

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Parliament House
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Location	Canberra ACT 2600
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Phone Number	02 6277 4570	Email	school.bookings@aph.gov.au
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Website	www.aph.gov.au/Visit_Parliament/Tours/School_Tours www.peo.gov.au
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Insurance	Does the venue have public liability cover?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks	Control strategies
Arrival and departure	All ages	N/A	Group is late for program/s at Parliament House	<p>Plan to arrive at Parliament House at least 15 minutes before your booking time. Extra time may be required during a sitting period when there are more people entering the building.</p> <p>Call Visitors Services on 6277 5399 or School Bookings on 6277 4570 to advise of any delays.</p> <p>Please note: late arrivals may have their program/s shortened or cancelled.</p>
Entering and leaving the building	All ages Lift access available from the underground public carpark	N/A	<p>Risk of motor vehicle accident in the public carpark</p> <p>Conditions of entry to Parliament House are not followed</p>	<p>Visiting school coordinators to ensure students and staff use footpaths and crosswalks.</p> <p>School coordinators should inform themselves of the conditions of entry to Parliament House prior to the school visit.</p>

Entering and leaving the building				Please note: all unnecessary items (school bags, lunch packs etc) should not be brought into the building; there is no storage available for these items.
Guided tour	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	No risks identified	
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	No risks identified	
Hospitality	All age groups No fitness level required No skill level required	All staff undergo a national criminal history record check (police check)	Food allergies	Parliament House school bookings must be notified of dietary requirements prior to arrival.

Supervision/services	<p>The services provided for school groups at Parliament House are:</p> <ul style="list-style-type: none"> • Guided tour conducted by Visitor Services. • Education program conducted by the Parliamentary Education Office (PEO). • Hospitality served to students by contracted catering staff. <p>At ALL times teachers are solely responsible for the supervision of students. No activity will take place without a teacher or school appointed adult in attendance.</p> <p>It is expected a minimum of two teachers/school appointed adults will accompany each school group.</p>
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Equipment	
Guided tour	No equipment required. Wheelchairs can be supplied upon request. Wheelchairs are to be pushed by a member of the school group.
Parliamentary Education Office (PEO) program	During the role-play some students will be provided with costumes and laminated scripts. A replica mace or black rod will also be used.
Hospitality	No equipment provided or required.

Is all equipment at the venue maintained in accordance with WHS regulations and appropriate standards? Yes No

Other requirements	<p>Before entering the Chambers on sitting days all bags, cameras, phones etc will need to be cloaked. Special medical items may be taken into the Chambers with the prior agreement of Parliament House School Bookings.</p> <p>Individual emergency medication should be carried by the individual at all times.</p>
Access	<p><i>Is access to and exit from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction/maintenance/repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<p><i>Are first aid kits available for each activity?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Child-related employment	<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 <i>Working with Vulnerable People (Background Checking) Act 2011</i>.</p> <p>All staff undergo a national criminal history check as part of the recruitment process.</p> <p>At all times, teachers are responsible for the full supervision of their students whilst on excursion at Parliament House.</p>