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# Roles Requiring Mandatory COVID-19 Vaccination Risk Assessment

## Background

In October 2021 the New Zealand Government announced the introduction of the COVID-19 Protection Framework, or “traffic light system” as the response plan to move out of lockdowns and allow more freedom of movement. A focus of the framework is using vaccinations as a primary tool to protect the community and to avoid the reliance on lockdown as the main measure to stop the virus spreading.

Further to this the Government issued COVID-19 Public Health Response (Vaccinations) Orders specifying workers who must be vaccinated to perform their jobs safely. Alongside these Orders organisations can also specify which roles performed by their workers are to be done only by those who are vaccinated.

## Purpose

The Anglican Diocese of Waikato and Taranaki has a duty of care to all clergy, staff, volunteers, and those who gather to worship and to socialise, as well as to users of our communities’ services and programmes and all those who support those functions both internally and externally. The general expectation is that people working and volunteering for the diocese will be vaccinated. However, to mandate that a role holder must be vaccinated, risk assessments must be undertaken. This is a requirement of Government and reflects the requirement and principles of the Diocesan COVID-19 Protection policy. Risk assessments will be used to determine if, due to work health and safety purposes, roles carry a risk of COVID-19 infection and transmission above the risk that is faced outside of work.

## The Risk Assessment

The “Roles Requiring Mandatory COVID-19 Vaccination – Risk Assessment” is a analytical tool used to assess if vaccinations should be mandated for individual roles based on the risk of exposure to and transmission of COVID-19, where no specific Government issued COVID-19 Public Health Response (Vaccinations) Order is in place.

To determine if a role and the work being undertaken requires a person to be vaccinated, the Diocese and each Ministry Unit must carry out a risk assessment for each role. A risk assessment must focus on the role and the nature of the work being undertaken for the purposes of work health and safety, and not the individual performing the role.

The risk assessments will ask a series of questions to help the author reach an outcome. The risk assessment questions will consider what the work tasks look like for a typical day or week and identify the risk rating of each risk factor.

Our risk assessment has been designed using guidance provided by WorkSafe, to enable the Diocese to meet its obligations under the Health and Safety at Work Act 2015.

Completing the Assessment

The risk assessment should be completed by the most appropriate person/s who understand the role and the impact the risk factors have on that role.

Consultation with role holders is required, however where several people perform the same or very similar roles this could be done by survey and/or by a smaller group representing the whole.

All risk assessments must be approved by the management. This will vary depending on the role e.g., Bishop of Waikato and Taranaki, Manager/Team Leader, Licenced Lay Ministry, Governing Body (or Vestry Warden) etc.

## Risk Assessment Outcome

It is our expectation that a thorough process will be followed to clearly determine the risk level for each role, however where situations are not straightforward, individuals should be engaged with further before reaching a final decision.

There are two possible outcomes:

1. If risk ratings indicate a higher level of risk of COVID-19 infection and transmission and further controls are not able to be implemented to reduce risks, we, together with those impacted will consider whether the work should be performed by a person who is vaccinated.
2. If risk ratings indicate COVID-19 infection and transmission through a particular role is no higher than outside work, the outcome would be that the role is not required to be performed by a vaccinated person.

## Decisions

Decisions whether a role must be performed by a person who is vaccinated against COVID-19 will be based on the outcome of the risk assessment and approved by the appropriate management personnel.

In all cases, management will communicate risk assessment outcomes and final decisions in writing to the related role holders. Relevant documentation, policies, and job descriptions will be updated to reflect these decisions.

## Next Steps/Support/Care

There may be direct and indirect implications for those engaged by the Diocese of Waikato and Taranaki including clergy, employees, and volunteers by the outcomes of the risk assessment and required actions.

Where people are not able to continue to perform their roles or where redeployment is not an option and therefore are ultimately facing termination or removal from office or removal of Permission to Officiate (PTO), those representing the Diocese will act in good faith towards individuals and provide them with care and support. New Zealand Employment legislation, HR best practice and internal policies/statutes/canons that govern these engagements will be followed.

Decisions may impact others including colleagues, worshippers, and those associated with the office or ministry unit. Those representing the Diocese and managing terminations and removal from office/of PTO processes should establish if there has been an indirect impact to others and ensure that appropriate support and care is provided to all who require it.

## Related Canon/Statute/Legislation/Policies/Procedures

COVID-19 Protection Policy Diocesan Privacy Policy

COVID-19 Public Health Response Act 2020

COVID-19 Public Health Response (Vaccinations) Order 2021 Employment Relations Act 2000

Health and Safety at Work Act 2015 Human Rights Act 1993

Privacy Act 2020

Any other Government legislation related to COVID-19

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*Risk assessments must be undertaken for all roles of the Diocese of Waikato and Taranaki that are not covered by a Government issued COVID-19 Public Health Response (Vaccinations) Order*

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| **Role/s being Assessed** |  | | | | | | | **Date** |  |
| **Category** | Clergy Lay | | **Ministry Licence** | | | | Yes No | | |
| **Type (choose all that apply)** | Stipended Non-Stipended Salaried/Wage Volunteer | | | | | | | | |
| **Office/Ministry Unit** |  | | | **Department/Team** | |  | | | |
| **Brief Role Description** | ADD DETAILS OF ROLE HERE | | | | | | | | |
| **Assessment Undertaken By** | **Name** |  | | | **Title** | |  | | |
|  | **Role** |  | | |  | |  | | |
| **Consultation with Role**  **Holder/s** | ADD DETAILS/OUTCOME OF CONSULTATION HERE | | | | | | | | |
| **Hazard being assessed** | Exposure to and/or transmission of COVID-19 because of the work activities involved in performing the role including interactions with others in the course of their duties including but not limited to colleagues, volunteers, contractors, customers, clients, visitors/guests, group participants and members of the public. | | | | | | | | |
| **Possible consequence** | Complications may include pneumonia, acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock, and death. | | | | | | | | |
| **Who could be affected by**  **the hazard?** | ADD SPECIFIC GROUPS HERE | | | | | | | | |
| **Current controls in place** | Following the appropriate Framework Level requirements and recommendations including encouraging working from home during “red” traffic light, always providing tools for online engagement, encouraged wearing of face coverings, stay home if unwell, hand sanitiser available on site, use of QR codes for contact tracing, good personal encouraged, ensuring venue hygiene protocols are followed, physical distancing if possible, ventilation of buildings where possible, encouraging vaccinations as a primary tool of safety for all, continuing to communicate all health and safety messages and protocols. | | | | | | | | |

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| **Additional Controls** | IDENTIFY AND LIST ANY FURTHER INFECTIOUS DISEASE CONTROLS THAT COULD BE PUT IN PLACE TO REDUCE THE RISK. |

**Risk Assessment continued…**

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| --- | --- | --- | --- |
| **Risk Factor**  *Consider the following risk factors, add additional risk factors if required.* | | **Response/Rationale**  *Provide details of the risk factor being considered and how it relates to the role being assessed.* | **Rating**  *Add a risk rating between 1 –5. Use the*  *chart provided.* |
| **1** | **How many people does the role holder carrying out that work come into contact with?**  (very few = lower risk; many = higher risk) |  |  |
| **2** | **How close is the role holder carrying out the tasks in proximity to other people?** (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment = higher risk) |  |  |
| **3** | **How long does the work require the role holder to be in that proximity to other**  **people?** (brief contact = lower risk; lengthy contact = higher risk) |  |  |
| **4** | **What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?** (equal to outside work = lower risk; higher  than outside work = higher risk) |  |  |
| **5** | **How easy will it be to identify the people who the role holder comes into contact with?** (easy to identify, such as co-workers = lower risk; difficult to identify, such as  unknown members of public = higher risk) |  |  |
| **6** | **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?** (little to none = lower risk; whole time = higher risk) |  |  |
| **7** | **Will the work continue to involve regular interaction with unknown people if the region is at a higher level of restrictions e.g. Red traffic light?** (no = lower risk; yes =  higher risk). |  |  |
| **Total Rating**  *Add ratings above* | | |  |
| **Risk Level**  *Refer to Risk Assessment (Total Rating) Outcome Matrix* | | |  |
| **Outcome**  Role Requires Mandatory COVID-19 Vaccination | | |  Yes  No |

**Risk Assessment continued…**

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| **Risk Assessment Approval** | | | | | |
| I, [NAME] agree that the risk assessment has considered all risk factors for this role, appropriate consultation with role holders has been undertaken and  the risk level and outcome for this role are accurate, in line with Government requirements and I have authority to approve this assessment. | | | | | |
| **Signature** |  | **Title** |  | **Date** |  |

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# Roles Requiring Mandatory COVID-19 Vaccination Risk Rating Chart

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Factor** | | **Risk rating** | | | | |
| **Higher risk = 5** | **High risk = 4** | **Moderate risk = 3** | **Low risk = 2** | **Lower risk = 1** |
| **1** | **How many people does the role holder carrying out the work come into contact with?** | Comes into contact with a large number of people, for example, the general public | Comes into contact with many people | Comes into contact with a moderate number of people | Comes into contact with very few people | Comes into contact with almost no, or no people |
| **2** | **How close is the role holder carrying out the tasks 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 |
| **3** | **How long does the work require the role holder to be in that proximity to other people?** | Lengthy contact | Some prolonged contact | Some contact | Limited contact | Brief contact |
| **4** | **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 |
| **5** | **How easy will it be to identify the people who the role holder 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 |
| **6** | **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?** | Contact for the whole time of the work | Contact for a large amount of time during the work | Contact for some time during the work | Little contact during the work | Minimal, if any, contact during the work |
| **7** | **Will the work continue to involve regular interaction with unknown people if the region is at a higher level of restrictions e.g. Red traffic light?** | Significant regular interaction | A large amount of regular interaction | Some regular interaction | A little amount of regular interaction | Minimal, if any regular interaction |

**Risk Assessment (Total Rating) Outcome Matrix**

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| --- | --- | --- | --- | --- |
| **Risk Assessment Outcome**  *Apply the rating total to determine the overall Risk Level* | | | | |
| **Higher risk** | **High risk** | **Moderate risk** | **Low risk** | **Lower risk** |
| 35 – 29 | 28 – 22 | 21 – 15 | 14 – 8 | 7 – 1 |