

# ITB 2023

# Event Safety Plan

**Note:** Please change the font to National Book for text, and National Medium for Bold text

## Section A: Event Details

Event name	ITB 2023
Event organiser	Tourism New Zealand
Event organiser's TNZ office	London
Event start date	07/03/2023
Event end date	09/03/2023
Event venues	Messe Berlin (Germany)

## Section B: Staff Safety Measures

**Note:** Please remove this section if TNZ staff will not attend the event before sending your manager

### 1. Staff safety measures before the event

1. Safety measure	Applicable?
1. TNZ to collect staff dietary requirements if food is to be served at the event for TNZ organised event OR pass them onto the event organiser for a third party event	Yes
2. TNZ to give TNZ staff the opportunity to note any health or mobility conditions that they would like taken into account for a TNZ organised event OR TNZ to pass them onto the event organiser for a third party event.	Yes
3. TNZ to consider staff fatigue and travel disruptions when planning the event programme	Yes
4. TNZ to share the event programme with staff	Yes
5. TNZ to consider and monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes
6. TNZ to request that staff notify a TNZ staff member if they begin to feel unwell at the event	Yes
7. TNZ to ensure staff to agree the TNZ Covid-19 Vaccination, Testing and Face Covering Policy	

8. TNZ to remind staff travelling international / New Zealand following the local government's Covid-19 guideline	Yes
<b>3a. Safety measure for travelling outside of your country</b> <b>(Note: If you selected "No" on 3a-1, please remove the sections, 3a and 3b)</b>	<b>Applicable?</b> <b>Yes</b>
1. TNZ to remind staff travelling internationally to check that their passport is valid for travel	Yes
2. TNZ to remind staff travelling internationally to make their own visa and vaccination arrangements (if required)	
3. TNZ to remind staff travelling internationally to review their home government's travel advice for the destination(s) they are visiting	
4. TNZ to remind staff travelling internationally to register their travel with their country's travel advisory body (if applicable)	
5. TNZ to remind staff travelling internationally to leave copies of their full itinerary, passport and travel documentation with their manager	
6. TNZ to remind staff travelling internationally to give their manager's name and mobile phone number to their significant other/close family member	
7. TNZ to remind staff travelling internationally to take a copy of the travel insurance card with them	
<b>4. If checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event</b>	

## 2. Staff safety measures during the event

<b>1. Safety measure</b>	<b>Applicable?</b>
1. TNZ to monitor that staff to adhere to the 'code of conduct policy'	Yes
2. TNZ to monitor levels of staff fatigue and travel disruptions and take action if required	Yes
3. TNZ to monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes
4. TNZ to brief staff on the emergency response procedures at every event venue	Yes
5. TNZ to notify GM people & Culture of any Covid-19 issues at an event	Yes
<b>2. If checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event</b>	

## 3. Staff safety measures after the event

<b>1. Safety measure</b>	<b>Applicable?</b>
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1. TNZ to reflect on what more could be done to minimise risks to staff at future events	Yes
2. TNZ to notify People and Culture team of any staff incidents or accidents that occurred during the event	YesYes
<b>2. If checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event</b>	

#### 4. Any additional staff safety measures

1. Safety measure(s)

## Section C: Delegate Safety Measures

**Note:** Please remove this section if TNZ is **Not** hosting (managing registrations) delegates travelling overseas/New Zealand before sending your manager

Delegate safety measures before the event	
<b>1. Safety measure</b>	<b>Applicable?</b>
1. TNZ staff organising the event to understand the 'event code of professional conduct'	Yes
2. TNZ staff organising the event to be trained in managing unacceptable behaviour	Yes
3. Delegates to agree to the 'event code of professional conduct' when they register for the event	Yes
4. TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event	Yes
5. TNZ to share the event programme with delegates	Yes
6. TNZ to get delegates to give permissions for photographs taken of them at the event to be used by Tourism New Zealand or its partners and affiliates	Yes
7. TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes
8. TNZ to brief delegate the TNZ Covid-19 Vaccination, Testing and Face Covering Policy.	
9. TNZ to remind delegates following the local government's Covid-19 guideline	Yes
10. TNZ to collect all delegates adhere to the 'Covid-19 Travel Terms and Conditions'	Yes
11. TNZ to collect delegates' dietary requirements if food is to be served at the event for a TNZ organised event OR to pass them onto the event organiser for a third party event	Yes
12. TNZ to give delegates the opportunity to note any health or mobility conditions that they would like taken into account for a TNZ organised event OR to pass them onto the event organiser for a third party event	Yes
<b>2a. Safety measure for travelling outside of your country</b> <b>(Note: If not applicable, please remove this section)</b>	<b>Applicable?</b>
1. TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence	Yes
2. TNZ to brief delegates that they need to make their own medical and travel insurance arrangements if travelling outside of their country of residence	Yes
3. TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence	Yes
4. TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence	Yes

5. TNZ to request that delegates notify a TNZ staff member if they begin to feel unwell at the event if travelling outside of their country of residence	Yes
<b>3. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.</b>	

## 2. Delegate safety measures during the event

1. Safety measure	Applicable?
1. TNZ to monitor delegates' code of conduct and take action if required	Yes
2. TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required	Yes
3. TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes
4. TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes
5. TNZ to require delegates to show proof of Covid-19 vaccine	
6. TNZ to monitor the Covid-19 alert level of NZ and the country delegate will be travelling to and take action, if required	Yes
<b>2. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.</b>	

## 3. Delegate safety measures after the event

1. Safety measure	Applicable?
1. TNZ to reflect on what more could be done to minimise risks to delegates at future events	Yes
2. TNZ to notify People and Culture team of any delegate incidents or accidents that occurred during the event	Yes
<b>2. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.</b>	

## 4. Any additional delegate safety measures

1. Safety measure(s)
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## Section D: Supplier Safety Measures

**Note:** Please remove this section if TNZ is Not arranging one or more suppliers, including a venue hire, tech supports before sending your manager

### 1. Supplier safety measures before the event

1. Safety measure	Applicable?
1. TNZ to brief suppliers on any delegate and/or staff dietary requirements that need to be taken into account (if food is to be served at the event)	Yes
2. TNZ to brief suppliers on any delegate and/or staff health or mobility conditions that need to be taken into account (if relevant to their service)	Yes
3. TNZ to seek previous client feedback when selecting new suppliers to ensure that they are safe and reputable	Yes
4. TNZ to agree with suppliers on what the suppliers' roles and responsibilities will be at the event	Yes
5. TNZ to ensure that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service) e.g. taping electrical cords	Yes
6. TNZ to ensure that suppliers have Covid-19 Health and Safety Plans following the government guideline	Yes
7. TNZ to brief suppliers the TNZ Covid-19 Vaccination, Testing and Face Covering Policy.	
8. TNZ to remind suppliers following the government Covid-19 guideline	Yes
9. TNZ to ensure that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue	Yes
10. TNZ to check the supplier's (venue's) safety plan and save it at Kete (for a TNZ organised event ONLY. If it was blank, please remove this row)	
11. TNZ to agree on emergency response procedures at every event venue e.g. evacuations, first aid, etc. (for a TNZ organised event ONLY. If it was blank, please remove this row)	
12. TNZ to ensure that a first aid kit will be available at every event venue (for a TNZ organised event ONLY)	
13. TNZ to ensure that there will be someone on-site at every event venue with a valid first aid certificate (for a TNZ organised event ONLY. If it was blank, please remove this row)	
14. TNZ to ensure that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue (for a TNZ organised event ONLY. If it was blank, please remove this row)	
2. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.	

## 2. Supplier safety measures during the event

1. Safety measure	Applicable?
1. TNZ to check that suppliers have put in place measures to cater for any delegate/staff dietary requirements (if food to be served at the event)	Yes
2. TNZ to check that suppliers have put in place measures to cater for any delegate/staff health or mobility conditions (if relevant to their service)	Yes
3. TNZ to monitor that suppliers meet their agreed roles and responsibilities at the event	Yes
4. TNZ to monitor that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service)	Yes
5. TNZ to require suppliers to show proof of Covid-19 vaccine	Yes
6. TNZ to check that a first aid kit is available at every event venue	
7. TNZ to check that there is someone on-site at every event venue with a valid first aid certificate	
8. TNZ to check that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue	
2. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.	

## 3. Supplier safety measures after the event

1. Safety measure	Applicable?
1. TNZ to reflect on what more suppliers could do to minimise risks to staff and/or delegates at future events	Yes
2. TNZ to notify People and Culture team of any supplier incidents or accidents that occurred during the event	Yes
2. If you checked N/A for one or more of the safety measures above, please provide an explanation for why they are not applicable for this event.	

## 4. Any additional supplier safety measures

1. Safety measure(s)

## Section E: Submit

**Note:** Internal use ONLY. After approving by your manager, please save it into your Kete folder as well as share it with [Events & Project specialist](#)

### 1. Approval

Approved by	Kate Fenton
Approver's job title	Regional Trade Manager
Organisation	Tourism New Zealand
Date of the approval (DD/MM/YY)	03/03/2023

**Note:** If you don't understand any of these safety measures or need additional help to put the safety measure in place please contact the TNZ Trade Events & Project Specialist based in Wellington