



2025 Event Agenda

HIGGINS - CHRISTCHURCH - In partnership with Connexis

All events will be hosted at the Host Company's premises in partnership with Connexis.

Date of Event:	10 June 2025
Time:	9.30am - 2.00pm
Host Company Contact:	Sulandi s.vanstaden@higgins.co.nz 027 2168797
Address of Event:	63 Pilkington Way, Wigram, Christchurch
Site Manager:	TBC
Onsite medical Officer:	TBC
Health & safety person on site for the event:	TBC
Medical Centre:	TBC
Event Capacity:	50 Pax max 45 Students, 3 Teachers, 2 Connexis Staff
PPE Gear Required:	Students are to wear Long Sleeve Tops, Long Pants, Closed in Shoes/Footwear. No Crocs
PPE Gear Supplied by Host Company:	Higgins will supply Hard Hats, safety Glasses. Connexis will supply Hi-Vis Vests
Connexis Customer Service Manager attending:	
Connexis Staff attending:	
What does the event look like:	TBC
Health & Safety Plan:	Attached as a separate document

2025 EVENT TEMPLATE – HIGGINS - CHRISTCHURCH

10 June 2025

Time	Activity (Guide Only)	Who's Responsible
9.30am	Students arrive on site. Register Hand out lanyards, Hi-Vis Vests, Check PPE, Hand out PPE Gear if supplied by Host Company. *Light morning tea on arrival if Host Company feels this is important	Higgins Connexis
9.45am	Host Company Welcome <i>Introduction, About, Health and Safety for site</i>	Higgins
9.55am	Connexis Presentation	Connexis
10.00am	Hear from Women in the Industry / Company What they love about their jobs, their journey to this role, what they would encourage students to take away from the day.	Higgins
10.15am	Rotation 1 - Break out into groups to do hands on activities	Higgins
	Group one: (Activity / Tour – 30mins)	
	Group two: (Activity / Tour – 30mins)	
	Group three: (Activity / Tour – 30mins)	
11.00am	Rotation 2 - Break out into groups to do hands on activities	Higgins
	Group one: (Activity / Tour – 30mins)	
	Group two: (Activity / Tour – 30mins)	
	Group three: (Activity / Tour – 30mins)	
11.45am	Lunch Break Lunch is supplied by Host Company	Higgins
12.15pm	Rotation 3 - Break out into groups to do hands on activities	Higgins
	Group one: (Activity / Tour – 30mins)	
	Group two: (Activity / Tour – 30mins)	
	Group three: (Activity / Tour – 30mins)	
12.45pm	What Next Explain what roles there are within the industry / their business and how they can go about applying for these. Gateway, Cadetships, Work Experience, Apprenticeships	Higgins
1.00pm	Connexis Training Pathways. Gateway and opportunities Survey	Connexis
1.15pm	Wrap up Q&A	Higgins
1.30pm	Presentations MVP Award, Group Photo, hand out support packs	Higgins Connexis
2.00pm	Close and Students Depart	

2025 RISK ASSESSMENT

The following Risk Assessment and Mitigation Plan (RAMP) relates to the site where the event will take place. The Event risks have been assessed and rated as per the following 3 tables; these ratings have then been applied in the RAMP.

Likelihood – Table 1

Descriptor	Description
<i>Rare</i>	The risk may only occur in exceptional circumstances
<i>Unlikely</i>	The risk could occur at some time
<i>Moderate</i>	The risk will occur at some time
<i>Likely</i>	The risk will occur in most circumstances
<i>Almost certain</i>	The risk is expected to occur in most circumstances

Consequences – Table 2

Descriptor	Description
<i>Minor</i>	First aid treatment only
<i>Moderate</i>	Medical treatment required (paramedic or ambulance)
<i>Major</i>	Extensive injuries
<i>Catastrophic</i>	Fatality

Level of risk – Table 3 (likelihood multiplied by consequences)

Likelihood | Consequences

	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
<i>Rare</i>	L	L	M	S	S
<i>Unlikely</i>	L	L	M	S	H
<i>Moderate</i>	L	M	S	H	H
<i>Likely</i>	M	S	S	H	H
<i>Almost certain</i>	M	S	H	H	H

H	High Risk
S	Significant Risk
M	Medium Risk
L	Low Risk

Higgins 2025 RISK ASSESSMENT as a separate attachment