**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 Auckland 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. It is the Diocesan Council’s general expectation 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 Council’s 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 management 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 Anglican Diocese of Auckland 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 rate risk indicators based on the work tasks for that role holder on a typical day or week and identify the risk rating of each risk indicator.

Our risk assessment has been designed using guidance provided by [Business.Govt.NZ](https://www.business.govt.nz/) and WorkSafe (<https://www.business.govt.nz/covid-19/vaccination-assessment-tool/>), 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 indicators 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 Auckland, Manager/Team Leader, 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, or a lower risk, 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 Anglican Diocese of Auckland 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 those representing the Anglican Diocese of Auckland 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 Anglican Diocese of Auckland and managing termination 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 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

**Roles Requiring Mandatory COVID-19 Vaccination**

**Risk Assessment – Lay roles**

*To mandate vaccinations for role holders Risk Assessments must be undertaken where roles are not covered by a government issued*

*COVID-19 Public Health Response (Vaccinations) Order. This Risk Assessment tool may be used to undertake an assessment, however if another tool has been used this tool will not override any assessment completed or outcome determined.*

 *Further updates to this tool may be made as additional advice and information comes to hand.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role/s being Assessed** |  | **Date** |  |
| **Type** | ❒Salaried/Wage ❒Volunteer | Local Lay License*Diocesan Lay Licenses will be managed by the Bishop’s Office* | ❒Yes ❒No |
| **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. |
| **Additional Controls** | IDENTIFY AND LIST ANY FURTHER INFECTIOUS DISEASE CONTROLS THAT COULD BE PUT IN PLACE TO REDUCE THE RISK. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Indicators***Consider the following risk indicators.* | **Lower Risk** | **Higher Risk** | **Rationale for Rating Role Lower/Higher** | **Rating** |
| *Lower***✓** | *Higher**✓* |
| **Working Environment**What type of environment does the worker work with? | 100m2 indoor space or greater, or outside | Less than 100m2 indoor space |  |  |  |
| **Physical Distancing**How close does the worker work to other people? | At least 1 metre apart | Less than 1 metre apart |  |  |  |
| **Length of Time with others**How long is the worker in proximity to other people? | 15 minutes or less | More than 15 minutes |  |  |  |
| **Services to the Vulnerable**Does the worker provide services to people who are vulnerable\* to COVID-19? *\*Vulnerable people’ is defined as people who are:** *under the minimum age to be vaccinated;*
* *medically exempt from being vaccinated; or*
* *at higher risk of severe illness from COVID-19.*
 | No | Yes |  |  |  |
| **Total Rating***Count and total ticks* |  |  |
| If at least three of the higher-risk indicators are ticked circle Higher. If the outcome is “Higher” it would be reasonable to require the role holder to be vaccinated.  | Lower / Higher |

|  |
| --- |
| **Risk Assessment Approval**  |
| I, [NAME] agree that the risk assessment has considered all risk indicators 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** |  |