



2025 Event Agenda

Marlborough Lines - Blenheim - In partnership with Connexis

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

| | |
|--|--|
| Date of Event: | 18 June 2025 |
| Time: | 9.30am - 2.00pm |
| Host Company Contact: | Dan Quinn dan.quinn@mll.co.nz 021 904 412 |
| Address of Event: | 4 Taylor Pass Road, Blenheim |
| Site Manager: | Dan Quinn |
| Onsite medical Officer: | All staff are first aid trained |
| Health & safety person on site for the event: | Rebeca Clifton |
| Medical Centre: | Wairau Hospital, Taylor Pass Road, Blenheim |
| Event Capacity: | 30 Pax max 25 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: | Marlborough Lines will supply gear if required. Connexis will supply Hi-Vis Vests |
| Connexis Customer Service Manager attending: | |
| Connexis Staff attending: | |
| What does the event look like: | To Introduce students to what working in Energy company is like. Introduction by senior manager and have some women working in the industry talk about their roles at Marlborough Lines. There will be three interactive work stations for hands on activities. |
| Health & Safety Plan: | TBC |

2025 EVENT TEMPLATE – Marlborough Lines - Blenheim

18 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 | Marlborough Lines Connexis |
| 9.45am | Host Company Welcome <i>Introduction, About, Health and Safety for site</i> | Marlborough Lines |
| 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. | Marlborough Lines |
| 10.15am | Rotation 1 - Break out into groups to do hands on activities | Marlborough Lines |
| | 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 | Marlborough Lines |
| | 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 | Marlborough Lines |
| 12.15pm | Rotation 3 - Break out into groups to do hands on activities | Marlborough Lines |
| | 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 | Marlborough Lines |
| 1.00pm | Connexis Training Pathways. Gateway and opportunities Survey | Connexis |
| 1.15pm | Wrap up Q&A | Marlborough Lines |
| 1.30pm | Presentations MVP Award, Group Photo, hand out support packs | Marlborough Lines 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 |

Marlborough Lines - Blenheim
2025 RISK ASSESSMENT is to be provided