

Venue and Safety Information for School Excursions

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	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. Call Visitors Services on 6277 5399 or School Bookings on 6277 4570 to advise of any delays. Please note: late arrivals may have their program/s shortened or cancelled. Pre Visit Letter provided to schools by schools bookings Serjeant –at –Arms setting out visit key points to follow when visiting APH.
		Visitor Engagement staff have Statement of Attainment – Infection Control (Retail) CIT (HLTINFCOV001/SA-TS40-HLT2200065)	Group exposed to COVID-unsafe practices or interacts with other groups or public.	Please ensure staff and students follow instructions of APH (DPS/PEO) staff as they bring your group into and out of the building. Under our COVID Safe measures, they will be ensuring your group is distanced from other building visitors. Please be COVID Safe when visiting:

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				<ul style="list-style-type: none"> - Maintain physical distancing (1.5 metres) and our guides will be monitoring - Practice good hand hygiene - Cough and sneeze into your elbow or tissue and bin the tissue - If you do not feel well, please do not visit APH.
Entering and leaving the building	All ages Lift access available from the underground public carpark	N/A	Risk of motor vehicle accident in the public carpark	Visiting school coordinators to ensure students and staff use footpaths and crosswalks.
			Conditions of entry to Parliament House are not followed	School coordinators should inform themselves of the conditions of entry to Parliament House prior to the school visit.
			School groups exposed to other 'non-family' school or tourism groups	<p>APH (DPS/PEO) staff will mitigate COVID risk by separating school groups from other school groups and other building tourism. Ensure your group assists us in following these measures.</p> <p>Under advice from the ACT Chief Medical Officer, school groups will be considered as 'family groups' and will not need to physically distance from their own group members nor adhere to per-square-metre guidelines, but we ask school groups to ensure they allow our own staff to maintain the appropriate physical distancing.</p> <p>General visitors to APH under our COVID Safe measures will have limited access to the public areas and no access to private areas. Security points, electronic access control and tensile barriers will assist to separate general visitors from APH building occupants and parliamentarians.</p>
			Outside visitors bring high-	To help us deliver our COVID Safe strategy, we ask

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			risk materials into APH	that NO school bags and other items be brought into APH. Teachers are able to bring bags with health and safety equipment (ventilators, Epipens, etc).
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	COVID Safe practices not followed -	Staff briefing tour groups prior to entry on COVID Safe requirements - Hygiene - Distancing - Coughing protocols - Cashless transactions - Following DPS COVID Plan Timed booked entry Limited tour group size One way visitor flow
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	COVID Safe practices not followed	To keep everyone safe from infection and illness, COVID Safe measures have been implemented including: - Room and teaching materials cleaned between classes; sanitiser available - Group sizes reduced to adhere to physical distancing
Hospitality	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	Food allergies	Parliament House school bookings must be notified of dietary requirements prior to arrival.

Specific COVID Safe Measures	<ol style="list-style-type: none"> 1. APH maintains measures across our venue as part of the ongoing pandemic response: <ul style="list-style-type: none"> • Physical distancing markers on floors at security screening points and food outlets; • Hand sanitiser stations positioned in circulation spaces;
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	<ul style="list-style-type: none"> • Hygiene reminder signs in bathrooms; • Additional cleaning of touch points such as door handles and lift buttons; • Signs in lifts and committee rooms specifying the maximum number of occupants; and, • All DPS food and retail outlets are cashless. <p>2. APH has developed a detailed process for the management of suspected and confirmed case of COVID-19 within APH. 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 APH and it does not impact on the business as usual cleaning arrangements.</p>
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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 and motorised scooters can be supplied upon request. Wheelchairs are to be pushed by a member of the school group.
Parliamentary Education Office (PEO) program	Costumes are not currently in use for the education program. All props or teaching aids are sanitised between programs.
Hospitality	No equipment provided or required.
	Is all equipment at the venue maintained in accordance with WHS regulations and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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>
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Access	Is access to and exit from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
First Aid	Are First aid kits available for each activity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 Working with Vulnerable People (Background Checking) Act 2011.</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>		