

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name Parliament House

Location Canberra ACT 2600

Phone number (02) 6277 4890 **Fax Number** (02) 6277 8416

Web address www.aph.gov.au

Insurance Does the venue have public liability cover? Yes No

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 & departure	All ages	None required	Late for programs at Parliament House	Plan to be at Parliament House at least 10 before your scheduled booking time. Carry a mobile phone to advise of possible lateness to Visitor Services 6277 5399 Late arrivals may have their program(s) shortened. Buses are parked in designated bus bays under Parliament House; students, teachers and carers need to be mindful of other vehicles in the APH car park and when crossing driveways.
Guided Tour	All age groups No fitness level No skill level required	Full accredited by Tourism Council All staff are police checked All staff are trained to deal with sight / hearing impaired or disabled children and undertake regular refresher courses	There are no recorded hazards or risks associated with this activity. If there are wheelchair dependant children the school must supply a person to push the wheelchair.	
Parliamentary Education Office (PEO) Role play	Best suited to school years 5 – 12 No fitness level No skill level	All educators are qualified teachers or have a tertiary qualification All staff are police checked		
Hospitality	All age groups No fitness level No skill level required	Served by catering staff All staff are police checked	Food Allergies	Teacher / student should notify school bookings of dietary requirements.

Equipment <i>List any equipment, including personal protective equipment. To be provided for use during the activities / programs</i>	
PEO – during the role play, students will be using a replica mace or black rod; costumes and laminated scripts.	
NO protective equipment is required and NO personal equipment is required.	
	<i>Is all equipment at the venue maintained in accordance with OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun sunscreen that participants are required to bring. Indicate if any items are provided by the venue.</i>	<i>Staff and students should allow extra time to be screened by security when entering Parliament House. Any bags, cameras, ipods etc. will have to be cloaked before entering the Chamber on sitting days.</i>
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc.</i>	The services provided by Parliament House for school group visits are:- Guided tour which is conducted by Visitor Services. PEO which is conducted by qualified educators. Hospitality is served to students by W Catering staff. It needs to be noted that at ALL times the teachers are to supervise the students and are solely responsible for them. No activity will be allowed without a teacher or school appointed adult in attendance.
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Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Construction / Maintenance / Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Child-related employment	<i>Are employees of your organisation engaged in child-related employment as defined by the Commissioner for Children and Young Persons Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>
	<i>If your organisation is registered with an Approved Screening Agency in NSW, has all paid staff undergone employment screening?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If unsure about status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Educations and Training on (02) 9836 9200</i>