

## Appendix 2: COVID-19 Health and Safety Risk Assessment Summary by Role/Work Activity

Role / Activity	Examples	Commentary	Risk Rating
<b>STAFF</b>			
Staff with face-to-face teaching responsibilities	Primarily UCOL's academic staff	Requires interaction with students. Difficult to maintain physical distancing at times. Mask wearing not practical for the purposes of communication and engagement. May include interaction with students at high risk of severe illness from COVID-19. Teaching spaces are mostly internal, with confined access spaces like hallways, lifts and stairs. Use of shared facilities such as laboratories, preparation, storage or handling areas; specialist equipment; studios; shared bathrooms, kitchens and access ways. Roles could involve travel to other UCOL campuses. Some staff in these roles may be at higher risk of serious illness from COVID-19.	High
Staff who work in or enter clinical settings providing mental or physical health and disability services	Nursing, Social Work, Aged Care, MIT	May include interactions with persons at higher risk of severe illness from COVID-19. Covered by Vaccination Order. Some staff in these roles may be at risk of serious illness from COVID-19.	High
Staff in public-facing roles, such as hospitality, gym, hairdressing, Library, Reception etc	UCOL onsite cafes, libraries, Information Centres/Receptions, training restaurants (Ambitions, Visions), UCOL gym, hairdressing and beauty clients, UCOL information centres, student support services	Roles interface with larger numbers of people, known and unknown. Some services open to members of the public. May include interactions with persons at higher risk of severe illness from COVID-19. Can be difficult to identify individuals. Some staff in these roles may be at higher risk of serious illness from COVID-19.	High
Staff providing support services to students	Kaiarahi Raukura, Student Success (health and disability services; learning support etc); International Student Support; Information Centre	Contact with numerous persons, known and unknown. Vaccination status of contacts is unknown. Contact may be with vulnerable persons. Some staff in these roles may be at higher risk of serious illness from COVID-19. Work is mostly undertaken in shared staff studios, and use shared facilities such as bathrooms, Atriums, kitchens and access ways. May have co-workers who are at higher risk of severe illness from COVID-19.	High
Staff who enter schools or early childhood centres	ECE staff re placements, Uskills Academy staff, BIP staff	Contact with numerous persons, known and unknown, possible contact with vulnerable persons. May include interactions with persons at higher risk of severe illness from COVID-19. Covered by Vaccination Order in some instances. Other PCBUs such as ECE centres and schools require UCOL staff to be fully vaccinated. Some staff in these roles may be at risk of serious illness from COVID-19.	High
Staff who interact with external parties, such as employers, stakeholders and public	Business and Industry Partnerships, Marketing and Communications, various Faculty staff, Campus Directors, ELT, UCOL Board	Contact generally with persons known to the staff member although some roles will have contact with external persons, groups or other workplaces. Vaccination status of those interacting with unknown. May include interactions with persons at higher risk of severe illness from COVID-19. Some staff in these roles may be at risk of serious illness from COVID-19.	Medium
Staff in support/administration roles who work onsite and may involve regular face to face interactions with staff, students, contractors or visitors	Student Support Services, Kaiarahi Raukura, Student Information Centre, Facilities Management, IT helpdesk, Health and Safety, People and Capability	Contact generally with people known to the staff member although some contact with external persons, groups or other workplaces. Campus is primary place of work, general movement on campus (Atrium, cafés and other amenities). Roles may involve travel to other campuses, and possibly further domestic travel. Workspaces and access to workspaces would typically be through shared areas and shared staff working studios. Workplace requires use of shared facilities such as bathrooms, kitchens and access ways. May have a co-worker(s) or contact with persons who are at higher risk of severe illness from COVID-19. Some staff in these roles may be at higher risk of serious illness from COVID-19.	Medium
Staff in support/administration roles who work onsite and but have limited face to face interactions with students, contractors or visitors	Finance, Timetabling, Registry, Digital Education, some IT personnel, Faculty Administration Team, Contact Centre Team	Contact is mainly with people known, with minimal exposure to other workplaces. Campus is primary place of work. General movement on campus (Atrium, cafés and other amenities). Workspaces and access to workspaces would typically be through shared areas and shared staff working studios. Workplace requires use of shared facilities such as bathrooms, kitchens and access ways. May have co-workers or contact with persons who are at higher risk of severe illness from COVID-19. Roles may not usually require work related travel to other campuses. Some staff in these roles may be at higher risk of serious illness from COVID-19.	Medium
<b>STUDENTS</b>			
Student who attends classes on campus	Most students	Large numbers of people indoors, distancing can be difficult at times. Possibility of extended periods of time in close proximity. Reliance on class attendance records for contact tracing. Vaccination status unknown. Shared facilities including bathrooms, Atriums, student hubs (library etc) and other common spaces. May include interactions with people at higher risk of severe illness from COVID-19.	High
Student who participates in practical learning activities in areas, such as workshops, kitchens, laboratories, studios, etc	Primary Industries, Trades, Hospitality, Hair and Beauty, Science, Vet Nursing, Nursing, Media Art & Design (e.g. Photography), Performance (music etc)	Large number of people within an indoor space. Extended periods of time in close proximity. Reliance on class attendance records for contact tracing. Shared facilities including bathrooms, Atriums, student hubs (library etc) and other common spaces. May include interactions with people at higher risk of severe illness from COVID-19.	High
Students sitting exams on campus	Most students; or visitors participating in the assessment process	Large number of people in an indoor space for extended periods of time and in close proximity. Attendance recorded, assists contact tracing. May include interactions with people at higher risk of severe illness from COVID-19.	High
Student with role that involves interactions with public, contractors or volunteers (excls student placements)	Hospitality, beauty, hairdressing, vet nursing	Requires interactions with other persons known and unknown. Vaccination status of those persons unknown. May include interactions with persons at higher risk of severe illness from COVID-19. Other persons interactions unknown.	High
Student in education or health-related disciplines	ECE, Nursing, MIT, Social work programmes	May include interactions with persons at higher risk of severe illness from COVID-19. Covered by Vaccination Order. Some staff in these roles may be at risk of serious illness from COVID-19.	High
Student enrolled in courses with compulsory work placements (other)	Trades, various business programmes (e.g. Workhub), Vet Nursing	Requires interaction with other persons, unknown and known. Vaccination status unknown. UCOL is unable to influence requirements of another PCBU. May include interactions with people at higher risk of severe illness from COVID-19.	High
Student representatives	Class representatives; student association representatives	Requires interactions with other students, known and unknown. Vaccination status of those persons unknown. May include interactions with persons at higher risk of severe illness from COVID-19.	Medium
Distance or offshore only student (no on campus activity)	eCampus students online	Students learning at a distance within their own environment. Rare need to come on campus.	Low
<b>CONTRACTORS</b>			
Contractor undertaking work onsite	Trades related contractors (e.g. Plumbers etc) providing services including construction works	Requires contact with other persons known and unknown to the contractor. May potentially be exposed to large numbers of staff and students while on campus. Vaccination status of contractor unknown to staff and students. Work may include interactions with persons at higher risk of severe illness from COVID-19. Contractors may visit multiple work sites (i.e. other PCBUs) in any one day increasing potential threat of infection on campus. Work requires working in all spaces, use of shared facilities while on campus such as bathrooms, access ways, lifts.	High

Role / Activity	Examples	Commentary	Risk Rating
Contractor undertaking work onsite	Occupational Health Nurse contractors, Contractor providing consultancy (e.g. Audits, projects etc), temporary placements from recruitment agencies, advisors such as lawyers	Requires contact with other persons known and unknown to the contractor. May potentially be exposed to large numbers of staff and students while on campus. Vaccination status of contractor unknown to staff and students. Work may include interactions with persons at higher risk of severe illness from COVID-19. Contractors may visit multiple work sites (i.e. other PCBUs) in any one day increasing potential threat of infection on campus. Work may require working across multiple spaces across campus, may use of shared facilities while on campus such as bathrooms, access ways, lifts.	High
Third-party teaching provider	Guest lecturers for various UCOL programmes; speakers and facilitators for staff professional development programmes	Requires contact with other persons known and unknown to the contractor. May potentially be exposed to large numbers of staff and students while on campus. Vaccination status of contractor unknown to staff and students. Work may include interactions with persons at higher risk of severe illness from COVID-19. Contractors may visit multiple work sites (i.e. other PCBUs) in any one day increasing potential threat of infection on campus. Work requires working in all spaces, may use of shared facilities while on campus such as bathrooms, access ways, lifts.	High
Contractor providing services or goods remotely - no entry to UCOL	Remote work done by consultants (incl lawyers) implementing systems and provision of specialised advice remotely	Contracted services delivered remotely, no attendance on campus. Threat of transmission and infection is low.	Low
<b>VISITORS</b>			
Visitors booking UCOL's facilities	Room hireage of UCOL's facilities - normally by community groups, external conferences	Vaccination statuses unknown. No record of all external participants on site. Persons will be unknown, wider interactions unknown. Generally out of hours but will require interaction with security personnel. On occasions on site bookings within UCOL hours of operation. Use of UCOL shared facilities and possible contact with staff and students.	Medium
Visitor entering campus or workplace not included in any of above	Whānau, potential enrollees, open days, graduations	Requires interactions with other persons known and unknown. Vaccination status unknown. May include interactions with people at higher risk of severe illness from COVID-19.	Medium