



2025 Event Agenda

The Lines Company – Te Kuiti - In partnership with Connexis

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

Date of Event:	25 June 2025
Time:	9.30am – 2.00pm
Host Company Contact:	Jill Searancke askhr@thelines.co.nz 027 808 3763
Address of Event:	Waitete Road, Te Kuiti
Site Manager:	Jill Searancke
Onsite medical Officer:	TBC
Health & safety person on site for the event:	TBC
Medical Centre:	TBC
Event Capacity:	17 Pax max 12 Students, 3 Teachers, 2 Connexis Staff
PPE Gear Required:	Students are to wear Long Sleeve Tops, Long Pants, Closed in Shoes/Footwear. Hair Tied Up No Crocs
PPE Gear Supplied by Host Company:	The Lines Company will supply PPE required for tasks. Connexis will supply Hi-Vis Vests
Connexis Customer Service Manager attending:	
Connexis Staff attending:	
What does the event look like:	We will host the students in a range of activities showing what we do in our roles daily.
Health & Safety Plan:	TBC

2025 EVENT TEMPLATE
The Lines Company, Te Kuiti
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	The Lines Company Connexis
9.45am	Host Company Welcome <i>Introduction, About, Health and Safety for site</i>	The Lines Company
9.55am	Connexis Presentation <i>Introducing Girls with Hi-Vis® This is important as it sets the scene about what the event is about.</i>	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.	The Lines Company
10.15am	Rotation 1 - Break out into groups to do hands on activities	The Lines Company
	Group one: (TBC)	
	Group two: (TBC)	
	Group three: (TBC)	
11.00am	Rotation 2 - Break out into groups to do hands on activities	The Lines Company
	Group one: (TBC)	
	Group two: (TBC)	
	Group three: (TBC)	
11.45am	Lunch Break Lunch is supplied by Host Company	The Lines Company
12.15pm	Rotation 3 - Break out into groups to do hands on activities	The Lines Company
	Group one: (TBC)	
	Group two: (TBC)	
	Group three: (TBC)	
12.45pm	What Next Host Company to explain what roles there are within the industry / their business and how they can go about applying for these. Does the Host Company offer Gateway, Cadetships, Work Experience, Apprenticeships	The Lines Company
1.00pm	Connexis Training Pathways. Gateway and opportunities Survey	Connexis
1.15pm	Wrap up Q&A	The Lines Company
1.30pm	Presentations MVP Award, Group Photo, hand out support packs	The Lines Company 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

The Lines Company – Te Kuiti
2025 RISK ASSESSMENT will provided in separate documents