Wingspan Risk Assessment & Management Form

Wingspan National Bird of Prey Centre (Wingspan) recognises the importance of providing a safe environment for school visits to our premises for the requirements of school Education Outside the Classroom (EOTC) experiences. This policy outlines our requirements for school visits to our Centre.

Location

School visits are accepted to our National Bird of Prey Centre, 1334 Paradise Valley Road, Ngongotaha, Rotorua. Email: info@wingspan.co.nz; Phone: (07) 357 4469

Accessibility

Wingspan is based on an outdoor site of rolling hillside and is currently under redevelopment.

Disabled access to the toilets is with assistance only.

A temporary garage houses a small retail section and museum display which is undercover.

The flying area is outside and can become wet and muddy.

Raptors are Predators

Wingspan's raptors are free-flying during displays. This means that they are free to hunt other prey during the display period (such as rats, mice, stoats, other birds etc) and can do so. **Please ensure that you have informed your school group that raptors are hunters and are fed raw meat, and that this is natural and appropriate for predators.**

Timeframes for School Visits

Bookings for school visits are essential (email is the preferred method) **ideally one month prior to the planned visit.**

Wingspan reserves the right to advise that a proposed day is not acceptable and require the proposed visit to be rescheduled to a mutually agreeable date.

The best time to arrive is 11:15am in time for the flying display at 11:30am.

Please advise Wingspan at the time of booking if a particular project focus is required (i.e. flight, feathers or conservation, etc.).

Wingspan staff reserve the right to postpone flying displays due to adverse weather (i.e. heavy rain, strong winds) in respect to the safety of birds in our care.

Adult to Student Ratio to be provided by the School

Wingspan requires that all school groups provide a minimum adult to student ratio as outlined below:

- **1 adult per 6 children (primary students)**
- **1 adult per 10 students (Intermediate or secondary students)**

Wingspan reserves the right to refuse entry to the entire visiting party if these ratios of adults to children are not provided by the visiting group on the day of the visit. *Wingspan staff are not included in these ratios.* Please contact us if you are unable to fulfil these ratios.

Visitor Behaviour

Adults from the school party are responsible for child/student behaviour while on Wingspan's premises. We have live birds on the premises in aviaries and flying free during flying demonstrations. Visitors (students or adults) may not:



- Attempt to touch or otherwise aggravate the raptors or put fingers through aviary wires
- Run anywhere on Wingspan's premises
- Attempt to enter any part of the premises that is marked "private" or "no access"
- Attempt to feed the raptors, unless supervised by a Wingspan staff member and instructed to do so (for example, during a flying display)
- Interfere in any way with Wingspan's activities
- Breach any of Wingspan's health and safety policies and procedures

Furthermore:

- Please show respect for other visitors and be aware of other people around you
- Students should be seated quietly by 11:30am, prior to the flying display
- Any student visiting the toilet or leaving the main group must be accompanied by an adult appointed by the school
- Teachers should not use a whistle at Wingspan, as these are used as a training tool for our birds

Visitors are expected to treat Wingspan's premises, staff, and raptors with respect. Wingspan reserves the right to request the immediate removal of any student and/or party that breaches any of the expected standards of behaviour on the site.



Equipment for Trips to Wingspan

What to bring to Wingspan

Wingspan is an outdoor operation. All members of your school party must have appropriate clothing for all weather conditions.

- Sunblock and hats for fine days
- Warm clothing for cold or windy days
- Waterproof clothing for rain

Hazards and Risks

Key hazards that students may be exposed to include:

Hazard	Location	Controls
Bites or scratches from birds	Free flying area & Aviaries	Supervision by Wingspan staff during displays Policy requirement: not to touch or aggravate birds or put fingers through wires
Exposure to adverse weather conditions	Free flying area	Policy requirement: visitors to provide appropriate all-weather gear
Uneven Surfaces	Entrance areas	Students and teachers should take care to avoid slipping and tripping by ensuring that they walk, not run and are mindful of others around them.

Emergency Management

Fire



The main emergency identified at Wingspan is fire risk. The emergency assembly point is in the main carpark. Wingspan staff will act as Wardens.

You are required to have a named list of every person in your school group so that people can be checked off in an emergency evacuation.

Injury



Staff at Wingspan have completed First Aid training, and a first aid kit is held in the Falconer's Shed

Emergency - Wingspan has a Defibrillator on site.

NB. An epipen is not held on site.

Please ensure that any person with significant allergies or other serious medical conditions has their own epipen or other required medication.

Please note it can take 20 minutes or more for emergency services to reach Wingspan's premises.

Reporting Requirements

If any member of your party has a near miss or is injured (even minor injuries such as small scrapes and bruises) or becomes unwell on Wingspan's premises, **you are required to report this to a Wingspan staff member before you leave the site for entry into our Incident Register. This is to comply with our requirements under the Health and Safety at Work Act 2015.**

Policy authorised by

General Manager **Ineke Milner**	
	
Authorised update	November 2026
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Wingspan Contact Details:

Email: info@wingspan.co.nz

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