

Venue and safety information for school visits



Date of policy: February 2022

Location	Parliament of NSW, 6 Macquarie Street Sydney
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Phone Number	9230 3444	Email	SchoolTours@parliament.nsw.gov.au
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Website	https://www.parliament.nsw.gov.au
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Insurance	Does the venue have public liability cover? Yes ✓
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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		Group is late for program/s at Parliament House	Plan to arrive at Parliament House at least 20 minutes before your booking time. Extra time may be required during a sitting period when there are more people entering the building. Call 02 – 9230 2047 to advise of any delays. Please note: late arrivals may have their program/s shortened or cancelled.
			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.

			<p>Airport scanner style security and temperature checks are conducted</p>	<p>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.</p> <p>Students will undergo a temperature check in the guardhouse and if they fail this test they will be unable to attend the Parliament.</p> <p>The supervising teacher is to use the QR code in the guard house and book the whole group in and out.</p>
			<p>Group exposed to COVID-unsafe practices or interacts with other groups or public.</p>	<p>Please ensure staff and students follow instructions of NSW Parliament staff in the gatehouse and in the Parliament. Under our COVID Safe measures, they will be ensuring your group is distanced from other building visitors.</p> <p>All students and teachers must wear an appropriate mask whilst in the Parliamentary precinct.</p> <p>Outside the venue in which the workshop will occur students must distance from each other and from members of the public, Parliamentary staff and members of Parliament.</p>
			<p>Conditions of entry to Parliament House are not followed</p>	<p>School coordinators should inform themselves of the conditions of entry to Parliament House prior to the school visit. Bags are not to be brought into the Parliament. Storage is available.</p>

Disability access			Wheelchair access	<p>Parliament House has ground level wheelchair access from Macquarie Street supplemented by lifts and ramps in public areas.</p> <p>To facilitate access for students with disabilities, teachers are requested to contact Parliament House on 9230 3444 prior to the scheduled visit.</p> <p>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.</p>
Emergency procedures			Emergency and evacuation procedures are in place.	<p>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.</p>
Possible hazards			Public interaction	<p>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.</p> <p>School students and teachers must maintain social distancing in the public areas of the Parliament. Students and teachers are required to physically distance from Parliamentary staff, visitors and members of Parliament at all times.</p> <p>School groups will be considered as “family groups” and will not need to physically distance from their own group members ONLY whilst inside the room where the workshop is being conducted. Students and teachers must socially distance from the officer conducting</p>

				<p>the program. Masks must be worn by everyone whilst in the Parliament.</p> <p>Under instruction from a Parliamentary Officer a student may remove their mask to deliver a speech in the Chamber during role plays. It must be put back on at the conclusion of the speech.</p>
			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.
			Outside public visitors bring high risk material to Parliament House	To help deliver our COVID Safe strategy, we ask that NO school bags and other items be brought into Parliament House. Bag storage is available in wire trolleys outside the Parliament. Teachers are able to bring bags with health and safety equipment.
Guided Tour	All age groups No fitness level Required. No skill level required	All Parliamentary Officers who conduct guided tours undergo a national criminal history record check (police check) and hold a valid Working with Children Check	COVID Safe practices not followed	<p>Staff brief tour groups prior to entry on COVID Safe requirements</p> <ul style="list-style-type: none"> - Hygiene - Distancing - Coughing protocols <p>Timed booked entry for school tours Tour group size – 60 primary school students per tour 50 high school students per tour</p>

<p>Other Education Programs</p> <p>e.g: Legal Studies and the Legislature workshop, Secondary Schools Leadership Program for School Captains; Young Women's Leadership Program; NSW Schools Constitutional Convention; Year 10 Student Parliament.</p>	<p>All age groups No fitness level Required. No skill level required.</p>	<p>Parliamentary Education and Engagement Officers undergo a national criminal history record check (police check) and hold a valid Working with Children check.</p>	<p>COVID Safe practices not followed</p>	<p>In the case of some programs participants arrive at Parliament House without supervision. Parliament does not organise or provide travel for students or teachers. During those education program at the NSW Parliament (such as the Student Leadership Program and the NSW Constitutional Convention), students are under the supervision of Parliamentary Education Officers. 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 Secondary Schools Leadership Program for School Captains in the afternoon, students will be under the supervision of Government House staff. Students depart Government House unsupervised at the end of the day's program.</p> <p>To keep everyone safe from infection and illness, COVID Safe measures have been implemented including:</p> <ul style="list-style-type: none"> - Room and teaching materials cleaned between classes; sanitiser available - Group sizes reduced to adhere to physical distancing - In programs where refreshments are provided within the Parliament, food is provided in a COVID safe manner i.e. sandwiches in individual packaging.
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Specific COVID Safe Measures for teachers and students	<p>1. Parliament House maintains measures across our venue as part of the ongoing pandemic response:</p> <ul style="list-style-type: none"> • Replacement masks at Legislative Assembly desk; • Hand sanitiser stations positioned in circulation spaces; • Hygiene reminder signs in bathrooms; • Additional cleaning of touch points such as door handles and lift buttons; • Signs in rooms specifying the maximum number of occupants; 	
	<p>2. NSW Parliament House developed a detailed process for the management of suspected and confirmed case of COVID-19 within Parliament House. This process involves reporting of cases, contact tracing, employee engagement for wellbeing and rapid cleaning. Our Cleaning Protocol addresses specific cleaning arrangements for suspected or confirmed COVID-19 cases at Parliament House and it does not impact on the business as usual cleaning arrangements.</p>	
Supervision/Services	<p>The services provided for school groups at Parliament House are:</p> <ul style="list-style-type: none"> • Guided tour conducted by Parliamentary Officers • Education program conducted by the Parliamentary Education and Engagement Officers. • 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>	
Other requirements	<p>Before entering the Chambers on sitting days all bags, cameras, phones etc will need placed in the trolley storage. Special medical items may be taken into the Chambers with the prior agreement of Parliament House School Bookings Officer. Individual emergency medication should be carried by the individual at all times.</p>	
Emergencies	Are emergency procedures in place in the venue?	Yes
	Are staff trained to deal with emergency situations?	Yes

First Aid	Is a first aid room available?	Yes
	Is there a trained first aid officer at the venue?	Yes

Child-Related Employment	<p>Parliament House staff delivering guided tours and school education programs have a valid Working with Children Check (WWCC). This registration is required for staff who provide services to children within NSW.</p> <p>At all times, teachers are responsible for the full supervision of their students whilst on excursion at Parliament House.</p>	
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