

COVID-19 Risk Assessment												
		PART 1								PART 2A		PART 2B
		Risk Factor 1	Risk Factor 2	Risk Factor 3	Risk Factor 4	Risk Factor 5	Risk Factor 6			Risk controls currently in place or available through SDPPP/CPF & NHQPPP	Risk control added - Vaccination	
Risk Factors		Does the role require face to face contact with Fire and Emergency staff and/or external parties?	Does the work involve being in close proximity to other people (including other Fire and Emergency staff and the public) for extended periods of time e.g training, meetings	How easy will it be to identify the people who the employee comes into contact with?	Does the work involve attending local community events, conferences, or other large gatherings	Does the role need to travel (domestically or internationally)	Does your work involve face to face contact with Fire and Emergency staff who are covered by the mandatory vaccination order?			Encourage physical distancing of 1 metre where practical Flexible working arrangements Forming staff work pods for staff who work the same hours or days Spacing entry into the workplace Staggered rest and meal breaks Washing and drying hands Scanning of COVID-19 app at building and office floor entrance Hand sanitiser at the entrance to business premises and areas where staff are working Regular cleaning of premises paying special attention to desks, lunch areas, door handles, and other high-touch surfaces Use of face coverings in lifts or where physical distancing cannot be achieved	Requirement to be fully vaccinated (two doses) against COVID-19	
Risk Assessment		No face to face contact with others while at work = lower risk Regular face to face contact with others = higher risk	Two metres or more in an outdoor space = lower risk Close physical contact in an indoor environment = higher risk	Easy to identify, such as co-workers = lower risk Difficult to identify, such as unknown members of public = higher risk	No = lower risk Yes = higher risk	No = lower risk Yes = higher risk	Little to none = lower risk Regularly = higher risk	Based on risk ratings	Based on total risk scores			
Risk Rating		1 = Low 2 = Medium 3 = High	1 = Low 2 = Medium 3 = High	1 = Low 2 = Medium 3 = High	1 = Low 2 = Medium 3 = High	1 = Low 2 = Medium 3 = High	1 = Low 2 = Medium 3 = High					
Role	Work Activity Type	Risk Factor 1	Risk Factor 2	Risk Factor 3	Risk Factor 4	Risk Factor 5	Risk Factor 6	Total Risk Score	Inherent risk assessment for COVID-19 exposure in this role	Residual risk assessment Part 2A for COVID-19 exposure in this role - based on current risk controls <sup>2</sup>	Residual risk assessment for Part 2B COVID-19 exposure in this role - with the added control - Vaccination	
<b>Executive Leadership Team</b>												
Chief Executive	Four	3	3	2	3	3	3	17	High	High	Medium	
DCE Service Delivery/National Commander	Four	3	3	3	3	3	3	18	High	High	Medium	
DCE OSCD	Four	3	3	2	3	3	3	17	High	High	Medium	
DCE People	Four	3	3	1	3	3	3	16	High	High	Medium	
DCE OCE	Four	3	3	3	3	3	3	16	High	High	Medium	
DCE FABO	Four	3	3	3	3	3	3	16	High	High	Medium	
Chief Advisors (and Team Members)	Four	3	3	1	3	3	3	16	High	High	Medium	
Executive Assistants	Three	3	3	1	1	2	2	12	Medium	Medium	Low	
<b>Office of Chief Executive</b>												
Audit	Four	3	3	1	1	3	3	14	High	High	Medium	
Board and Ministerial Services	Four	3	3	1	2	3	3	15	High	High	Medium	
Comms and Engagement - Media PIM roles	Four	3	3	3	3	3	3	18	High	High	Medium	
Comms and Engagement - NHQ desk based	Two	2	3	3	1	1	3	13	High	High	Medium	
Legal Directorate	Four	3	3	1	2	2	2	13	High	High	Medium	
Local Advisory Committees	Four	3	3	2	3	3	3	17	High	High	Medium	
National Kaupapa Maori	Four	3	3	3	3	3	3	18	High	High	Medium	
Positive Workplace Culture	Four	3	3	1	3	3	3	16	High	High	Medium	
BCO	Four	3	3	1	3	3	3	16	High	High	Medium	
Women's Development	Four	3	3	1	2	3	3	15	High	High	Medium	
<b>Finance and Business</b>												
National Finance	One	3	3	1	1	1	1	10	Medium	Medium	Low	
National Procurement	Four	3	3	1	2	3	3	15	High	High	Medium	
National Finance and Strategic Analytics	One	3	3	1	1	1	1	10	Medium	Medium	Low	
National Business Operations	Two	3	3	1	2	1	2	12	Medium	Medium	Low	
Levy	Four	3	3	1	1	3	1	12	Medium	Medium	Low	
<b>Org Strategy and Capability Development</b>												
Fleet	Four	3	3	1	2	3	3	15	High	High	Medium	
ICT	Four	3	3	2	2	3	3	16	High	High	Medium	
National Equipment and Logistics	Four	3	3	2	2	3	3	16	High	High	Medium	
National Investment and Portfolio - NHQ team	Two	3	2	1	1	1	2	10	Medium	Medium	Low	
National Investment and Portfolio - PM & BA	Four	3	3	1	2	2	3	14	High	High	Medium	
Property	Four	3	3	3	3	3	3	18	High	High	Medium	
Strategy and Performance	Four	3	3	1	2	2	2	13	High	High	Medium	
<b>People</b>												
<b>People and Workforce Capability</b>												
Education Services Team	Four	3	3	2	2	3	3	16	High	High	Medium	
Leadership Development	Four	3	3	1	2	3	3	15	High	High	Medium	
Regional Training	Four	3	3	2	3	3	3	17	High	High	Medium	
Trainers	Four	3	3	1	3	3	3	17	High	High	Medium	
Training Business Services	Four	3	3	2	3	2	3	15	High	High	Medium	
Manager Training Programme & NTC	Four	3	3	2	3	3	3	17	High	High	Medium	
Training Planning and Performance	Four	3	3	1	3	3	3	16	High	High	Medium	
<b>National Workplace Culture and Change</b>												
Change Management Team	Four	3	3	1	3	3	3	16	High	High	Medium	
Organisational Development	Four	3	3	1	3	3	3	16	High	High	Medium	
Workplace Relations Team	Four	3	3	1	3	3	3	16	High	High	Medium	
<b>National People Experience</b>												
HR Advisory	One	3	3	1	2	1	1	11	Medium	Medium	Low	
HR IS	One	2	3	1	2	1	1	10	Medium	Medium	Low	
Payroll Services	One	2	3	1	2	1	1	10	Medium	Medium	Low	
Recruitment Team - NHQ (non-op)	One	3	3	1	2	1	1	11	Medium	Medium	Low	
Recruitment Team - Career	Four	3	3	2	3	3	3	17	High	High	Medium	
Recruitment Team - Volunteer	One	3	3	1	1	1	1	10	Medium	Medium	Low	
Attraction - Volunteer	Four	3	3	2	3	3	3	17	High	High	Medium	
Regional HR Operations Team	Four	3	3	3	3	3	3	18	High	High	Medium	
Remuneration Team	One	2	3	1	1	1	1	9	Medium	Medium	Low	
Regional SHW Workstream	Four	3	3	1	3	3	3	16	High	High	Medium	
National SHW Workstream	Four	2	3	1	1	2	2	11	Medium	Medium	Low	
<b>People Services</b>												
National People Services PSMs	Four	3	3	3	3	3	3	18	High	High	Medium	
<b>Service Delivery</b>												
National Managers	Four	3	3	3	3	3	3	18	High	High	Medium	
Operational Efficiency	Four	3	3	3	2	3	3	17	High	High	Medium	
Risk Reduction - in field roles (Engineers, Investigators, Wildfire, Arson Reduction)	Four	3	3	3	3	3	3	18	High	High	Medium	
Risk Reduction - Desk based roles (Advisors, Partnerships, Compliance)	Three	3	3	1	3	3	3	16	High	High	Medium	
Volunteer Support - Paid	Four	3	3	3	3	3	3	18	High	High	Medium	
Brigade Support - Volunteer - remote only	One	2	1	1	1	1	2	8	Medium	Medium	Low	
Brigade Support - Volunteer - Incidents	Four	3	2	1	2	1	3	12	Medium	Medium	Low	
National & International Response Team - Desk based roles (Project Team, Advisors, PSN)	Three	3	3	1	2	3	3	15	High	High	Medium	
National & International Response Team - In field roles (USAR, Deployments, NCC)	Four	3	3	3	3	3	3	18	High	High	Medium	
Specialist Response Team - in field (Rescue, Medical, Hazmat)	Four	3	3	3	3	3	3	18	High	High	Medium	
Specialist Response Team - Desk based roles (Project Team, Advisors)	Three	3	3	1	2	3	3	15	High	High	Medium	
COMCEN Staff	Four	3	3	2	1	3	3	15	High	High	Medium	
Response Capability - Desk based roles	Three	3	3	1	2	3	3	15	High	High	Medium	
Response Capability - In field roles	Four	3	3	3	3	3	3	18	High	High	Medium	
Community Readiness and Recovery	Four	3	3	3	3	3	3	18	High	High	Medium	
Business Services Support - EAs, BSCs & BSMs	Four	3	3	2	3	3	3	17	High	High	Medium	
Business Operations Manager	Four	3	3	2	2	3	3	16	High	High	Medium	
FAIP Practitioners	Four	3	3	2	3	3	3	17	High	High	Medium	
Recruit Firefighter	Four	3	3	3	3	3	3	18	High	High	Medium	
PPM, PIO, BA	Four	3	3	2	1	2	3	14	High	High	Medium	

