

MODULE 5 · REFERENCE CARD B

OPERATIONAL LIMITS — GO / NO-GO

Pre-decided trigger points that take subjectivity out of the call on the day. Set them when you build Section A, refresh them in Section B, then trust them when conditions change.

THE TRIGGER PATTERN

When ***X happens***, then ***Y action*** is taken.

Operational limits work because the decision was made *before* conditions were tense, fast-moving, or emotive. On the day, staff aren't deciding — they're recognising a trigger and following through.

STOP

RED

Risk level unacceptable — event will be cancelled.

EXAMPLE TRIGGERS

- Heavy-rain warning in place
- Rivers in or predicted to flood
- Gale-force winds · windfall danger
- Unstable slips on route
- Insufficient competent staff

ACTION

Cancel. Run the contingency activity, or send notification per the comms plan.

REASSESS

ORANGE

Risk likelihood elevated — careful reassessment required.

EXAMPLE TRIGGERS

- Heavy rain · high river levels
- Wet, slippery or windfall route
- Cold temperatures (< 5 °C)
- Unexpected staff changes

ACTION

Reassess controls. Approval from the HOF or EOTC Coordinator required before the event proceeds.

GO

GREEN

Conditions don't elevate risk — event proceeds as planned.

EXAMPLE TRIGGERS

- Forecast within planned envelope
- Site conditions as expected
- Full staff team in place
- All ākongā in attendance and prepared

ACTION

Proceed. Continue to monitor — conditions can change mid-event.

1 SET LIMITS ACROSS THREE CATEGORIES

PEOPLE

Group & staff

Staff competence, ratios, ākongā readiness, behaviour, support-plan attendance, late additions to the group.

E.G. AFTER X DATE, NO ADDITIONAL ĀKONGA PERMITTED.

ENVIRONMENT

Conditions on the day

Weather, sea state, river level, temperature, daylight, fire-risk index. The triggers most teachers think of first.

E.G. FORECAST WIND > 25 KN → ALTERNATIVE ROUTE.

EQUIPMENT / LOGISTICS

Kit & transport

Vehicle availability, comms range, first-aid currency, key equipment failure, route closures.

E.G. NO 4G SIGNAL AT SITE → PLB CARRIED.

WORKED EXAMPLE · YEAR 6 LOCAL-PARK VISIT

LIGHT

PEOPLE

ENVIRONMENT

EQUIPMENT / LOGISTICS

RED

Fewer than two qualified staff present. MetService heavy-rain or strong-wind warning issued for the day.

No working comms device for the lead staff member.

PAIR WITH

Activity-specific parameters (cut-off date for sign-ups, weather-dependent contingencies, comms systems) and a clear 'who decides' nominated in Section B. The trigger only works if it's clear who watches for it — and what happens next.