

Manila Workshop 2019 Safety Plan

Event Details

Event name	Philippines and Indonesia Roadshow 2019
Start date	01/09/2019
End date	03/09/2019
Venue	Fairmont Makati Hotel Manila

Staff Safety Measures

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	Yes	<input type="checkbox"/>
TNZ to give TNZ staff the opportunity to note any health or mobility conditions that they would like taken into account	Yes	<input type="checkbox"/>
TNZ to consider staff fatigue and travel disruptions when planning the event programme	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 brief staff on any measures that have been taken to cater for their dietary requirements, health conditions or mobility conditions	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 brief staff on the emergency response procedures at every event venue	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 Safety Measures

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	Yes	<input type="checkbox"/>
TNZ to give delegates the opportunity to note any health or mobility conditions that they would like taken into account	Yes	<input type="checkbox"/>
TNZ to get delegates to give permission for photographs taken of them at the event to be used by Tourism New Zealand or its partners and affiliates	Yes	<input type="checkbox"/>
TNZ to consider delegate fatigue and travel disruptions when planning the event programme	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 brief delegates on any measures that have been taken to cater for their dietary requirements, health conditions or mobility conditions	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 brief delegates on the emergency response procedures at every event venue	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 Safety Measures

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 food is to be served at 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"/>
TNZ to agree on emergency response procedures at every event venue e.g. evacuations, first aid, etc.	Yes	<input type="checkbox"/>
TNZ to ensure that a first aid kit will be available at every event venue	Yes	<input type="checkbox"/>
TNZ to ensure that there will be someone on-site at every event venue with a valid first aid certificate	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/staff dietary requirements (if food to be served at 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"/>
TNZ to check that a first aid kit is available at every event venue	Yes	<input type="checkbox"/>
TNZ to check that there is someone on-site at every event venue with a valid first aid certificate	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"/>