

DRAFT Risk Assessment and Controls

Rewa Rewa School

Community Consultation
as at 4.07.22

This guide complements the [Risk assessment for COVID-19](#) guidance and is adapted from the [Health and Safety at Work Act 2015 practical guide](#).

It is being used to support our school's risk assessment and health and safety review.

Role of the board as PCBU

The Person Conducting a Business or Undertaking (PCBU) is usually a legal or corporate entity, including a self-employed person. In a school the PCBU is the board.

As the PCBU, the board holds the primary duty of care to ensure the health and safety of everybody involved with the school "so far as is reasonably practicable".

The board usually delegates the implementation of health and safety policy to the principal, who develops appropriate procedures and practices to ensure obligations and expectations are met. The board may delegate any of its functions or powers but can never delegate its accountability.

Even if your school already has good health and safety management in place, with the changes to the vaccine mandate and My Vaccine Pass, it is recommended that you review it and ensure that it reinforces an active culture among all those at the school, including ākongā.

A formal risk assessment enables the board to understand what the significant hazards in their school are. More importantly, it helps the board to focus on the significant risks, rather than using their resources trying to manage every risk.

Managing risks

Risks must be managed by taking action to eliminate them, and if that is not reasonably practicable, minimising them. Eliminating a hazard will also eliminate any risks associated with that hazard.

- Hazard = a situation or thing with the potential to cause death, injury or illness
- Risk = the likelihood that death, injury or illness might occur when exposed to a hazard

Risk assessment involves considering the **severity of consequences** if a person is exposed to a hazard, combined with the **likelihood** of it happening. The level of risk will increase as the likelihood of injury/illness, or its severity, increases.

A risk assessment can help determine:

- how severe a risk is
- whether existing control measures are effective
- what action you should take to control the risk, and
- how urgently the action needs to be taken

Assessing risks

The information below can help you to assess the **severity** of the consequences and the **likelihood** of injury or illness occurring, and then to assess the risk for each hazard.

NB this content is copied directly as an image from the [Health and Safety at Work Act 2015 practical guide](#) (Tool 13 on page 57). Page 50 as noted below, refers to the guidance document.

Procedure:

1. Assessing severity

The severity of the consequences can be rated by the degree of injury or illness that could occur as follows:

Consequence	Description	Likelihood	Description
Insignificant	Nothing required	Rare	Only occurs in exceptional circumstances
Minor	Minor injury requiring first aid (ie, small cut or twisted ankle)	Unlikely	Does not happen often
Moderate	Injury requiring medical treatment (ie, sprained muscle)	Possible	May occur, but not often
Major	Serious injury – specialist medical treatment or hospital (ie, broken bone)	Likely	Occurs occasionally
Critical	Loss of life, permanent disability (ie, neck or spine injury)	Almost Certain	A regular occurrence

2. Assessing likelihood

The likelihood of injury or illness occurring can be rated as follows:

Assessed Risk Level	Risk Level	Actions
Low	If incident occurs, little likelihood of injury	Undertake with existing mitigations
Medium	If incident occurs, some chance of injury requiring first aid	Additional rules or considerations may be needed
High	If incident occurs likely that the injury would require medical treatment	Controls will need to be in place before undertaken
Extreme	If incident were to occur, it would be likely that death or permanent injury would result	Consider alternatives to the activity or additional significant safety measures required.

3. Assessing the level of risk

The level of risk will increase as the likelihood of injury or illness and its severity increases, as the risk rating table below shows. Once the risk for each hazard has been assessed, identify and put in place appropriate control measures (see page 50), concentrating first on extreme and high risks.

Risk rating table:

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	High

Escalation Guide:

In the event you assess an extreme risk, report this to the school/kura principal/tumuaki immediately.

Monitor and review

Once the controls have been implemented, they are regularly monitored and reviewed to ensure they are effective. Our CRTeam (Covid Response Team) has been delegated by the Board to undertake the role of PCBU (Person Conducting a Business or Undertaking) in consultation with the Board, but the full Board will maintain responsibility for accountability. The principal, Office Manager and Board will keep the staff and community informed. The regularity of this consultation is dependent on the current risk rating.

The principal reads all risk registers on a regular basis and uses this data for reporting, forecasting and advise for implementing changes if required. The CRTeam, as the nominated PCBU, needs to consider what is reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters such as the likelihood of, and consequence of harm occurring, and the availability and suitability of ways in which to eliminate or minimise the risks.

Community Consultation

In accordance with Workplace / MoE / MOH guidelines our school community is being kept informed and consulted, about how we will manage Covid-19 risks. As part of this process the attached *DRAFT* Risk Analysis document for Rewa Rewa school is being shared with our school community for their feedback. This feedback will be taken to the next School Board meeting for consideration prior to the final document being adopted.

Document Prepared by: The CRT team

COVID-19 SAFETY PLAN ASSESSMENT TOOL AS AT 3.7.22

Under health and safety legislation we must ensure the health and safety of our workers, employees and others at the workplace, as far as is reasonably practicable. This includes ensuring workers and others at the workplace are not at risk of contracting COVID-19.

*This self-assessment tool supports our COVID-19 Safety Plan during all Traffic Light settings and is designed to help us to manage the risks associated with COVID-19. It is supported by our **COVID-19 Safety Risk Analysis Plan** and is in addition to our Schooldocs health and safety policies.*

This Employure COVID-19 Safety Plan Assessment tool will not compromise any directions or advice from Government agencies.

As a school we will continue to seek the latest information relating to COVID-19 from our health authority or Government agency.

Managing COVID-19 in the workplace

Business name:	Date of 1 st Assessment:	Draft taken to the Board:	Draft Staff Consultation Assessment:
Rewa Rewa School	21.04.22	28.7.22	4.07.22

Location:
19 Padnell Crescent,
Newlands

Assessors name:
CRTeam: Jan Otene (principal), Naomi Godfrey (Board presiding chair / parent), Charlotte Hills (MMT / staff), Delwyn Spargo (Office Manager / Support Team)

Step 1 Consider the risks

Risk Factors	Yes	No	N/A	Comments / Notes
Do you have any workers who recently came back from overseas or designated hot spots?		√		
<p>Have you identified any workers who are at higher risk in the workplace? If yes, what criteria was used? Please outline the criteria in the comments section</p> <p><i>Those at higher risk include:</i></p> <ul style="list-style-type: none"> • <i>People over 70 years old with a health condition</i> • <i>People living in an aged care facility</i> • <i>People with a medical condition and/or compromised immunity</i> 	√			<p>PTP tutors – mainly retirement age</p> <p>Music tutors – retirement age</p> <p>New employees as of 26 March 2022 where vaccination status is unknown and mandate removal means we are no longer allowed to know this information</p> <p>Unvaccinated students including HHN – unknown number</p>
Have additional policies and procedures been implemented into the workplace to manage and control COVID-19 risks, eg an immunisation program?	√			Up until 26 March 2022 we have kept information on staff vaccinations / boosters as well as students, whose parents have shared this information, who have tested positive / been close contacts. We have not kept information on whether students have been vaccinated.
Does the work require regular and close contact between workers or with members of the public in your workplace?	√			Parents and visitors to the school may be in contact with students / staff at our school.
Do any workers who undertake face-to-face work away from the main place of work, eg sales representatives?	√			At times e.g. Life Education facilitator, ASB facilitator
Are there restrictive entry/exit points or high touch points, such as doors, lifts, machinery etc?	√			<p>Entrance to the Admin area by visitors requires a mask to be worn.</p> <p>Sensory room has a high handle.</p>
Are you aware of anyone in the workplace who has returned a positive test for COVID-19 or is awaiting the results of a COVID-19 test?		√		<p>Prior to the tm 1 holidays – yes (2 teachers + students on our register).</p> <p>During the holidays we have asked that parents / staff continue to inform us if they test positive / are close household contacts.</p>
Have any of the workers provided evidence of immunisation against COVID-19? If so, indicate the percentage that have received the vaccine, eg 50% of the workforce are vaccinated?	√			All of our current staff are vaccinated / boosted. As new staff join the team we may not know their vaccine status.

Step 2 Control the risks				
COVID-19 Controls	Yes	No	N/A	Comments / Recommendations
General				
Have any of the latest public health directions and advice from Government affected the workplace?	√			<ul style="list-style-type: none"> Mask wearing rules have changed as at 26 March for RED setting. ALL yr 4+ students and teachers / adults working with these students are expected to wear masks. Prior to this yr 4 were optional due to our composite classes. Staff cannot be asked about their vaccinated status. This will affect us if we hire new staff after 26 March. Refer to the link provided to assist you with keeping up to date from the Government: https://covid19.govt.nz/ We have nominated a team* to be a COVID safety officers to ensure safe practices in the workplace are implemented and followed, or if required by a Government or health authority. *see nominated list above
Have any workers been directed to stay home if they are unwell or have flu-like symptoms?	√			<ul style="list-style-type: none"> Workers are directed to stay home if they are unwell with flu-like symptoms until these have abated. RAT testing is encouraged prior to return to school. Workers must follow the MOH / MOE guidelines as to when it is safe for them to return to work. Our Office Manager is tasked with the job of communicating return dates / conditions for all those who have tested positive, as well as offering guidance for those who are testing negative.
Are any workers awaiting the results of a COVID-19 test?		√		<ul style="list-style-type: none"> When waiting, workers follow current instructions from Healthline and the COVID-19 test provider to remain away from work pending the result of the COVID-19 test.
Are specific controls in place for any workers that have recently returned from travelling overseas or from a designated hot spot?	√			<ul style="list-style-type: none"> Workers returning from overseas have undertaken the required managed isolation or self-isolation quarantine period for the number of days required by the MOH prior to returning to work. Working from home arrangements for any workers in this group includes using such technology as ZOOM and / or telephone / email contact.
Are specific controls in place to minimise the risks to vulnerable workers in the workplace?	√	√		<ul style="list-style-type: none"> With the new 26 March Orange setting and removal of vaccination mandates we are currently reviewing these controls. The Board may need to consider whether flexible work arrangements for individuals in this group

				are required so that they are able to continue to undertake the roles that they are employed to undertake.
Are specific processes in place if a confirmed case of COVID-19 directly affected your workplace?	√			<ul style="list-style-type: none"> Workers with a confirmed case of COVID-19 must notify management immediately and self-isolate for the required number of days. If a confirmed case of COVID-19 is from a direct result of work, the worker must notify Healthline and follow the guidance provided: https://www.health.govt.nz/about-ministry/contact-us
Immunisation program				
Has a risk assessment been undertaken to determine if an immunisation program is necessary to help control the transmission of COVID-19 in the workplace? <i>Consider your industry sector and duties of your workers.</i>			√	<ul style="list-style-type: none"> We currently have a written record of which employees/workers have received a COVID-19 vaccinations and boosters. However, after 26 March we are unable to ask new employees to disclose this. We will encourage workers to seek independent medical advice about vaccination. As from 26 March all employees will need to be treated as if they may not be vaccinated. Appropriate alternative control measures* will need to be in place to eliminate or reduce the risk of COVID-19 transmission at the workplace.*Refer to Risk Analysis document.
Physical distancing				
Are we able to adhere to the relevant square metre per person requirements in any enclosed area, and to ensure any alert level requirements or recommendation for social distancing within the workplace?		√		<ul style="list-style-type: none"> We are unable to monitor 1 metre distancing for students / workers when indoors. However, with good ventilation procedures / masks for some / implementing good health procedures such as using sanitiser along with careful consideration as to how many students can be in a space, we are able to implement measures that reduce the risk of spreading Covid. Non-essential work activities that involve personal contact, especially with students, will be monitored on a case-by-case and be dependent on the current traffic light setting. / MOH and MOE guidelines as well as the number of positive cases that we have in our school community. We will try to use the same pool of known staff who work at our school and monitor the number of cases in other schools that some of them also share. Thorough cleaning by our cleaning contractor each night and the use of sanitiser / wiping down surfaces will be undertaken as part of our daily routine in shared spaces such as classrooms and toilets particularly during RED setting. Reducing or restricting access or staggering entry into the workplace will be undertaken as a response to the current positive Covid cases in our school. Barriers and screens may be considered for high density areas such as the Admin area.

				<ul style="list-style-type: none"> • We have a plan ready to install for facilitating working from home arrangements for students and workers, under different scenarios. • We will continue to maintain physical distancing where appropriate e.g. when indoors, groups such as ukulele working together.
Can measures be put in place to reduce the amount of time workers spend in contact with workers or customers or members of the public?	√			<ul style="list-style-type: none"> • When required we will instate initiatives that reduce contact from visitors / non-essential people on site. This does / can include: <ul style="list-style-type: none"> ○ minimising the number of people within an area at any time ○ asking parents to collect their children outside the school gate rather than coming into the school ○ requiring all visitors to report to the School office on arrival, masked. • We may consider other initiatives, if required, such as: <ul style="list-style-type: none"> ○ staggering start, finish and break times where appropriate ○ moving work tasks to different areas of the workplace or off-site if possible ○ separate workers into dedicated teams and have them work the same shift or work in a particular area ○ providing each worker or the dedicated team their own equipment or tools where appropriate ○ reviewing regular deliveries and requesting contactless delivery.
Personal hygiene				
Are there any suitable hand washing and hand sanitising facilities for workers in the workplace?	√			<ul style="list-style-type: none"> • We have suitable hand washing facilities, including liquid soap, paper towel dispenser and bins are available to our workers. • Hand sanitiser is stationed at all key common entrances / exits throughout the school (at least 60% alcohol-based hand-gel) and teachers encourage the use of these with their students / anyone who enters their rooms. <i>Other measures to support these actions can also include:</i> • Displaying enclosed Hand Washing and Hand Rubbing Poster provided to educating workers on correct handwashing procedures. • Reminding workers to avoid shaking hands or any other greeting that involves contact with members of the public. • Reminding workers to avoid touching their eyes, nose and mouth. • Ensuring liquid soap, paper towel and hand sanitisers are sufficiently stocked and in good working order. • Only cashless or contactless transactions at the Main Office.
Have workers been instructed on respiratory hygiene?	√			<ul style="list-style-type: none"> • Inform our workers on respiratory hygiene which involves covering their mouths and noses with a bent elbow or tissue when coughing or sneezing, then disposing of the used tissue immediately.

				<ul style="list-style-type: none"> Boxes of tissues are available for workers to use throughout the workplace.
Cleaning				
Have cleaning and disinfecting procedures been put in place that are sufficient to control the spread of COVID-19 in the workplace, eg entry/exit points or high touch points?	√			<ul style="list-style-type: none"> High quality cleaning and disinfecting procedures are in place sufficient to control the spread of COVID-19 in the workplace measures to reduce environmental exposure. Hazardous cleaning chemicals used on-site are stored away from students. Keep the Cleaning contractor informed of current numbers of positive cases at our school. Steam clean carpets when necessary. The following link can be referred to for guidance: https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/
Training				
Are workers sufficiently trained and competent in understanding and managing the risks related to COVID-19 in your workplace?	√			<ul style="list-style-type: none"> All workers understand and can manage the risks related to COVID-19 in their workplace by: <ul style="list-style-type: none"> reporting procedures if they are unwell, returning from overseas or a nominated hotspot, are a vulnerable person, have been in contacted with a confirm case of COVID-19 understanding the instructions and procedures on personal and environmental hygiene such as how areas may need to be cleaned and disinfected in the event of any contamination and other risk controls Understand the current measures in place to mitigate the risks of COVID-19 in the workplace.
Record keeping				
Are all workers' contact details and their emergency contacts current and up to date?	√	√		<ul style="list-style-type: none"> All workers' contact details and emergency contacts are current and up to date. These records are kept securely and be made available upon request to help the jurisdictional health authority to quickly identify which staff may have been in close contact with a COVID-19 infected person, if required.
Do our records allow quick identification of any workers who may have been in close contact with a COVID-19 infected person?	√			<ul style="list-style-type: none"> Previous contact details of all persons entering the workplace have been obtained and stored securely. Ensure you have records to help the jurisdictional health authority to quickly identify which staff or other person may have been in close contact with a

				COVID-19 infected person such as contact tracing register, work teams, shift rosters and responders to emergency or break down situations.
Communication				
Are there effective and regular communication channels established to ensure workers are informed and consulted on key issues, eg welfare checks?	√			<ul style="list-style-type: none"> • Ensure a regular and effective communication channel is established to keep workers informed and consulted on key issues related to COVID-19. Such methods can include setting up informal and formal communication with workers daily via in person, phone calls or zoom meetings or via emails.
Personal protective equipment				
Have instructions for anyone entering the workplace to wear specific personal protective equipment that is designed to minimise the risks of spreading COVID-19 been developed and implemented?	√ masks			<ul style="list-style-type: none"> • Develop and implement appropriate instructions to ensure anyone entering your workplace wears appropriate PPE gear e.g. a mask. • We provide appropriate masks including N95 for our workers and ventilation is undertaken in rooms.
Emergency response plan				
Have the emergency response plan been reviewed to take into account the possibility of a confirmed or suspected case of COVID-19 in the workplace?	√			<ul style="list-style-type: none"> • The Office Manager / Principal have our Response plan which takes into account: <ul style="list-style-type: none"> ○ actions to be taken ○ responsibilities for notification to public health authorities and the health and safety regulator ○ communication strategies to inform workers ○ privacy maintenance ○ engagement of cleaning services to facilitate a deep clean ○ business continuance plan. • We regularly review our emergency evacuation plan to take into account existing control measures and physical distancing requirements. • We have sufficient fire wardens and first aiders available, and that workers who work in different locations to their usual work area are familiar with the applicable emergency evacuation procedures.