

# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	Australian Parliament House
<b>Location</b>	Parliament House, Parliament Drive, Canberra ACT 2600
<b>School Bookings contact</b>	<a href="mailto:School.bookings@aph.gov.au">School.bookings@aph.gov.au</a> 02 6277 4570
<b>Website</b>	General website: <a href="http://Home-ParliamentofAustralia(aph.gov.au)">Home – Parliament of Australia (aph.gov.au)</a> School tours: <a href="http://SchooltourofParliamentHouse-ParliamentofAustralia(aph.gov.au)">School tours of Parliament House – Parliament of Australia (aph.gov.au)</a> Parliamentary Education Office: <a href="http://ParliamentaryEducationOffice(peo.gov.au)">Parliamentary Education Office (peo.gov.au)</a>
<b>Insurance</b>	Public liability insurance certificate found on our website: <a href="http://SchooltourofParliamentHouse-ParliamentofAustralia(aph.gov.au)">School tours of Parliament House – Parliament of Australia (aph.gov.au)</a>

<b>Activity/program</b>	<b>Recommended age/group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b>	<b>Potential risks</b> Hazards/risks related to each activity, program, and the venue.	<b>Control strategies</b> Strategies for ensuring visitor safety for the particular risk
Arrival and departure	<p>All ages.</p> <p>School entry through Parliament House main front security entrance and/or alternate schools' entrance.</p> <p>Visitors requiring mobility assistance use lift access from public car park.</p> <p>Bus bay parking in public car park.</p>	Nil required.	<p>Group arrives late and misses program/s.</p> <p>Conditions of entry to Parliament House are not followed.</p>	<p>Schools advised to arrive at Parliament House at least 15 minutes before their booking time to allow time for the security screening process.</p> <p>Supervising school staff to call Visitor Engagement 02 6277 5399 or School Bookings 02 6277 4570 in the event of late arrival. A late start will reduce program/s time.</p> <p>Supervising school staff are informed of the conditions of entry to Parliament House prior to the school visit found on the website: <a href="http://PlanyourVisit-ParliamentofAustralia(aph.gov.au)">Plan your Visit – Parliament of Australia (aph.gov.au)</a></p>

# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
			<p>Individual trips or falls in the car park.</p> <p>Motor vehicle accident in the public car park.</p> <p>Emergency occurring whilst group is on site. (ie. Lockdown, evacuation, or unexpected building closures).</p>	<p>Booking confirmation provided by the school bookings team provides information about their visit. Further information can be found on the <a href="#">APH website</a>.</p> <p>Once the security screening process is complete, school groups proceed into the Marble Foyer to meet program and learning facilitators.</p> <p>Supervising school staff to ensure:</p> <ul style="list-style-type: none"> <li>• Students use designated pedestrian crossings on exiting and returning to the bus/vehicle.</li> <li>• Student movement and behaviour is managed through the security screening process.</li> <li>• Mindful of weather risks such as extreme heat, sun exposure, wind, and rain.</li> </ul> <p>Australian Parliament House has a comprehensive set of emergency processes, and all staff involved in programs delivered have been trained in these processes.</p>

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
Bag storage	All ages.	Nil required.	<p>Delay to the security screening process.</p> <p>Students carrying bags have difficulty navigating stairs.</p> <p>Loss of program time due to cloaking requirements.</p> <p>Student/staff with pre-existing medical conditions are not able to access medical/first aid supplies.</p> <p>Damage to exhibits by students carrying bags.</p> <p>Lost property.</p>	<p>Australian Parliament House advises all student belongings (including mobile telephones, backpacks, and smart watches) should be left on buses.</p> <p>During sitting weeks, all belongings (student and supervising school staff) except for first aid bags must be cloaked before entering the chambers.</p> <p>It is requested supervising school staff carry first aid bag and required medical supplies for medical needs such as severe allergies.</p> <p>Australian Parliament House has access to first aid officers and/or an onsite nurse to assist with medical incidents and emergencies.</p> <p>Limited cloaking facilities are available for school bags.</p> <p>Lost property is logged and retained by the Visitor Engagement team.</p>



# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
			<p>Slips/trips/falls when moving across various floor surfaces including marble, wood and carpet. Trip or fall on stairs.</p> <p>Individual becomes ill or injured during program.</p> <p>Unauthorised individuals joining the group.</p> <p>Escorting in the Private Areas</p>	<p>Visitors are advised to use caution when using stairs and to use handrails for support.</p> <p>Australian Parliament House has access to first aid officers and/or an onsite nurse to assist with medical incidents and emergencies.</p> <p>APH staff to ask individual to leave the group and/or area. Security to assist if escalation occurs.</p> <p>Groups are escorted by a building occupant during program times.</p> <p>Groups are required to wear passes and remain with building occupant whilst in the private areas of the building.</p>
Guided tour	All age groups. Students/visitors requiring mobility assistance can access lifts to travel between areas.	All staff undergo a national criminal history record check (police check) and hold a valid Working with Vulnerable People card	<p>Disruptive student behaviour.</p> <p>Slips/trips/falls when moving across various floor surfaces</p>	<p>Supervising school staff are responsible for student behaviour. APH staff reserve the right to finish programs early due to rude or disruptive behaviour.</p> <p>Students are requested to walk quietly and orderly throughout the building</p>

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
			<p>including marble, wood and carpet. Trip or fall on stairs.</p> <p>Accidental harm to a student participating in a program due to Work Health and Safety risks.</p> <p>Student becomes separated from the group.</p>	<p>accompanied by either supervisory school staff and APH staff member.</p> <p>Regular Work Health and Safety checks are completed by APH staff to ensure visitor safety.</p> <p>Visitors are advised to use caution when using stairs and to use handrails for support.</p> <p>All staff undergo a national criminal history record check (police check) and hold a valid Working with Vulnerable People card.</p> <p>Guides undergo extensive training for the delivery of guided tours including their requirements under the Commonwealth Child Safety Framework.</p> <p>Duty of care for school groups remains with the accompanying teacher/parent/guardian.</p> <p>Visitor Engagement and Parliamentary Security Service staff stationed</p>

# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
			Access to galleries could be restricted or denied due to special events or other circumstances.	throughout the building to assist with lost visitors.  Visitor Engagement team will deliver content of the tour in an alternative location.
Parliamentary Education Office (PEO) program	Best suited to students in years 5-12.  No fitness level required.  No skill level required.	All staff undergo a national criminal history record check (police check) and hold a valid Working with Vulnerable People card	Accidental harm to a student participating in a program.	Duty of care for school groups remains with the accompanying teacher/parent/guardian.  Building risks managed through visual identification of issues and physical interventions such as appropriate risk and safety signage.  Contact with children occurs in visible work environments and staff are never alone with individual children.  Child safety is considered in the design and delivery of programs.
Hospitality	All age groups.  No fitness level required.  No skill level required	All staff undergo a national criminal history record check (police check) and hold a valid Working with Vulnerable People card	Food allergies	Parliament House school bookings must be notified of dietary requirements/allergies prior to arrival.  Australian Parliament House staff will check with supervising school staff of

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
			<p>Choking on food</p> <p>Student becomes separated from the group.</p>	<p>any student dietary requirements/food allergies.</p> <p>There are first aid responders around the building to assist teachers in the event of a first aid emergency.</p> <p>Ingredient lists and allergen matrixes are provided for reference. Every effort is made to accommodate a range of dietary requirements.</p> <p>No other food or drink is permitted in the public areas outside of the designated catering areas.</p> <p>Duty of care for school groups remains with the accompanying teacher/parent/guardian.</p> <p>Visitor Engagement and Parliamentary Security Service staff stationed throughout the building to assist with lost visitors.</p>
Emergencies	All age groups.			In case of emergency, Australian Parliament House wardens will advise and direct all visitors on appropriate action.



## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Activity/program	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks Hazards/risks related to each activity, program, and the venue.	Control strategies Strategies for ensuring visitor safety for the particular risk
				Australian Parliament House has a comprehensive set of emergency processes, and all staff involved in programs delivered have been trained in these processes.

Programs	
<p>All programs are booked and facilitated by Australian Parliament House staff. Programs offered for school groups are:</p> <ul style="list-style-type: none"> <li>• A one-hour comprehensive building tour, including the House of Representatives and Senate Chambers.</li> <li>• A one-hour hands-on education program conducted by the Parliamentary Education Office (PEO).</li> <li>• Hospitality—half an hour in the Queen’s Terrace Gallery with an opportunity to meet the local member of Parliament dependent on their availability.</li> </ul> <p>At all times teachers are solely responsible for the supervision of students. No activity will take place without teachers or school appointed adults in attendance. The expectation supervision ratio is one teacher for each 50 students dependent upon individual state/territory supervision ratio requirements.</p>	
Equipment	
Guided tour	No equipment required. Wheelchairs and motorised scooters can be supplied upon request. Wheelchairs are to be pushed by a member of the school group.
Parliamentary Education Office (PEO) program	Scripts are sanitised between programs.
Hospitality	No equipment provided or required. All equipment at the venue is maintained in accordance with Workplace Health and Safety regulations and appropriate standards.

# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Access</b>	
Is access to and exit from the premises safe and without risk to health?	Yes
Are disabled toilets available?	Yes- a toilet and change facility that caters for users with high support needs and their carers is located on Level 1.
Is the venue wheelchair accessible?	Yes- lift access ensures all public areas are wheelchair accessible.
Hearing Loops	When Parliament is sitting, hearing loops are found in the viewing galleries of the chambers, the Great Hall, the Theatre and selected Committee Rooms.
Guide Dogs	Guide dogs and other assistance animals accompanied by their handler are welcome in the public areas.
<b>Emergencies</b>	
Are emergency procedures in place in the venue?	Yes
Are staff trained to deal with emergency situations?	Yes
<b>Construction/Maintenance/Repair</b>	
Are licensed personnel used for all construction, maintenance, and repair work?	Yes
<b>First Aid</b>	
Are first aid kits available for each activity?	No- please bring a first aid bag.
Is a first aid room available?	Yes
Is there a trained first aid officer at the venue?	Yes
<b>Child-related employment</b>	
<p>Staff delivering guided tours and PEO programs have a valid Working with Vulnerable People registration. This registration is required for staff who provide services to children within the ACT and is in accordance with the Working with Vulnerable People (Background Checking) Act 2011.</p> <p>All staff undergo a national criminal history check as part of the recruitment process.</p> <p>At all times, supervising school staff are responsible for the full supervision of their students whilst on excursion at Parliament House.</p>	