequenting outdoor events that requires interactions with the wider community		Outdoor environment creates potential interactions with numerous people however distance and natural ventilation is achievable.	Risk of airborne transmission from higher number of unknown contacts	If infection was introduced it can spread widely	Stats NZ Office Staff and wider community	F,R,O,S,H	Severe	Possible	High 15	Follow procedures of visited venue; distancing when applicable; masks and hygiene practices; Traffic light framework; QR codes; Non-mandatory Vaccination.	Contact tracing outcomes	Minimise	Major	Unlikely	Medium 8	3/12/2021	Fully Vaccinated	Major	Rare	Low 4	Partially	Stats Vaccination Policy <a href="https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions">https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions</a> <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works</a> <a href="https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/">https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/</a> <a href="https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/">https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/</a>
	4. Frequent visits to multiple Stats NZ Offices (WLG, CHCH, AKL)	Interactions with colleagues and the wider community from other Regions		Workers that have frequent travel requirements between Stats NZ regions and have to use public transport and overnight accommodation.	Exposure to airborne and surface transmission by using public transport and accommodation and introducing it into the Stats NZ Offices and the wider community	If infection was introduced it can spread widely	Stats NZ Office Staff and wider community	F,R,O,S,H	Severe	Likely	Very High 20	Follow procedures of public transport and accommodation venues; distancing when applicable; masks and hygiene practices; Traffic light framework; QR codes; Stats NZ travel restrictions and approval; Follow Stats NZ Covid19 Protection Framework; Non-mandatory Vaccination.	Contact tracing outcomes; Inspection results	Minimise	Severe	Possible	High 15	3/12/2021	Fully Vaccinated	Major	Unlikely	Medium 8	Partially	Stats Vaccination Policy <a href="https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions">https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions</a> <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works</a> <a href="https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/">https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/</a> <a href="https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/">https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/</a>
	5. Work at a Stats NZ Office (WLG, CHCH, AKL) in close contact with other workers	Interactions and in close proximity with each other inside the Stats NZ Office environment		Vulnerable (health compromised, unvaccinated, aged) Stats NZ workers working in the office environment have a higher tendency to be infected with COVID 19 (MOH).	Surface contamination, hot desking practices and airborne transmission	If infection was introduced into the office environment it could have a more severe impact on the vulnerable or unvaccinated persons	Stats NZ Office Staff	F,R,O,S,H	Severe	Likely	Very High 20	Flexible Working Policy; Hygiene practices; Masks; Distancing; QR codes; Follow Stats NZ Covid19 Protection Framework; Non-mandatory Vaccination	Contact tracing outcomes; Monitoring results	Minimise	Major	Likely	High 16	9/12/2021	Fully vaccinated	Major	Unlikely	Medium 8	Partially	Stats Vaccination Policy <a href="https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions">https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/7e967-7053-frequently-asked-questions</a> <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works</a> <a href="https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/">https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/</a> <a href="https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/">https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/</a>

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