

## Excursion Risk Assessment for Parliament of New South Wales

<b>Name of Institution</b>	Parliament of New South Wales		
<b>Location:</b>	Macquarie Street, Sydney		
<b>Phone Number:</b>	9230 3444	<b>Email:</b>	schooltours@parliament.nsw.gov.au
<b>Web address:</b>	www.parliament.nsw.gov.au		
<b>Insurance:</b>	Does the venue have public liability cover? <b>YES</b>		
<b>Activity / Program</b>	<b>Hazard Identification Type/Cause</b>	<b>Elimination or Control Measures</b>	
<b>Transport to and from Parliament House</b>	Alighting from the bus on a public thoroughfare  Slipping on loose gravel or uneven surfaces	Buses transporting students may stop briefly to set down students at the footpath in Macquarie Street adjacent to Parliament House. School staff to supervise the safe movement of the group from the bus to the security entrance doors of Parliament House.	
<b>Entry to Parliament House</b>	Airport scanner-type security checks are conducted	Staff and students should allow extra time to be screened by security when entering Parliament House. Items not permitted in Parliament House (for example, scissors and other sharp objects) will be collected and returned at the end of the activity.	
<b>Disability Access</b>	Wheelchair access          Hearing impaired	Parliament House has ground level wheelchair access from Macquarie Street supplemented by lifts and ramps in public areas.  To facilitate access for students with disabilities, teachers are requested to contact Parliament House on 9230 3444 prior to the scheduled visit.  Disabled toilets are available in the public areas.  A hearing loop system is available in both Legislative chamber galleries and in the Parliament's Theatre.	
<b>Emergency procedures</b>	Emergency and evacuation procedures are in place	Parliament House is a security-controlled building with full-time security officers. Exits are clearly indicated and the Parliament complies with all fire control regulations.	
<b>Possible hazards</b>	Public interaction	A low-level hazard exists in the form of public interaction. A wide range of members of the public do access the building and could potentially come into contact with students. However, normal teacher supervision would be sufficient to control this.	
	Demonstrations	Parliament House is occasionally the focus of peaceful demonstrations, usually on sitting days. It is noted that most school visits take place on non-sitting days. Demonstrations may temporarily interfere with access or egress but rarely represent any actual hazard.	

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<b>First Aid</b>	Basic first aid emergency equipment is available	Parliament House has a first-aid room.
<b>School Tours</b>	Supervision whilst at Parliament House	<p>School groups arrive at and depart Parliament House under supervision of accompanying teachers and adults.</p> <p>Booked school tours on non-sitting days usually involve visits to both Legislative chambers and last approximately 90 minutes. Parliament does not organise or provide travel for students or teachers. Students should be supervised at all times by accompanying adults but will also be in the charge of a tour supervisor – normally a Chamber Support Officer of either the Legislative Assembly or Legislative Council.</p>
<b>Other Education Programs</b>  <b>(e.g.: Secondary Schools Leadership Program for School Captains; Young Women's Leadership Program; NSW Schools Constitutional Convention; Make Difference Day.)</b>	Supervision and participation	<p>Most participants arrive at Parliament House without supervision. Parliament does not organise or provide travel for students or teachers. During the education program, the students are always under the supervision of Parliamentary Education Officers at Parliament House. In programs where refreshments are provided within the Parliament, students are requested to advise of any food allergies or health issues in advance. Students wishing to depart from a program before its end are required to provide written permission and to advise the Parliamentary Education office prior to the event.</p> <p>In the case of the <b>Secondary Schools Leadership Program for School Captains</b>, students walk in a group from Parliament House to Government House in the early afternoon and they are accompanied by Parliamentary Education Officers. Students depart Government House unsupervised at the end of the day's program. Please note: Bee Hives are currently located onsite at Government House Sydney. Any student who has been diagnosed as being at risk of anaphylaxis must bring their personal EpiPen or Anapen. The school should provide a risk management plan with their student nomination forms for this program.</p>