



2025 Event Agenda

Isaac Group - Christchurch - In partnership with Connexis

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

Date of Event:	24 June 2025
Time:	9.30am - 2.00pm
Host Company Contact:	Jade Houghton jhoughton@isaac.co.nz 027 248 6133 John Stamps jstamps@isaac.co.nz 027 3366 436
Address of Event:	9 McArthurs Road, McLeans Island, Christchurch
Site Manager:	Jade Houghton – Marketing Manager
Onsite medical Officer:	Julie Growcott - Tenders
Health & safety person on site for the event:	Adrian Killan – H&S
Medical Centre:	Pegasus 24 – Madras Road, Christchurch
Event Capacity:	25 Pax max 20 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:	Isaac Group 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:	Learn about what's involved working with the Isaac Group. Speed Dating, E-Digger challenge, Traffic Management set up race, Paver demo, Communication activity, Lab activity.
Health & Safety Plan:	Attached to this document

2025 EVENT TEMPLATE – Isaac Group

25 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	Isaac Group Connexis
9.45am	Host Company Welcome <i>Introduction, About, Health and Safety for site</i>	Isaac Group Jeremy, John, Jade
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.	Isaac Group
10.15am	Rotation 1 - Break out into groups to do hands on activities	Isaac Group
	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	Isaac Group
	Group one: (Activity / Tour – 30mins)	
	Group two: (Activity / Tour – 30mins)	
	Group three: (Activity / Tour – 30mins)	
11.45am	Lunch Break Lunch will be supplied by the Host	Isaac Group
12.15pm	Rotation 3 - Break out into groups to do hands on activities	Isaac Group
	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	Isaac Group sara
1.00pm	Connexis Training Pathways. Gateway and opportunities Survey	Connexis
1.15pm	Wrap up Q&A	Isaac Group
1.30pm	Presentations MVP Award, Group Photo, hand out support packs	Isaac Group 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

Isaac Group - Christchurch

2025 RISK ASSESSMENT is to be provided

Identified Risks	Controls (Eliminate, substitute, Isolate, Engineering, Environment, Administration)	Risk Rating after Controls	Person Responsible
Visitors to Site Lack of site/activity risk awareness	PPE will be supplied, and group will be escorted during their stay on site.	Low Risk	Jade Houghton / John Stamps
Trip / Falling Noise	Wearing correct PPE, closed toe shoes (no jandals), situational awareness will be discussed during site induction. Use of E-Digger – no engine noise. Paver – will be stationary, not in operation Operational plant noise – no effect due to distance away	Low Risk	Jade Houghton / John Stamps
Proximity to plant and machinery operation Pedestrian interaction Struck by moving vehicles	Discussion will be held in site induction Exclusion zones will be in place for around moving plant Pedestrians will be escorted around site	Medium Risk	Jade Houghton / John Stamps
Other: Weather	Awareness of weather conditions (warm clothing) will be advised before the event. There will be sheltered spots for down time/break times for people to be able to warm up	Low Risk	Jade Houghton / John Stamps



Event Map
June 2025

