

Health & Safety Plan

World Vision Junior Youth Conference 2025

World Vision Event Staff Contact Details		
EVENT MANAGER	Siobhan McPherson	021 083 28595
World Vision Onsite Staff Contact Details		
Event Coordinator	Louise King	027 373 3106
Schools and Youth Partnership Manager	Philippa Cochrane	022 093 0540

We take seriously the Health & Safety of our employees, volunteers, contractors, suppliers and the public when they are involved in events and on tours with World Vision. We commit to providing the safest and healthiest environment that we can, and we will take all practical steps to do so.

We will:

- Initiate an active conversation about Health & Safety with partners, contractors and suppliers involved in hosting an event.
- Ensure our managers are aware of their responsibilities regarding the health and safety of employees, volunteers, contractors, suppliers, and the public
- Identify any hazards and take all practicable steps to identify the level of risk and to eliminate or minimize exposure to any significant hazards
- Ensure all personnel are made aware of any hazards in their work area and are adequately prepared to perform their duties in a safe manner
- Encourage volunteers, contractors and supplier's participation in any communication and consultations relating to health and safety
- Endeavour to protect people from any harm that may accidentally result from our activities
- Endeavour to protect property from accidental damage
- Encourage accurate and timely reporting and recording of any incidents
- Investigate all reported incidents, including near miss, injury and property damage and where appropriate formulate plans to take corrective action and future risk mitigation

Volunteers:

- Please be aware of your responsibilities to the public in terms of Health and Safety legislation in NZ
- Be willing to observe and promote safe work environments, rules and instruction
- Be actively involved in identifying and controlling any hazards in the areas we will be occupying
- Be informed about what to do in any situation where hazards are identified and exposed
- Be informed about emergency procedures and be able to act quickly if an emergency response is required.
- Be active in early reporting of any pain, discomfort, and ensure appropriate reporting of any near miss, injury or property damage incidents.
- Please wear covered shoes and suitable clothing for the activities you will be engaging with.

Junior Youth Conference 2025 - Wellington

Venue	Lower Hutt Events Centre
Venue Address	30c Laings Road, Hutt Central, Lower Hutt 5010
Venue Contact	Indula Jayasundara
Phone Number	022 305 8911

First Aiders on site:

Siobhan McPherson – Event Manager
 Philippa Cochrane – Schools and Youth Manager
 Louise King – Event Coordinator

Nearest Hospitals:

Hutt Hospital, 638 High street, Boulcott, Lower Hutt
 Tel. 04 566 6999
 Wellington Regional Hospital, 49-69 Riddiford Street, Newtown, Wellington
 Tel. 04 385 5999

CALL 111 in an emergency

Healthline 0800 611 116 (for medical advice)

Evacuation Procedure:

- If you discover Fire or there is an emergency incident – OPERATE THE FIREALARM (if possible)
- Ensure the emergency services have been called using 111. This may be done using a telephone at a nearby premises, mobile phone from outside or, if safe to do so, from within the building.
- Tell the Operator the service you require- FIRE or AMBULANCE or POLICE.
- Clearly state the address: **Lower Hutt Events Centre**, 30c Laings Road, Hutt Central, Lower Hutt 5010
- Send someone to meet emergency services at the entrance to the site.
- Provide First Aid if required- render assistance ONLY if safe to do so
- Evacuate the affected area
- Remember to check bathrooms and other places people may not be visible
- Assist any persons with disabilities
- Leave immediately by the NEAREST safe exit route.
- Remain calm, move quickly but DO NOT RUN
- Head to the assembly area either outside the café in the carpark
- Teachers to mark off student lists
- Check in with each teacher to check on student numbers
- Note any guests who have not been marked as evacuated and alert emergency services when they arrive. DO NOT RE-ENTER THE BUILDING
- Stay outside the building in the assembly area until the “all clear” is given by the Fire Warden. Do not return to the building until you are given clearance to do so.
- If the all clear is not given all event staff to assist guest to depart the assembly area.

Venue provided emergency procedures:

EMERGENCY PROCEDURES

FIRE ASSEMBLY AREAS



The diagram shows a site plan with the following details:

- Buildings:** TOWN HALL & EVENTS CENTRE LAINGS ROAD LOWER HUTT and HCC ADMIN BUILDING.
- Assembly Areas:** Four red icons labeled 'ASSEMBLY AREA' are located around the buildings: one to the left of the Town Hall, one to the right of the HCC Admin Building, one to the left of the Town Hall, and one to the right of the HCC Admin Building.
- Exits:** Red arrows indicate fire exits from the buildings.
- Other Features:** A parking area 'P' is shown to the left of the Town Hall. Trees are represented by cloud-like shapes at the top. LAINGS ROAD is labeled at the bottom.

IF YOU DISCOVER FIRE

- ACTIVATE NEAREST FIRE ALARM
- PHONE FIRE & EMERGENCY NEW ZEALAND - DIAL 111
- USE FIRE FIGHTING EQUIPMENT ONLY IF SAFE TO DO SO

IF THE FIRE ALARM SOUNDS

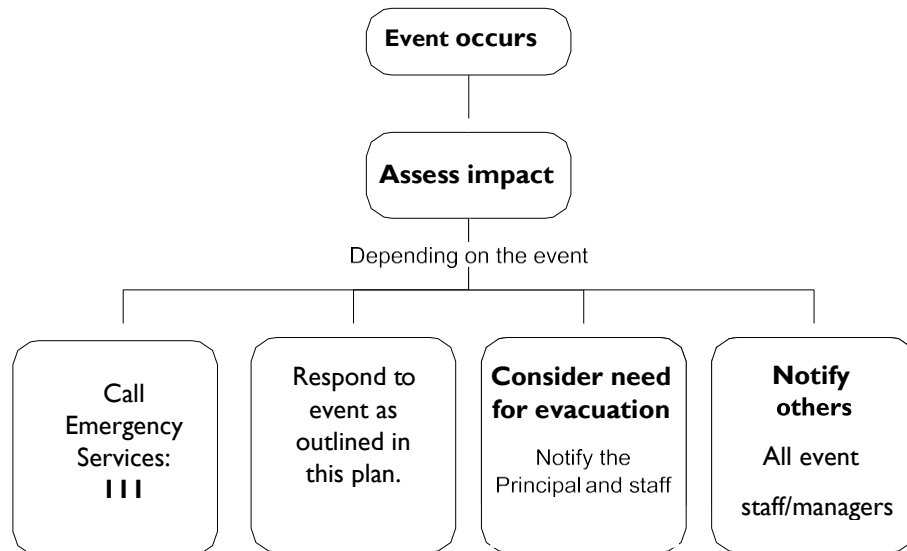
- EVACUATE THE BUILDING USING THE NEAREST FIRE EXIT
- ASSIST THOSE NEEDING HELP ONCE EGRESS ROUTES ARE CLEAR
- FOLLOW INSTRUCTIONS FROM WARDENS
- ASSEMBLE IN THE DESIGNATED ASSEMBLY AREA

DO NOT USE LIFTS DO NOT RUN DO NOT TAKE FOOD OR DRINK

Safety First NZ Ltd (Wellington)
www.safetyfirst.co.nz | 0800 252 253



While every incident is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



1. Notification to **World Vision staff** – Event Manager/WV Onsite Staff Lead
2. **World Vision staff** to inform a **venue** contact
3. **World Vision staff and venue contact** to consult on course of action: **evacuate, control or minimize**
4. Evacuate – **Event Manager/WV Onsite Staff Lead** to wear fluoro vest, sound the alarm at nearest call point and dial 111.
5. **World Vision and event staff** to evacuate the building by directing guests to the assembly area.
6. **Event/WV Onsite Staff Lead** to ensure all event workers to be clear of event site and direct any remaining guests/event workers guests to the assembly area.
7. All event workers to remain at assembly point until all clear is given by emergency services to
8. **World Vision and venue staff.**
9. After all clear is given, **World Vision and venue staff** to inform guests and event workers to return to the event site.
10. If all clear is not given, **World Vision and venue staff** to inform guests and event workers of cancellation of event and advise to depart the assembly point safely.
11. Incident report to filled and completed by **Event Manager**

Lock-down Procedure:

Lock-down – Keeps staff and students from moving from an area of lower risk to an area of higher risk. The lockdown is an effective way of managing many emergency situations and it should be the default response to most emergency and threat situations as it is an effective way of:

1. Managing a large population rapidly, making planning further responses easier.
2. Minimising target profile (in case of armed intruder).
3. Managing information, if done effectively as it controls the unsolicited communication that can be sent via social media.

It is vitally important that the door is locked as soon as the lock-down signal has been heard, if event attendees are working just outside the door, they should be hurried into the room first. Attendees who have left the room for other reasons and are further away will need to seek cover in an alternative location.

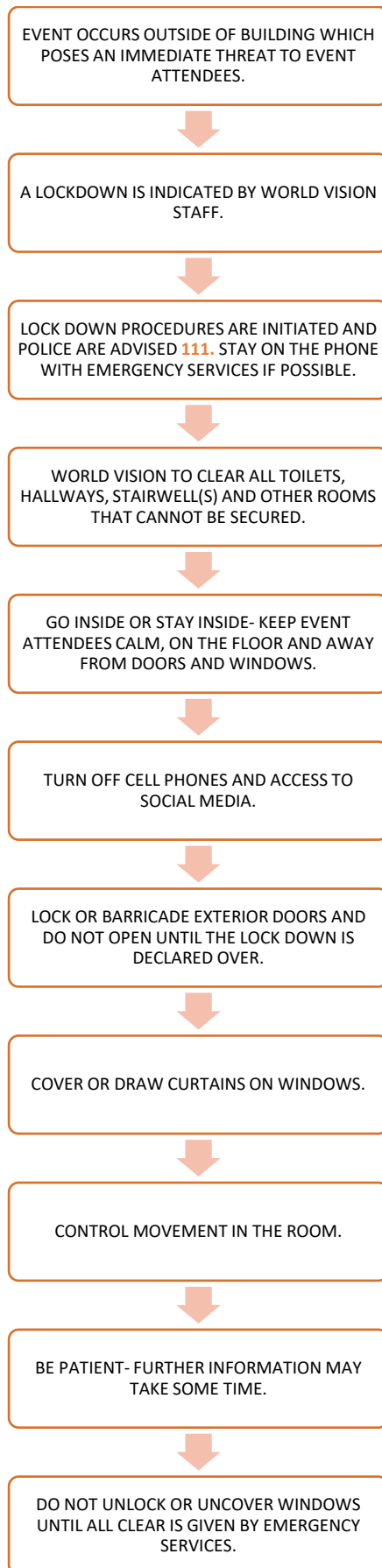
DO NOT GO LOOKING FOR ATTENDEES WHO ARE NOT IN THE ROOM.

IGNORE ANY EVACUATION ALARMS.

Once the door has been locked it must not be opened again until:

- All clear has been signalled.
- There is imminent danger if you remain in the room (fire).
- Emergency services advise you to leave the room.

If you find yourself outside of the main event space, find an appropriate space for yourself and others around you to be able to be safe and contained. Consider where the threat is and limit movement from where you are.



Risk Assessment:

Risks	Hazards	Risk Control	Consequence	Likelihood	Risk Rating
General					
WV Driving to & from site	Injury or serious harm to self and or others.	Follow safe driving practise: <ul style="list-style-type: none"> • Drive to conditions • Do not drive vehicle unless approved under WVNZ safe driving policy • Do not drive while suffering from fatigue or exhaustion. • If driving through a crowd, use a guide to walk in front of your vehicle • Ensure vehicle loads are secured. • If the accident is serious – Contact emergency services. • If the accident is not serious – check with the driver make sure they are ok, send a senior staff member to the site to assist the driver again • WVNZ Staff and volunteers to coordinate with Annique Jordaan to ensure WVNZ procedure is followed. 	Major	Rare	M
Housekeeping & Rubbish	Block access and cause evacuation to be hindered	Keep the work areas clean, tidy, free and clear of hazards at all times, particularly in public access areas, thoroughfares and fire exits which must be kept clear at all times. All rubbish must be removed prior to leaving the site.			
Onsite Traffic	Increased risk of accident or harm to others	<ul style="list-style-type: none"> • The maximum speed limit is 10kph. Indoor speed limit is 5kph with hazard lights on. • Drivers must hold the relevant NZ driver's licence and proof of this licence can be requested at any time. Parking is only in designated areas. 	Major	Rare	M

		<ul style="list-style-type: none"> Parking in loading zones is not permitted at any time, no parking permitted behind pavilions 1-4 – max 15-minute use of loading zones. Make sure vehicles and equipment do not block exits or thoroughfares. One-way systems and automatic barriers are in place so please ensure this taken into consideration for any event traffic plans. 			
Vehicle used not road worthy	Increased risk of accident	Use of reputable coach/ minibus/ taxi companies. All rental vehicles used for event transport are road worthy as part of the rental agreement. All WVNZ vehicles are kept road worthy.	Minor	Rare	L
Conference Venue					
Restricted Areas	Increased hazards due to unknown conditions.	Restricted areas are clearly defined with signage and/or barriers. Only authorised people are to enter restricted areas. Accreditation may be required.	Moderate	Possible	H
Vehicles on site/ Shared access zones	Injury or serious harm from being hit by moving vehicles	Be aware of vehicle access areas and shared zones. When vehicles are moving onsite wear high visibility clothing.	Critical	Unlikely	H
Technical Incidents	Power Failure resulting in increased hazards	Assess whether venue needs to be cleared. Ensure WV staff are on hand to Manage the exit process & to keep everyone calms. Use emergency lighting to guide guests clear of any hazards.	Minor	Possible	M
Uneven surfaces	Slips, Trips & Falls resulting in injury	Point out major uneven surfaces at start of camp. Use torches when travelling between areas of the camp. Light uneven surfaces.	Minor	Unlikely	L

Trip Hazards	Physical injury or strain	Check all cables are taped down or buried. Remove possible hazards in general walkway areas. Clearly mark uneven surfaces	Minor	Unlikely	L
Fire	Fire in venue	Access to fire extinguisher Fire blanket and equipment kept tested and checked. Mark emergency exit locations. Give clear instructions from stage for emergency procedures.	Major	Unlikely	M
Personal Injury or Threat					
Dietary requirements not met	Causes discomfort and could evolve into a safety concern if allergic reaction etc.	Ensure all catered guests' dietary requirements are received prior to the event. Caterer is responsible for meeting briefed requirements. If a volunteer or student cannot eat the food, we have provided find out what their requirement is and go and purchase an appropriate food item.	Moderate	Possible	H
Crossing road in shared access zone	Pedestrian struck by car	All chaperones to monitor and guide students crossing roads. Designated staff to ensure road is clear before crossing.	Major	Rare	M
Mental health	Mental health and wellbeing affected by confronting content.	Advance disclaimers of content. Safe place provided for students who need to discuss feelings around what they have seen.	Moderate	Unlikely	M
Unwanted physical encounters	Disorderly Behaviour – abusive fighting	Keep groups small. Maintain low tension environment. Remove trouble makers instantly. WV staff step in to control immediate situation, Contact site security for removal of patrons if necessary.	Minor	Unlikely	L
	Sexual Abuse	Students to ask permission from teachers before leaving main areas. Remove access to areas that would create high risk situations and/or places that are isolated and out of public view. Keep phones charged and in easily accessible spot when	Major	Unlikely	M

		alone. If incident occurs - WV Staff member take person to safe space to wait for St John's/Police to arrive. Second staff member to call Emergency services. Notify support person. Report to People & Culture team at WV to document.			
First Aid Needs	Allergic reaction, sprains cuts and strains etc.	Assess situation, if serious, call Ambulance Minor incidents treat with First Aid Kit or RICE.	Minor	Unlikely	L

While World Vision will take all practicable steps to ensure the safety of students while attending the World Vision Junior Youth Conference 2025, we cannot be held responsible for students who leave the venue without teacher or parental supervision. Students attending the event without a parent or guardian will be asked to remain in the venue for the duration of the event from arrival until up to 2.30pm.

ANY ACCIDENT AND/OR INCIDENT THAT OCCURS DURING THESE EVENTS **MUST** BE REPORTED TO EVENT MANAGER AND VENUE MANAGEMENT IMMEDIATELY WHO WILL ASSIST WITH COMPLETING A "NOTIFICATION OF ACCIDENT" FORM. ONCE THE FORM IS COMPLETED IT WILL BE FILED BY THE VENUE AND ALSO FOWARDED TO WORK SAFE NEW ZEALAND IF THE INCIDENT IS SERIOUS.

Hazard Management:

Structures (stages / marquees, banners etc.)	Only trained / competent people should assemble all structures
Electrical	To prevent short circuits; cables should be tagged and tested. Any cable laid across an aisle or thoroughfare must be taped down with white gaffer tape
Moving Equipment (trolleys)	Moving equipment should be handled carefully and when not in use, they are to be stored away and not accessible to members of the public
Tripping Hazard	Tripping hazards should be either eliminated (removed) or isolated (cordoned off or have signs warning patrons of the potential hazard)
Chemicals (cleaning agents etc...)	Access to a first aid kit or clean water to wash the affected area at all times.
Spills	If working with water, please ensure you mop and dry any spills immediately
Hanging equipment at head height	Anything hung at or above head height (approx. 1.75m) should have a secondary hanging attachment on it – especially if it is being hung across an area where people will be underneath it.
Working with heat or flames	You must provide your own fire extinguisher/blanket and be competent in using it.
Other	Personal Protection Equipment (PPE) must be worn for ALL work conducted regardless of level of risk associated with it.

**If you encounter a hazard not identified above, please advise the event organiser or venue staff immediately*

Earthquake Procedure:

	Response actions (as appropriate)
During an earthquake	<p>If indoors:</p> <ul style="list-style-type: none"> • Drop, take cover under a desk or table and to hold onto the legs until the shaking stops • Exit temporary structures through egress points. • Keep away from shelves containing heavy objects and other large items of furniture • Keep away from windows • Stay indoors until the shaking stops and it's safe to go outside <p>If outside: Keep away from buildings and power lines</p>
When the shaking stops	<p>Ensure your personal safety first</p> <p>Check those around you and offer help if necessary.</p> <p>If anyone requires medical assistance, call 111 and/or administer first aid.</p> <p>Evacuate if required.</p> <p>Get guests and event workers away from dangerous areas</p> <p>Listen to the radio for instructions from Civil Defence.</p> <p>Turn off the gas if it may be leaking.</p>
Ongoing operations following the earthquake	<p>The continuing operation of the event will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources.</p>

Bomb Threat:

Keep calm. Do not hang up.

A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further inquiries.

Let the caller talk, ask the questions as the opportunity arises and avoid being confrontational

Questions	Answers
When is the bomb going to explode?	
Where is the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is the explosive type and quantity?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	
Exact wording of the threat:	
The Caller	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Estimated age:	
Any speech impediment (specify):	
Accent (specify):	
Voice- loud – soft etc:	
Speech – fast – slow etc:	
Manner, calm emotional etc:	
Did you recognise the voice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who do you think it was?	
Was the caller familiar with the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Threat Language	
Well spoken Incoherent	Irrational Taped Message read by caller Abusive <input type="checkbox"/> Other: _____
Any background noises?	
Street noise House noise	Aircraft Voices Music Machinery Vehicle Other: _____
Call taken	
Date: __/__/__	Time: _____ Length of call: _____ Number called: _____

Bomb Threat



Tsunami:

	Response actions (as appropriate)
When a tsunami threatens	? Listen to your radio or TV for advice and information
	? Don't wait to be told to evacuate if a strong earthquake occurs and your event is located in an area at risk of a tsunami (e.g. near the sea, rivers or large body of water). Evacuate if instructed to by Civil Defence.

Flooding:

	Response actions (as appropriate)
Flooding reported or sighted	? Check source of the flood and that no guests are in danger
	? Evacuate if required (and get to higher ground)
	? If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible
	? If flood is due to burst pipes etc, turn off the water at the mains if possible.

Gas Leak:

	Response actions (as appropriate)
If gas leak is suspected	? Turn off the main valve
	? If possible and safe to do so open windows to allow the gas to dissipate.
	? Rescue any person in immediate danger but only if safe to do so.
	Do not: operate any electrical switches, including lights or alarms. use cell phone in area where leak is occurring – even if outside of building allow anyone to smoke in the vicinity
	? Warn others in the immediate area
	? Call emergency services (111) if required
	? Consider evacuating the area or the event. Do not re-enter building or outside area until cleared by authorised personnel

Missing Child:

All instances of a child going missing from an event centre must be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.

- There can be many reasons and associated dangers for a missing child or student including:
- the proximity of dangerous hazards to the event
- the possibility of an abduction
- the possibility that the child or student has been picked up by a parent or caregiver
- the child or student has decided to leave for the day
- the child or student has felt unwell and simply gone home.
- Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

	Response actions (as appropriate)
If child or student is found	? If child/student found injured or ill, call for medical assistance if required.
	? Notify searchers.
	? Establish what happened and complete incident report
If child or student is not found	? Notify the police immediately
	? Notify the parents / caregivers immediately

Serious Injury or Death:

	Response actions (as appropriate)
Death / serious injury occurs at school or ECE	? Ensure your own safety. Assess area for danger (e.g.: live wires, poisonous substances etc)
	? Call emergency services
	? Call for back-up/onsite medical personnel
	? Do not assume death has occurred – give immediate first aid
	? Notify Event Site Manager; isolate and contain the area.
Action after medical personnel have taken over	? Manager to advise (as soon as possible) and ensure designated media person for event is fully briefed
	? Complete incident form with all known details