

# SAFETY Risk Assessment and Management Advice

## Risk assessment plan

Risk assessment focus: Excursion to *NSW Parliament, 6 Macquarie St, Sydney NSW 2000*

**NOTE:** This document is provided by the NSW Parliament Communication, Education and Engagement team as advice to assist teachers in their risk management planning for their excursion to the NSW Parliament that a visiting school may wish to incorporate into their risk management process.

The proforma has been based on the template from the NSW Department of Education's Health and Safety Directorate and has been populated by the NSW Parliament education officers who are NSW Department of Parliamentary Services employees.

<b>School/workplace</b>			<b>Condition, task, activity or event</b>	Excursion to visit the Parliament of NSW
<b>Principal/workplace manager</b>				
<b>Assessed by</b>		<b>Date</b>	<b>Location</b>	Parliament of NSW, 6 Macquarie Street Sydney
<b>Approved by</b>		<b>Date</b>	<b>Review date</b>	
<b>WHS Risk Register update</b>		<b>Date</b>	<b>Prepared in consultation with</b>	
<b>Phone Number</b>	9230 3444	<b>Email</b>	<a href="mailto:SchoolTours@parliament.nsw.gov.au">SchoolTours@parliament.nsw.gov.au</a>	
<b>Website:</b>	<a href="https://www.parliament.nsw.gov.au/">https://www.parliament.nsw.gov.au/</a>			
<b>Public Liability</b>	Does the venue have public liability cover? <b>Yes</b>			

Risk Management process  
(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Travel to and from venue	<p>Alighting from the bus on a public thoroughfare.</p> <p>Slipping on loose gravel or uneven surfaces.</p> <p>Crossing roads.</p>	<p>Medium 3</p> <p>Medium 3</p> <p>Medium 3</p>	<p>Buses transporting students may stop briefly to set down students at the footpath in Macquarie Street adjacent to Parliament House.</p> <p>School staff to supervise the safe movement of the group from the bus to the security entrance doors of Parliament House.</p> <p><b>Plan to arrive at Parliament House at least 20 minutes before your booking time.</b> Extra time may be required during a sitting period when there are more people entering the building.</p> <p>Call 02 9230 3444 to advise of any delays. Please note, late arrivals may have their program/s shortened.</p> <p>Advice on location and public transport arrival options can be located at <a href="https://www.parliament.nsw.gov.au/about/Pages/Find-us.aspx">https://www.parliament.nsw.gov.au/about/Pages/Find-us.aspx</a></p>	<p>Low 3</p> <p>Low 3</p> <p>Low 3</p>	School Staff		

Arrival / Departure at NSW Parliament	Entrance to NSW Parliament	Low 3	Staff and students to be managed through the entry point and access to the airport style security scanner. Access in small groups while remainder are actively supervised on Macquarie St.	Low 1	School Staff		
	Airport scanner style security screening.	Low 2	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.	Low 1	School Staff		
	Conditions of entry to Parliament House are not followed	Low 2	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 Chambers of the Parliament. Storage is available.	Low 1	School Staff		
	Accessible entry - Wheelchair access	Low 1	Parliament House has ground level wheelchair access from Macquarie Street supplemented by accessible lifts and ramps. To facilitate entry for students with accessibility issues, teachers are requested to contact Parliament House on 9230 3444 prior to the scheduled visit.	Low 1	School Staff		
				Accessible toilets are available in the public areas and on level 6. There is also a lift and change facility and an elevator on level 6. A hearing loop system is available in both Legislative chamber galleries and in the Parliament's Theatre.		School Staff	
During attendance at NSW Parliament	Emergency procedures	Medium 4	Emergency and evacuation procedures are in place.  Parliament House is a security-controlled building with full-time security officers. Exits are clearly	Low 2	Parliamentary Staff School Staff		



			<p>indicated, and the Parliament complies with all fire control regulations.</p> <p>There are trained first aid officers available at Parliament.</p> <p>A first aid room is available at Parliament.</p>				
	Public interaction	Low 3	<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.</p> <p>Students should follow instructions of Parliamentary and School Staff.</p>	Low 1			
	Demonstrations	Low 3	<p>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.</p> <p>Demonstrations may temporarily interfere with access or egress but rarely represent any actual hazard.</p> <p>Students should follow instructions, when necessary, from School Staff, Parliamentary Staff, Special Constables and NSW Police.</p>	Low 1	School Staff Parliamentary Staff Special Constables NSW Police.		
	Outside public visitors bring high risk material to Parliament House	Low 3	<p>We ask that NO school bags and other items be brought into the Parliamentary Chambers except for Individual emergency medication which should be always carried by the individual.</p> <p>Bag storage is available in wire trolleys on the verandah outside the Parliament.</p> <p>Teachers can bring in bags with health and safety equipment.</p>	Low 1	School staff Parliamentary staff.		
	Guided Tour	Low 2	<p>Parliamentary Education and Engagement Officers undergo a national criminal history record check (police check) and hold a valid Working with Children check.</p>	Low 1	Parliamentary staff.		

	Programs	Low 3	<p>In the case of some programs, participants arrive at Parliament House without supervision. Parliament does not organize 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>	Low 1	<p>Parliamentary staff.</p> <p>Parliamentary Staff Government House Staff</p>		

**Please Note – Student attendance to the Legislative Assembly and Legislative Council on sitting days**

It is not possible for either NSW Parliamentary Educations Officers or Chamber Attendants to control the content of discussion or debate in the parliamentary chambers.

It is recommended students in Stage 3 or Stage 4 do not attend chambers on NSW Parliament sitting days. The sitting day calendar is located here -> <https://www.parliament.nsw.gov.au/pages/sitting-day-calendar.aspx?y=2024> . Stage 3 and Stage 4 students can be provided access to the chamber floor on non-sitting days.

Teachers of Stage 5 and Stage 6 students should be aware that content of a mature nature may be discussed by members in the chambers on sitting days. It is not recommended for children under 15. Chamber discussion and debate may address content such as violence and themes that require a mature outlook.



<b>Supervision/Services</b>	The services provided for school groups at Parliament House are: Guided tour conducted by Parliamentary Officers Education program conducted by the Parliamentary Education and Engagement Officers. 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. It is expected a minimum of two teachers/school appointed adults will accompany each school group
<b>Other requirements</b>	Before entering the Chambers on sitting days all bags, cameras, phones etc. will need placed in 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.
<b>Child-Related Employment</b>	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.  <b>At all times, teachers are responsible for the full supervision of their students whilst on excursion at Parliament House.</b>

1. Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
LIKELIHOOD (Probability)		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
<b>Almost certain</b> 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
<b>Likely</b> 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
<b>Possible</b> 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
<b>Unlikely</b> 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10



Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5
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Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	<b>DO NOT PROCEED</b> and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>
Extreme 15+	Unacceptable	<b>STOP IMMEDIATELY</b> and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> <li>Director Educational Leadership for review</li> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>



2. Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
<b>ELIMINATION</b>	<b>BEST</b>	<b>Eliminate</b> the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
<b>SUBSTITUTION</b>	<b>VERY GOOD</b>	<b>Substitute</b> the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
<b>ISOLATION</b>	<b>GOOD</b>	<b>Isolate</b> the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
<b>ENGINEERING</b>	<b>GOOD</b>	<b>Use engineering</b> controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
<b>ADMINISTRATIVE</b>	<b>POOR</b>	<b>Administrate</b> and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
<b>PPE</b>	<b>WORST</b>	<b>Protect</b> workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.