

BELLINGHAM MAZE – Risk Assessment information

Bellingham Maze is a 2 acre outdoor tourist attraction located at Tanawha on the Sunshine Coast of Queensland providing low risk fun activities suitable for individuals and teams in a controlled virtually flat fully fenced semi rural environment

As with all public places there are inherent risks linked with being outside a controlled classroom environment and while away from familiar daily school activities. Care should be taken at all times, including when students are entering and leaving their bus or transport, traversing the car park, walking on paths and tracks within the natural maze area, and while using any maze service or facility. Students should be advised not to attempt to handle any fauna including birds.

Bellingham Maze staff take visitor safety seriously and we continuously strive to ensure the safety and welfare of our staff, our visitors and our birds.

To date we have experienced no major safety issues involving school students or teachers at Bellingham Maze. We do require that teachers sensibly supervise their students, as we have experienced a few isolated incidents of damage of the maze shrubs and property vandalism at the hands of school students.

It should be noted that it is the responsibility of teachers to ensure that students stay within their group/s at all times and in accordance with Bellingham Maze staff to student ratios.

To assist with risk reduction Bellingham Maze requires that:-

- All students must be advised to wear sun protection
- Teachers must ensure students conduct themselves in a safe manner, care for the maze environment, and respect the comfort and enjoyment of the maze by other people.
- accompanying teachers supervise their own students at all times in a sensible ratio to be advised by Bellingham based on the age and other factors deemed relevant by Bellingham Maze staff and management.

<p>Other requirements <i>such as clothing, footwear and sunscreen, that participants are required to bring.</i></p>	<p>Hats and sunscreen, sensible and safe enclosed walking shoes, comfortable clothing, insect repellent and water bottles. Teachers are asked to ensure that they bring ample water supplies with them. Teachers and students may buy bottled water on site at market rates. The taps on site are commercial agricultural supply use only. There are no public potable water fountains. Note that children do get quite thirsty during their visit.</p>
<p>Supervision/services <i>List services provided by venue staff including briefings, supervision of activities etc</i></p>	<p>Initial briefing outlining safety rules and Code of Conduct prior to entrance into the park. Teachers maintain direct supervision of students at all times. Every adult accompanying students is required to be in a supervisory role and must have adequate authority and experience (as determined by the school). Bellingham Maze staff are not qualified to supervise school students and that service is not offered. Teachers are responsible for students and their conduct whilst on site.</p>

First Aid	<p>Are first aid kits available? Teachers are required to bring their own First Aid kits with them and administer any necessary First Aid to their students. A small First Aid kit containing the basics is maintained on site at Bellingham Maze.</p> <p>Is there a trained first aid officer at the venue? Bellingham Maze does not have qualified first aid staff to assist in any accident and/or injury situation. Therefore schools must provide their own trained staff.</p> <p>Is a first aid room available? No specific facilities are available however minor injuries are treatable on site.</p>
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Bellingham Maze – Risk Assessment Student Code of Conduct

Students should be aware that there may be both other schools and members of the public at Bellingham Maze during their excursion.

As such we ask the teachers to outline the following Student Code of Conduct and monitor student behavior, and compliance, at all times during their excursion.

The animals and plants in the Maze are part of a living natural environment. Please treat it with respect. In particular, please do not:

- run
- shout
- throw gravel or rocks or any other obstacles
- push through the hedges
- climb on, or damage, fences or any other structure
- stand on the ropes in the rope maze
- sit on or play on the kiddy rides next to the rope maze

In the aviary students are asked to;

- stay in your group with your supervising adult.
- stay on gravel paths.
- move quietly to avoid scaring or disturbing the birds.
- walk at all times.
- speak quietly at all times.
- students should never chase, scare or disturb any of the birds in the walk through aviary

In addition at all times students should;

- behave in a courteous and responsible manner
- not disrupt the experiences and enjoyment of other visitors
- place all litter in the bins provided
- be accompanied by an adult at all times
- visit the shop if they have money to spend and are accompanied by a supervising adult.

Bellingham Maze reserves the right to remove any student/s at any time if their behavior is deemed by the management (in their sole discretion) not to be compliant with the Bellingham Maze code of conduct.

In this instance we will require a teacher to supervise the student/s until the excursion has been completed.

There are likely to be other members of the public at Bellingham Maze during your visit and we expect teachers to ensure that the above-mentioned Student Code of Conduct is adhered to at all times.

If other schools or members of the public disrupt your experience please notify our staff immediately.

Teachers who are making risk assessments as part of school excursion planning should note that Bellingham Maze cannot make the Assessment for you. Teachers must make their own risk assessment based on the information provided.

The Education Queensland website provides you with a template with which to complete a formalised Risk Assessment Form, for bringing your group to Bellingham Maze. Please note that the information presented here is a guideline only. In its current state it is incomplete, and should be completed by the relevant person organising the excursion. It is strongly recommended that organising persons visit the Bellingham Maze prior to the excursion, to ensure a complete and thorough risk assessment. Free of charge entry can be arranged for this purpose by contacting the Bellingham Maze.

The original document can be downloaded from the Education Queensland website. <http://education.qld.gov.au/health/docs/healthsafety/risk-mgt-excursion.doc>

Activity/ program <i>Please list</i>	Recommended age group/ fitness level/ prerequisite skills	Staff accreditation /competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and Departure	Preschool – Year 12	Nil required	Late arrival	Teachers should plan to arrive and assemble students at the front entry to the park. They should then proceed to the Tea House to announce their arrival. A staff member will then brief the teacher on specific requirements and will then proceed to meet and greet the students and reaffirm safety and conduct requirements. At the conclusion of the excursion teachers should assemble all children and ensure all children are present. They should then move the children through the Tea House area out of the park in a quiet and orderly manner.
Payment	Teachers	Nil required	Nil	Teachers can pay by school cheque or payment by invoice can be arranged prior to your visit. Teachers must provide accurate school contact details with actual numbers of students, teachers and adults that are entering the park. In the event of other adults accompanying the students on excursion these adults are required to enter the Tea House and pay for their entry and then proceed into the park prior to students entering.

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Bag/ Personal effects Storage	All	Nil required	Nil	Students must be responsible for their own belongings as no storage facilities are provided. Most store their bags in our picnic area however no security is provided at this venue. It is advisable to only bring lunches and class materials. It should be noted that no monies or valuables should ever be left unattended and that Bellingham Maze cannot be held responsible for the loss of personal property howsoever caused.
Purchasing souvenirs/ puzzles, food/drinks in our shop.	All	Nil required	Nil	Students are welcome to make purchases in our shop, however please advise at the time of booking your visit whether your students are likely to have spending money as this may require additional staff on the day of your visit. It should be noted that students must be responsible for the safety of their own spending money.
Hedge maze experience	Pre-school - year 12	Nil required	Getting lost in the hedge maze. Possible exposure to bites, disease or bee stings. Walking on some wet /uneven surfaces. Running and unsupervised students.	Stick together with your group. School to bring appropriate medications e.g. ventolin, epipens, Stingoes Hand washing facilities provided at park amenities Appropriate footwear worn by students and supervision by teachers/parent helpers will ensure safety. Teacher supervision must be maintained at all times.
General Park Visit	All	Nil	Heat stress/ Sun exposure Walk near unguarded water features Slip/trip See a snake	Sunscreen/hats should be worn by students Appropriate footwear should be worn by students Safety instruction must be provided to students by teachers Use of walkie-talkies for direct communication between staff and the Tea House Supervision by teacher/parent helper Spiders and snakes are occasionally seen especially during summer. Most are harmless. Students must slowly, quietly and calmly remove themselves from the location of a snake.

Please note that the Information provided above was current as at August 2010. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further Information is required please contact the venue.

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS – booking sheet

Venue name	Bellingham Maze		
Location	Tanawha Tourist Drive #25 Tanawha (Sunshine Coast) Queensland 4556		
Phone number	07 5445 2979	Fax number	07 5476 7000
Web address	www.bellmaze.com		email: admin@bellmaze.com
Insurance	<i>Does the venue have public liability cover?</i> Current Public Liability Cover is maintained		

Name of school _____ Name of contact person _____

Address of school _____ post code _____

Phone number _____ fax number _____ Email _____

Day and date of school group visit _____ Time of arrival _____

Number of students _____ Age of students _____ Price quoted per student _____

Number of teachers _____ Number of other supervising adults _____ Price quoted per adult _____

Payment details: Total payment _____ Pay on the day / invoice required _____

Name of teacher taking responsibility for the group on the day of the visit _____

Will students have their own spending money? _____

If more than 15 students, dividing the group into smaller groups and rotating activities has been discussed. Yes / No

Other requirements as discussed with a Bellingham Maze staff member:

I have read the details outlined in the Bellingham Maze Risk Assessment as provided to me and agree to take responsibility for all students during their visit to Bellingham Maze. I will ensure that all supervising teachers and adults accompanying our group of students on the day of the visit to Bellingham Maze, will be briefed on the supervisory requirements outlined in the Bellingham Maze Risk Assessment.

Print name: _____ Signature: _____ Date: _____

EXCURSION CHECKLIST FOR TEACHERS:

- All students have a full water bottle
- All students have a hat, sensible closed in footwear, sunscreen
- Extra supply of fresh drinking water to refill students water bottles.
- Teacher/adult to student ratio of 1:6
- Teachers and supervising adults have been briefed on safety and supervisory requirements
- Students have been briefed on student code of conduct
- First Aid kit