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 *Please list*	**Recommended age group/fitness level / prerequisite skills**	**Staff accreditation / competence** *For this activity / program*	**Potential risks** *List hazards / risks related to each activity / program and the venue*	**Control strategies** *Outline strategies for ensuring visitor safety for this potential risk*
Arrival & departure	All ages	None required	Late for programs at Parliament House Bring essential first aid items required by students into the building—please notify school booking staff of any special medical conditions.	Plan to be at Parliament House at least 15 before your scheduled booking time. Carry a mobile phone to advise of possible lateness to Visitor Services 6277 5399. All school bags to stay on the bus. Late arrivals may have their program(s) shortened or cancelled. Buses are parked in designated bus bays under Parliament House or on Federation Drive; 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 required No skill level required	All staff are police checked	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 required No skill level required	All educators are qualified teachers or have a tertiary qualification All staff are police checked	No risk identified	
Hospitality	All age groups No fitness level required 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 *List any equipment, including personal protective equipment. To be provided for use during the activities / programs*	
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.	
	Is all equipment at the venue maintained in accordance with WHS Regulation and appropriate standards? Yes ☒ No ☐

Other requirements *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.*	
	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. Any special medical provisions may be taken into the Chamber—please seek prior approval from school bookings. Individual emergency medication should be carried by the individual at times eg Ventolin

Supervision/services *List services provided by venue staff including briefings, guided tours, supervision of activities etc.*	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 contracted 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.

Access	*Are access to and egress from the premises safe and without risk to health?* Yes ☒ No ☐ *Are disabled toilets available?* Yes ☒ No ☐ *Is the venue wheelchair accessible?* Yes ☒ No ☐

Emergencies	*Are emergency procedures in place in the venue?* Yes ☒ No ☐ *Are staff trained to deal with emergency situations?* Yes ☒ No ☐

Construction / Maintenance / Repair	*Are licensed personnel used for all construction, maintenance and repair work?* Yes ☒ No ☐

First Aid	*Are first aid kits available for each activity?* Yes ☐ No ☒ *Is there a trained first aid officer at the venue?* Yes ☒ No ☐ *Is a first aid room available?* Yes ☒ No ☐

Child-related employment	*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?* *If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?*	*Yes* ☐ *No* ☒
	If your organisation is registered with an Approved Screening Agency in NSW, has all paid staff undergone employment screening? *Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?* *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*	*Yes* ☐ *No* ☐ *Yes* ☐ *No* ☐