

RISK ASSESSMENT SUMMARY – COVID-19 VACCINATIONS FOR OFFICE WORKERS

This risk assessment is based on certain activities that require Stats NZ worker interaction with external parties which are outside the control of the Stats NZ working environment.

We aim to minimise the exposure of a Stats NZ worker to Covid-19 and reduce potential wider transmission throughout the organisation.

RISK ASSESSMENT METHODOLOGY

We use the below risk matrix with definitions that explain likelihood and severity. A rating is given based on the association of likelihood and severity.

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood						
The risk consequence will occur in most circumstances. 80-100% expectation in the next 12 months	Almost Certain 5	Medium 5	High 10	High 15	Very High 20	Very High 25
The risk consequence will probably occur. 50-80% expectation in the next 12 months	Likely 4	Low 4	Medium 8	High 12	High 16	Very High 20
The risk consequence is likely to occur. 30-50 % expectation in the next 12 months	Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15
The risk consequence may occur at some time. 5-30% expectation in the next 12 months	Unlikely 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10
The risk consequence will only be realized in exceptional circumstances	Rare 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5
	Definitions	Management oversight might be required to ensure day to day, routine operations are not disrupted.	Management oversight would be required to ensure effectiveness and efficiency is maintained. Changes to operating procedures may need to be considered	Management effort would be required to prevent the situation from intensifying. Changes to operating procedures would be required.	Significant senior management attention would be required to recover from the risk event.	Would require extensive senior management attention and diversion of resources to recover from the risk event.

Definition of frequent activity “something that happens often or keeps happening”.

Tasks within **OFFICE ROLES** have been categorised into four “**risk contexts**”. Each context requires a separate risk assessment.

1. FREQUENT CONTACT WITH CUSTOMERS, VISITORS OR CONTRACTORS AT STATS NZ OFFICES.

Risk Context: Stats NZ workers in close proximity to unknown contacts, external to the organisation, in the office environment.

2. ATTENDING INDOOR COMMUNITY EVENTS

Risk Context: Workers that are required to attend indoor events as part of their frequent work duties. There is potential to be exposed to multiple contacts. There are challenges in maintaining distance and natural ventilation is limited.

3. ATTENDING OUTDOOR COMMUNITY EVENTS

Risk Context: Workers that are required to attend regular outdoor events as part of their frequent work activities. There is potential to be exposed to multiple contacts however distancing and natural ventilation is achievable.

4. FREQUENT VISITS TO MULTIPLE STATS OFFICES (WLG, CHCH, AKL)

Risk context: Workers that have frequent regional travel requirements and use public transport and overnight accommodation. Unknown contacts could result in transmission between the Stats NZ Offices and into the wider community.

For each risk assessment, we firstly assess risk without any controls in place. This is called assessing **inherent risk**. Secondly, we assess risk with controls in place. This is called assessing **residual risk**.

If the residual risk rating is still high after controls are put in place, we cannot responsibly conduct these activities, so we have to consider more controls to reduce the risk.

In all 4 these risk assessments, the vaccination proposes a significant control to reduce the risk of transmission. We rely on the integrity of the information supplied by the Ministry of Health (MOH) for the decision making. We are obligated to follow the guidelines and information provided to us by the MOH.

4 RISK CONTEXTS

1. FREQUENT CONTACT WITH CUSTOMERS, VISITORS AND CONTRACTORS AT STATS NZ OFFICES.

Risk Context: Workers in close proximity to unknown contacts, external to the organisation, in the office environment.

INHERENT RISK (BEFORE CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE

By definition, the consequence “would require extensive senior management attention and diversion of resources to recover from the risk event.”

This is based on the assumption that:

- Workers can become infected by external persons and spread the virus to other Stats NZ workers or into the wider community.
- The Delta variant has a more severe impact on an individual’s health.
- The vulnerability of possible contacts could be unknown.

LIKELIHOOD: LIKELY

By definition, the risk consequence “will probably occur with 50-80% expectation in the next 12 months”.

This is based on the assumption that:

- Delta has a significant viral load that expedites transmission of Covid 19.
- Interactions are brief but they are frequent.
- The reception environment is under Stats NZ control and has existing visitor management in place. These contain and manage visitor traffic.

As a result, the risk rating of Very High 20

VERY HIGH 20

RESIDUAL RISK (AFTER CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE moves to MAJOR

The Ministry of Health advises that vaccination reduces the impact on personal health for those that are vaccinated and reduces transmission rates, which could impact the wider community.

By definition, “significant senior management attention would be required to recover from the risk event”.

LIKELIHOOD: LIKELY moves to UNLIKELY

After the below controls are put in place:

- Masks
- Hygiene Practices
- Distancing
- QR codes
- Monitoring of controls
- Vaccination
- Signage
- Traffic Light Framework
- Covid 19 Stats NZ Protection Framework

By definition, “the risk consequence may occur at some time with a 5-30% expectation in the next 12 months”.

The residual risk rating is Medium 8

MEDIUM 8

2. ATTENDING INDOOR COMMUNITY EVENTS

Risk Context: Workers that are required to attend indoor events as part of their frequent work duties. There is potential to be exposed to multiple contacts. There are challenges in maintaining distance and natural ventilation is limited.

INHERENT RISK RATING (BEFORE CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE

By definition, the consequence “would require extensive senior management attention and diversion of resources to recover from the risk event.”

This is based on the assumption that:

- Workers can become infected by external persons and spread the virus to other Stats NZ workers or into the wider community.
- The Delta variant has a more severe impact on an individual’s health.
- The vulnerability of possible contacts could be unknown.

LIKELIHOOD: ALMOST CERTAIN

By definition, the risk consequence “will occur in most circumstances with 80%-100% expectation in the next 12 months”.

This is based on the assumption that:

- Indoor environment that generates high number of possible primary and secondary contacts in close proximity.
- There are limitations to natural ventilation.

- If a worker attends frequent external events, as a work activity, it increases the potential to be exposed to the virus.
- The vaccination status of possible contacts could be unknown.

The inherent risk rating is Very High 25

Very High 25

RESIDUAL RISK (AFTER CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE moves to MAJOR

The Ministry of Health advises that vaccination reduces the impact on personal health for those that are vaccinated and reduces transmission rates, which could impact the wider community.

By definition, “significant senior management attention would be required to recover from the risk event”.

LIKELIHOOD: ALMOST CERTAIN moves to UNLIKELY

After the below controls are put in place:

- Hygiene practices
- Masks
- QR codes
- Distancing
- Vaccination

- Covid rules of the event venue
- Traffic Light Framework

By definition, “the risk consequence may occur at some time with a 5-30% expectation in the next 12 months”

The residual risk rating is **Medium 8**

MEDIUM 8

3. ATTENDING OUTDOOR COMMUNITY EVENTS

Risk Context: Workers that are required to attend outdoor events as part of their frequent work activities. There is potential to be exposed to multiple contacts however distancing and natural ventilation is achievable.

INHERENT RISK (BEFORE CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE

By definition, the consequence “would require extensive senior management attention and diversion of resources to recover from the risk event.”

This is based on the assumption that:

- Workers can become infected by external persons and spread the virus to other Stats NZ workers or into the wider community.
- The Delta variant has a more severe impact on an individual’s health.
- The vulnerability of contacts could be unknown

LIKELIHOOD: POSSIBLE

By definition, the risk consequence “is likely to occur with a 30-50% expectation in the next 12 months”

This is based on the assumption that:

- Delta has a significant viral load that expedites transmission of Covid 19.
- Potential opportunities for transmission if in close proximity.
- The vaccination status, covid status, could be unknown.

The inherent risk is rated at High 15

High 15

RESIDUAL RISK (after controls)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE moves to MAJOR

The Ministry of Health advises that vaccination reduces the impact on personal health for those that are vaccinated and reduces transmission rates, which could impact the wider community.

By definition, “significant senior management attention would be required to recover from the risk event”.

LIKELIHOOD: POSSIBLE moves to RARE

After the below controls are put in place:

- Masks
- Hygiene Practices

- Distancing when applicable
- Vaccination
- Covid rules of the event venue
- Traffic Light Framework
- QR codes

Outdoor events have the extra natural line of defence which is natural ventilation.

By definition, the risk consequence will only be realized in exceptional circumstances.

This results in a residual risk rating of Low 4

LOW 4

4. FREQUENT VISITS TO MULTIPLE STATS OFFICES (WLG, CHCH, AKL)

Risk context: Workers that have frequent regional travel requirements and use public transport and overnight accommodation. Unknown contacts could result in transmission between the Stats NZ Offices and into the wider community.

INHERENT RISK (BEFORE CONTROLS)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE

By definition, the consequence “would require extensive senior management attention and diversion of resources to recover from the risk event.”

This is based on the assumption that:

- Workers can become infected by unknown contacts via travel and accommodation and spread virus to Stats NZ workers from other regions.
- The Delta variant has a more severe impact on an individual's health.

LIKELIHOOD: ALMOST CERTAIN

By definition, "the event of transmission will probably occur with 80%-100% expectation in the next 12 months".

This is based on the assumption that:

- Frequent movement between regions increases the likelihood of wider transmission organisationally and in the wider community.
- Physical distancing is difficult on route.
- Length of time of travel.
- Delta has a significant viral load that expedites transmission of Covid 19.
- Using accommodation that is frequented by many unknown contacts.

The inherent risk rating is Very High 25

Very High 25

RESIDUAL RISK (after controls)

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain 5	Medium 5	High 10	High 15	Very High 25	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

CONSEQUENCE: SEVERE moves to MAJOR.

The Ministry of Health advises that vaccination reduces the impact on personal health for those that are vaccinated and reduces transmission rates which would impact the wider community.

LIKELIHOOD: ALMOST CERTAIN moves to UNLIKELY

After the below controls are put in place:

- Masks
- Hygiene Practices
- Distancing when applicable
- Vaccination
- Follow Covid 19 procedures of public transport and accommodation venues
- Traffic Light Framework
- QR codes
- Covid 19 Stats NZ protection framework
- Organisational travel restrictions and approval

By definition, the risk consequence may occur at some time with a 5-30% expectation in the next 12 months”.

The residual risk rating is MEDIUM 8

Medium 8

Recommendations:

Based on the MOH assurance and guidance, the risk assessment indicates that staff in these roles that conduct these activities will have greater protection if vaccinated.

This risk controls are subjected to regular review.

References:

Public Service Workforce Guidance for the Covid 19 Protection framework

<https://www.publicservice.govt.nz/assets/SSC-Site-Assets/Workforce-and-Talent-Management/Public-Service-workforce-guidance-for-the-COVID-19-Protection-Framework.pdf>

Beehive: Press release from Hon Michael Wood, Govt back business to vaccinate workforces.

<https://www.beehive.govt.nz/release/govt-backs-business-vaccinate-workforces>

Business Leaders Health and Safety Forum guidance

[Vaccination Policy Guidance](#)

Government Health & Safety Lead

<https://www.healthandsafety.govt.nz/news-and-events/news/covid-19-novel-coronavirus-agency-guidance/>

MBIE guidance

[Vaccines and the workplace » Employment New Zealand](#)

Te Kawa Mataaho (The Public Service Commission) guidance

[Vaccination Roll-Out Guidance](#)

WorkSafe NZ: How to decide what work requires a vaccinated employee and WorkSafe's enforcement approach. Updated 27 October 2021

<https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/>