

MODULE 5 · ACTIVITY SHEET

DRAFTING SECTION B FOR AN EVENT OF YOUR OWN

You've seen Section A and B in the worked example. Now apply it. Pick a real event your school runs (or is planning to run) and complete Section B for it. Then set Operational Limits for two of its hazards on page 2.

PICK YOUR EVENT**Use a real local-area trip you'd run with your class**

Choose something genuine — a bush walk, a community-pool visit, a museum trip. The exercise is more useful with an event you'd actually run than with a fictional one.

- **Assume Section A exists already** — you're not building the standing content from scratch.
- Refer to your school's RAS for the activity if you have one to hand — you'll lift hazards across in part 3.
- Fill in the lines below in pencil if you're working in a group — this is a draft.

1 EVENT & DATE

EVENT NAME

DATE

2 SITE & WEATHER DECISION**WEATHER DEPENDENCE & DECISION PROTOCOL**

Is this event weather-dependent? **Who** will check the forecast and **when**? Who makes the final call? What's the contingency activity if it's cancelled?

3 PARTICIPANTS NEEDING EXTRA SUPPORT**NAMED ĀKONGA & WHAT THEIR PLANS REQUIRE**

Names, the support each requires, and who's responsible for it on the day. *Don't list every ākonga — just those whose support changes the day's plan.*

ROUTE & KEY LOCATIONS

School → site → key features → toilets → route home. Note any hazards.

SUPERVISION STRUCTURE

Lead, co-lead, parent helpers. Who covers if a staff member is dealing with first aid?

5 FRONT OF MIND & CONTACTS

FRONT OF MIND

Things specific to *this* group at *this* site — in addition to the standard controls.

EVENT-SPECIFIC CONTACTS

Medical centre, instructor, key caregiver numbers — who travels with the lead teacher.

6 SET OPERATIONAL LIMITS FOR TWO HAZARDS

HAZARD 1 (FROM YOUR RAS)

HAZARD 2 (FROM YOUR RAS)

For each hazard, write the trigger and action for each light. The pattern: *'When X happens, then Y action is taken.'*

RED Stop	<hr/> <hr/>
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ORANGE Reassess	<hr/> <hr/>
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GREEN Go	<hr/> <hr/>
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SELF-CHECK BEFORE YOU CALL THIS DRAFT DONE

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|---|--|
| <input type="checkbox"/> Have you named a single decision-maker for the weather call? | <input type="checkbox"/> Have you named who covers each staff member if they're dealing with first aid? |
| <input type="checkbox"/> Did you list participants needing support — with what they need, not just their names? | <input type="checkbox"/> Are your Op Limits triggers <i>observable</i> — something a staff member could check on the day? |
| <input type="checkbox"/> Have you avoided re-listing standard controls under 'Front of mind'? | <input type="checkbox"/> Have you decided where the contact numbers travel — with the lead teacher, not on a list at school? |