This Covid-19 Preparedness Assessment should be completed to ensure risks associated with Covid-19 have been identified and effective management strategies have been considered and implemented to minimise the likelihood of Covid-19 transmission.

**This assessment shall be completed by the person you have appointed as your H&S rep and is responsible for overseeing your volunteer group. Once completed must approved by Council ranger/Contact before engaging in any works.**

The supporting document to this assessment is the PSR HS04- COVID-19 Alert level 2 Additional precautions (attached)

As a Person Conducting Business or Undertaking (PCBU) the **Council needs to ensure, so far as reasonably practicable, that we have a system in place to manage Covid-19** and ensure we are working safely and compliantly during these times.

**Use this assessment to help you review the best practice required to effectively manage Covid-19 and minimise transmission opportunities.**

**Note:** The risks and controls outlined in this assessment are given as a prompt and therefore not exhaustive, if you have any queries, contact your Auckland Council Ranger / Contact

Use the green section to capture additional actions required through the assessment that need to be completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit |  | Team |  | |
| Community Group |  | | | |
| Volunteer Rep. |  | | | |
| Assessed by |  | | Date |  |

|  |  |
| --- | --- |
| When planning your Covid-19 Preparedness Assessment ensure you have: | Yes |
| * Identified what agreed activities will be reinstated that meet Central Government requirements and the current Covid-19 level <https://covid19.govt.nz/alert-system/> |  |
| * Read and understand protocols relevant to your group * Volunteer group risk assessment plan |  |
| * Determine what staffing/contractor support is required |  |
| * Identified vulnerable staff/volunteers in relation to Covid-19 |  |
| * Identified any changes to operational risk as a result of implementing Covid-19 strategies |  |
| * Considered physical distancing requirements |  |
| * Considered how contact register will be implemented and maintained |  |
| * Considered hygiene/ cleaning regimes to prevent transfer |  |
| * Considered emergency management regarding Covid-19 |  |
| * Considered any additional training, information or competencies required to manage Covid-19 |  |
| * Considered how the effectiveness of controls will be validated |  |
| * Update existing safety plan to include controls to manage COVID-19 risks and   submit to ranger /contact |  |
| * Consider how this information will be effectively communicated to affected parties |  |
| * **Prepare onsite induction and education of volunteers on risks and requirements** |  |

# Other Hazards - **COVID-19 Level 2 and lower**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** | **Action(s) to be completed** | **Person responsible** | **Due date** | **Completed** |
| **Person to person transmission of COVID-19** | M |  | **Physical Distancing requirements**  All personnel on site to follow Ministry of Health ( MOH) guidelines for social distancing. <https://covid19.govt.nz/alert-system/alert-level-2/#workplaces-and-businesses>   * Minimum of 1m distance between workers and volunteers. 2m with people you do not know. * No more than 10 in group and not intermingling with other groups. Keep groups as small and exclusive as possible * Designated seats/ tools/equipment for volunteers/workers * Vehicles - Reduce numbers of people per vehicle. Aim to maintain 1m distance and minimise exposure time * Stay home if sick / send any people who seem sick home * Consider staggering start/finish/break times. * Personal protective equipment (PPE) and cleaning products available for workers as previously required to undertake usual tasks * No sharing of reusable protective equipment/ sanitise between use * Trained to use correctly   Refer to COVID-19 website for PPE requirements   * <https://covid19.govt.nz/assets/resources/PPE/COVID-19_PPE_Essential-non-health_A4_Poster.pdf> |  | L |  |  |  |  |
| **Transmission from surfaces of COVID-19** | M |  | **Hygiene/ Cleaning Regimes to prevent transfer**   * Sanitise high touch surfaces, tools and equipment before and after use and if necessary, during the day. * Use a disinfectant that is antiviral and follow instructions   <https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/>   * Eliminate sharing of equipment or sanitise between users * Provision of washing stations * Volunteers/Workers to wash hands properly for 20 seconds using soap and water and properly dried before starting, often during and after working <https://www.health.govt.nz/your-health/healthy-living/good-hygiene/hand-washing> * When hand sanitiser needs to be used unsure it has an ethanol concentration of at least 70% volume / volume (v/v) or a 60% concentration of isopropyl alcohol. * Volunteers/workers to bring pre-packed meals and drink, no sharing food |  | L |  |  |  |  |
| **Transmission of COVID-19 between different sites and across the region** |  |  | **Contact tracing and fitness for work**   * Identified **vulnerable or at-risk staff/volunteers** as defined on the Covid-19. govt website require clearance provided to Auckland Council Ranger before recommence work and an individual plan on how the risk will be managed.   The definition includes but not limited to, aged 70 and over, and/or have certain existing medical conditions (which you may not even be aware of) are at additional risk of severe illness from COVID-19. <https://covid19.govt.nz/assets/resources/COVID-19-At-Risk-Factsheet.pdf>   * Stay home if sick/or feeling unwell * Daily register of people on site and contact details (phone and email) * Report any issues to ranger * Clear expectations Roles and responsibilities * NZ Government conditions for community gatherings adhered to   <https://covid19.govt.nz/assets/resources/Covid-19-factsheet-community-gatherings.pdf> |  |  |  |  |  |  |
| **Emergency response** |  |  | * If they are sick volunteers will:   + Notify their supervisor/ranger   + Stay at home. * If volunteers have flu like symptoms they will be required to:   + Go into self-isolation.   + Call a GP or the Healthline – 0800 358 5453   + Get tested for COVID-19 (if required)   + Report to group on any outcome of testing * For other emergencies, our normal emergency procedures will be followed. |  |  |  |  |  |  |

***Notes:***

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| **Sign Off (print with name and signature)** | | | | | |
| **Name** |  | **Signature** |  | **Date** |  |

## On completion