

CIBTM Safety Plan Checklist

Event Details

Event Start Date	28 August 2019
Event End Date	29 August 2019
Event Venue	China National Convention Center Beijing China

Staff

Staff safety measures before the event

Safety measure	Applicable?	Check
TNZ to collect staff dietary requirements if food is to be served at the event and pass onto the event organiser	Yes	<input type="checkbox"/>
TNZ to pass on any staff health or mobility conditions that staff would like taken into account onto the event organiser	Yes	<input type="checkbox"/>
TNZ to consider staff fatigue and travel disruptions when planning travel to and from the event	Yes	<input type="checkbox"/>
TNZ to share the event programme with staff	Yes	<input type="checkbox"/>
TNZ to consider and monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to check that their passport is valid for travel	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to make their own visa and vaccination arrangements (if required)	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to review their home government's travel advice for the destination(s) they are visiting	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to register their travel with their country's travel advisory body (if applicable)	Yes	<input type="checkbox"/>

TNZ to remind staff travelling internationally to leave copies of their full itinerary, passport and travel documentation with their manager	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to give their manager's name and mobile phone number to their significant other/close family member	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to save TNZ's 24/7 Travel & Medical Assistance number (+64 9 374 1775) in their mobile phone	Yes	<input type="checkbox"/>
TNZ to request that staff notify a TNZ staff member if they begin to feel unwell at the event	Yes	<input type="checkbox"/>

Staff safety measures during the event

Safety measure	Applicable?	Check
TNZ to monitor that staff to adhere to the 'code of conduct policy'	Yes	<input type="checkbox"/>
TNZ to monitor levels of staff fatigue and travel disruptions and take action if required	Yes	<input type="checkbox"/>
TNZ to monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes	<input type="checkbox"/>
TNZ to check up on any unwell staff at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes	<input type="checkbox"/>

Staff safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more could be done to minimise risks to staff at future events	Yes	<input type="checkbox"/>
TNZ to notify People and Culture team of any staff incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>

Delegates

Delegate safety measures before the event

Safety measure	Applicable?	Check
TNZ staff organising the event to understand the 'event code of professional conduct'	Yes	<input type="checkbox"/>
TNZ staff organising the event to be trained in managing unacceptable behaviour	Yes	<input type="checkbox"/>
Delegates to agree to the 'event code of professional conduct' when they register for the event	Yes	<input type="checkbox"/>
TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event	Yes	<input type="checkbox"/>
TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to collect delegates' dietary requirements if food is to be served at the event and pass onto the event organiser	Yes	<input type="checkbox"/>
TNZ to pass on any delegate health or mobility conditions that staff would like taken into account onto the event organiser	Yes	<input type="checkbox"/>
TNZ to share the event programme with delegates	Yes	<input type="checkbox"/>
TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>
TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to recommend that delegates monitor their country's travel advisory body if travelling outside of their country of residence	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>
TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes	<input type="checkbox"/>

Delegate safety measures during the event

Safety measure	Applicable?	Check
TNZ to monitor delegates' code of conduct and take action if required	Yes	<input type="checkbox"/>

TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required	Yes	<input type="checkbox"/>
TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>

Delegate safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more could be done to minimise risks to delegates at future events	Yes	<input type="checkbox"/>
TNZ to notify People and Culture team of any delegate incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>

Suppliers

Supplier safety measures before the event

Safety measure	Applicable?	Check
TNZ to brief suppliers on any delegate and/or staff dietary requirements that need to be taken into account (if arranging food for the event)	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>
TNZ to seek previous client feedback when selecting new suppliers to ensure that they are safe and reputable	Yes	<input type="checkbox"/>
TNZ to agree with suppliers on what the suppliers' roles and responsibilities will be at the event	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>

Supplier safety measures during the event

Safety measure	Applicable?	Check
TNZ to check that suppliers have put in place measures to cater for any delegate and/or staff dietary requirements (if arranging food for the event)	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>
TNZ to monitor that suppliers meet their agreed roles and responsibilities at the event	Yes	<input type="checkbox"/>
TNZ to monitor that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service)	Yes	<input type="checkbox"/>

Supplier safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more suppliers could do to minimise risks to staff and/or delegates at future events	Yes	<input type="checkbox"/>
TNZ to notify People and Culture team of any supplier incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>