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| Health, Safety and Wellbeing (HSW) Risk Assessment |

This Risk assessment is used in conjunction with task/ activity risk assessment

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| **Document No:** | covid-19-generic-risk-assessment- v5 | **Assessment Date:** | 01 September 2020 |
| **Faculty/ Service Division:** | UOA – Enter Faculty / Service Division | **School/Department:** |  |
| **HSW Risk:** | THIS IS A BASIC EXAMPLE RISK ASSESSMENT ONLY, DEVELOP THIS FOR YOUR WORK AREA/PROCESS IN CONJUNCTION WITH APPROVED FACULTY AND UNIVERSITY GUIDELINES  Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.  Symptoms can be mild, moderate, severe or fatal.  Symptoms of Covid-19  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. The Faculty DFO will be informed and the Faculty will maintain regular contact with staff members during this time.  If advised that a member of staff/student/contractor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises),Public Health Authority will be notified and it is likely that ARPHS will undertake contact tracing to identify people who have been in contact with them, then will advise on any actions or precautions that should be taken.  COVID-19 Protocols and Risk Planning | | |
| **Form completed by:** | Template - HSW | **Responsible Line Manager:** |  |

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| **Signed:** |  | **Signed:** |  |
| **Dated:** |  | **Dated:** |  |

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| **Other Risk Assessments which might also be required:** |  | COVID 19 Risk Assessment is to be used in conjunction with activity specific risk assessment |  |  |  |  |

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| **Description of Activity / Task / Project** |  |

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|  | | **Identify Hazards and Control the Risks:** | | | | | |
|  | | 1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.  2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer’s instructions etc.  3. List existing risk controls (take credit for what you do)  4. Rate the risk once all controls are in place using the matrix in  5. List any additional controls that need to be implemented and take action  6. Communicate the findings  The boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows | | | | | |
| **Task sequence** | **Hazard** | **Who may be harmed and how** | **Existing controls** | **Current Risk Rating**  **(L)Likelihood x (C)Consequence  = (R)Rating** | | | **Additional Controls required** |
| **L** | **C** | **R** |  |

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| Prior to Entry to University | Spread of Covid-19 Coronavirus | Staff  Visitors to your premises  Cleaners  Contractors  Drivers  Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically encounters you in relation to your operation. | * During Alert Level 2 staff who do not need to be on campus to work are encouraged to continue remote working. * In line with Govt Regs Face Mask will be required when travelling on public transport * A list of all potential situations where staff will be required to work closer than 1m from another worker in order to complete tasks safely. * As additional situations arise, staff must be encouraged to identify these and have a clear process to have them added to the plan to ensure they are managed appropriately. * Staff/student contractor who are immune-suppressed or in a high-risk group (e.g. over 70), or have family within their home who are immune-suppressed, will agree with their manager / course coordinator on control measures * Consideration of whether physical distancing or PPE measures introduce new health and safety risks (e.g. because they impact communication). * A process to engage with and involve staff in developing appropriate controls to reduce or mitigate the risk. * Establishment of clear communication channels for staff to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities. |  |  |  |  | |
| Entry/ Exit to UOA | Spread of COVID –19 Coronvirus  Management of people flow |  | * At Alert Level 2, the University is required to maintain attendance logs to support contact tracing. * All staff and students who go onto campus are required to use the University’s [Check-IN](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.auckland.ac.nz%2Fwayfinding&data=02%7C01%7C%7Ca10719b774de4082adb808d83e593b56%7Cd1b36e950d5042e9958fb63fa906beaa%7C0%7C0%7C637327900354379261&sdata=IYaapud037f6LgRSNBn6adPO1EQ17m%2FrKr8ga%2FbyVVw%3D&reserved=0" \t "_blank) system on arrival (You can check in on your mobile phone or your desktop or laptop computer when you arrive. * QR-code posters for the [Government’s Covid-19 Tracer app](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.health.govt.nz%2Four-work%2Fdiseases-and-conditions%2Fcovid-19-novel-coronavirus%2Fcovid-19-novel-coronavirus-resources-and-tools%2Fnz-covid-tracer-app&data=02%7C01%7C%7Ca10719b774de4082adb808d83e593b56%7Cd1b36e950d5042e9958fb63fa906beaa%7C0%7C0%7C637327900354389251&sdata=r5TKGEZ7%2B1Fdcs6YtxozTgl2SUDuwzF5he1zAV9%2BP1s%3D&reserved=0) are also available at building entrances. These are provided for those who are unable to use Check-IN, particularly contractors and other visitors on campus. * Please note however that the Covid-19 Tracer app does not record people’s attendance to the level of detail required of the University by the Government, which is why using the Check-IN system is critically important for students and staff. |  |  |  | |  |
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| Wearing of Masks | Spread of Covid-19 |  | * Wearing of face masks becomes mandatory on public transport for Alert Level 2 and above, as of Monday 31 August. * It is not mandatory to wear a face mask while on campus, the University encourages you to do so, particularly if you are working in or moving about spaces where physical distancing is not possible. * In line with [guidance from the Ministry of Health](https://www.education.govt.nz/assets/Uploads/final-final-detailed-tertiary-guidelines-for-alert-levels.pdf), students and staff are advised to bring their own masks to campus. |  |  |  | |  |
| Hand Washing | Spread of Covid-19 Coronavirus  Infection Control |  | * Hand washing facilities with soap and hot water in place. * Stringent hand washing taking place. * Posters, leaflets and other materials are available for display. * See hand washing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Hand washing posters within toilet areas * Gel sanitisers in any area where washing facilities not readily available |  |  |  | |  |
| Conducting research | Spread of COVID 19 Coronavirus |  | * Each Faculty to have approval process prior to entry to UOA * Research meetings, workshops, conferences, etc. may continue online. * Caring for animals used in research is allowed, but the number of different staff involved should be minimised. * The above restrictions do not apply to any activities being conducted at the direction of the Ministry of Health required to manage COVID-19. |  |  |  | |  |
| Working in Groups |  |  | * Ensure this risk assessment has been completed prior to commencing activities, incorporating COVID 19 risk assessment into the activity process. * Utilised common areas must be cleaned daily using an industrial cleaning regime. * PPE – appropriate PPE will be provided and worn. * Consider Perspex screens to be fitted in areas where staff working opposite one another is unavoidable. * Review COVID-19 controls at least weekly. Reviews must involve all staff to seek their views on COVID-19 Controls. Staff must be encouraged to suggest improvements or raise concerns. * Consider the use of masks in working groups with difficulty maintaining distancing |  |  |  | |  |
| Food/ lunch areas | Spread of COVID 19 |  | * Common areas may be used. Cleaning materials are to be available for staff to disinfect areas after use. |  |  |  | |  |
| Cleaning | Spread of COVID 19 |  | * Make alcohol-based hand sanitiser available throughout the faculty and show staff their location at induction. * Daily cleaning of all high touch areas * Cleaning and maintenance of toilets should be completed daily. * Utilise appropriate detergents or disinfectant solutions for all facilities, equipment, and amenity cleaning.   See Ministry of Health website for more information about cleaning: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-covid-19> |  |  |  | |  |
| Assessment of work practices | Breakdown of work practice |  | Schedule assessments or work practices to ensure process are being followed |  |  |  | |  |
| Mental Health and Wellbeing | Mental Health & Wellbeing Event |  | Guidance and Resources for Leaders and Staff is available on UOA COVID 19 site and HSW site.  General Covid-19 Information at UoA  <https://www.staff.auckland.ac.nz/en/human-resources/staff-support-services/covid-19-coronavirus-outbreak.html>  Wellbeing  <https://www.auckland.ac.nz/en/health-safety-wellbeing/wellbeing.html> |  |  |  | |  |
| Working from home | Musculoskeletal or other injury |  | Using UOA general safety guides, set up workstation at home  <https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/general-safety/office-work-safety.html>  <https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/general-safety/home-workstation-safety.html> |  |  |  | |  |

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| Action Plan | | | | | | |
| Management agreed  additional control measures  to be implemented | **Resources**  **Required** | **Action By:** | | | **Action Complete: Responsible Line Manager** | |
| **Responsible Person** | **Target Date** | **Completion Date** | **Signature** | **Date** |

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| Review | |
| Review Details | **Comments** |
| Scheduled Review Date |  |
| Are all control measures in place? |  |
| Are controls eliminating or minimising the risk? |  |
| Are there any new problems with the risk? |  |
| Are the supervisory arrangements adequate? |  |
| Are the levels of skills, capabilities and training adequate? |  |
| Review By: (name) |  |
| Review Date: |  |

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| Communication | | | | |
|  | **Method** | **Yes** | **Date** | **Comments** |
| Reference of formal communication to staff | Copy of risk assessment issued to staff |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Staff handbook issued to staff |  |  |  |
| Other |  |  |  |
| How they were consulted  on the risk | Health, Safety and Wellbeing Committees |  |  |  |
| Additional Methods of Communication | Induction |  |  |  |
| Toolbox Talk |  |  |  |
| Team Meeting |  |  |  |
| Email circulation |  |  |  |
| Other |  |  |  |

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| **HSW Risk Assessment Matrix** | | | | | | |
| **Likelihood Level** | **4** | **Very likely**  Probably expect the event to occur in most circumstances | Moderate  (4) | High  (8) | Extreme  (12) | Extreme  (16) |
| **3** | **Likely**  Event likely to occur at least  once over the coming year | Moderate  (3) | High  (6) | High  (9) | Extreme  (12) |
| **2** | **Possible**  Event may occur at some time | Low  (2) | Moderate  (4) | High  (6) | High  (8) |
| **1** | **Unlikely**  Occurrence is conceivable,  but not expected to occur | Low  (1) | Low  (2) | Moderate  (3) | Moderate  (4) |
|  |  |  | **Minor** | **Moderate** | **Major** | **Severe** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | **Consequence level** | | | |

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| **Consequence description** | | **Harm to People**  Potential for injury or death | None or trivial / negligible injury  (no or slight injury which requires localised first aid) | | | Minor injury  (illness or injury is not serious, medical treatment required) | Serious injury  (serious injury or illness, hospitalisation required) | Fatality, major injury  (death, permanent disablement, or significant long-term illness) | | |
| **People Affected**  Extent of people potentially affected | None or few  (e.g. 0 to 2) | | | Small numbers (e.g. 3 to 10) | Moderate numbers  (e.g. 10 to 50) | Wide scale  (e.g. more than 50) | | |
| **Reputation and Legal**  Potential for publicity with a negative impact on reputation / potential for legal prosecution | None or issue raised by staff or students and resolved promptly by management  None or legal dispute – found not guilty – fines up to $3 million (Body Corporate), $600,000 (Officer) | | | Internal scrutiny to prevent escalation and short-term stakeholder concern  Minor non-compliance, limited notification to regulators / affected stakeholders | Medium-term stakeholder concern, national media scrutiny and ‘brand’ impact  Medium non-compliance, moderate notification to regulators / affected stakeholder, potential for legal proceedings / fines | Persistent stakeholder concerns, international media scrutiny and long term ‘brand’ impact  Significant non-compliance, extensive notification to regulators / affected stakeholders, potential for legal proceedings / imprisonment / fines | | |
|  | **Operations**  Extent of ability to maintain core business | | None or business interruption < 4 hours  None or effectiveness and efficiency of a service, programme or project impacted in the short term  None or slight damage to property or equipment | Business interruption between 4 hours to 5 days  Operational disruption manageable by workarounds  Moderate damage to property or equipment | | Business interruption > 5 days  Medium operational impact resulting in delay of key deliverables  Major damage to property or equipment | | Business interruption of many weeks  Breakdown of key activities and significant long-term impact  Massive damage to property or equipment |
| **Environment**  Extent of negative impacts on the environment | | None or minimal impact  None or clean up expenses up to $25,000 | Minor short-term or intermittent impact, able to be contained with specialist assistance  Clean up expenses up between $25,000 to $1m | | Serious, medium-term detrimental impact  Clean up expenses up between $1m - $5m | | Very serious, long-term or permanent damage  Clean up expenses > $5m |

**Consider the Likelihood**

How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. light, temperature, space)? What are people’s behaviours (e.g. stress, panic, deadlines)? What people are exposed (e.g. disabled, young students, etc.)?

**Consider the Consequences**

What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task, etc.)? How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

**Calculate the Risk**

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as “High” or “Extreme” require detailed analysis of mitigating practices / controls to determine the residual risk rating. **Action must be taken.**

“Low” and “Moderate” risks may be excluded from further analysis (other than when the consequence may be severe). However the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken. **Some action may be required.**

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as “high” or “extreme”. Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

**Risk Priority - Legend**

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| Extreme  (12-16) | **Intolerable risk.** Immediate action(s) is to be taken by Faculty/Service HSW risk owners - including DVCs, Deans of Faculties, Directors of Services, Academic Heads/PIs, Services Managers. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The Associate Director Health, Safety and Wellbeing, and Manager Risk and Performance must be advised of the risk for their review. The risk should be included in the UoA wide risk register. |
| High  (6-9) | **Should not be tolerated.** Urgent action is to be taken by the immediate manager. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The HSW Manager working with the Faculty/Service, and Manager Risk and Performance must be advised of the risk for their review. To be included in the UoA wide risk register. |
| Moderate  (3-4) | Management to **monitor risks** in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls. |
| Low  (1-2) | **Requires no further attention** above routine practices and procedures, apart from monitoring. |

**Note:** This proposed Health and Safety Risk Assessment Matrix aligns with WorkSafe NZ guidance, UoA Resilience Management Plan, UoA Risk Determination Matrix, UoA TVRA and UoA Incident Levels