



**LEGISLATIVE ASSEMBLY**  
FOR THE AUSTRALIAN CAPITAL TERRITORY

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EDUCATION AND ENGAGEMENT PROGRAM

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

**Venue name:** Legislative Assembly for the ACT

**Location:** 196 London Circuit, Canberra City, ACT 2600

**Telephone:** 62050439

**Website:** <http://www.parliament.act.gov.au>

**Email:** [ola@parliament.act.gov.au](mailto:ola@parliament.act.gov.au)

**Education program bookings:** (02) 6205 3016 or [education.events@parliament.act.gov.au](mailto:education.events@parliament.act.gov.au)

### PURPOSE OF THIS DOCUMENT

This information has been prepared to assist teachers and school administrators in planning for excursions to the Legislative Assembly for the ACT, it is not intended to replace schools' own individual risk assessment processes.

Responsibility for conducting risk assessments remains the responsibility of schools (the Assembly does not undertake individual assessments for visiting groups).

## ORGANISING A VISIT OR EDUCATION PROGRAM

<p><b>Public Liability Insurance</b></p>	<p>The Assembly is covered by appropriate public liability insurance and school groups visiting the Assembly to participate in its education programs are covered under this policy.</p>
<p><b>First aid</b></p>	<p>The Legislative Assembly has a first aid room, first aid kits and a number of staff with first aid qualifications available throughout the building. For more information on first aid contact the Principal Attendant on (02) 6205 0445.</p>
<p><b>Emergencies</b></p>	<p>The Office of the Legislative Assembly has in place appropriate evacuation procedures dealing with a range of scenarios. Exit points are clearly sign-posted, evacuation instructions are listed near key entry and exit points, and evacuation alarms and an emergency intercom system can be deployed in the event of an emergency of some type.</p> <p>Two different types of alarms are deployed in the event of an emergency. The first alarm to be sounded in the event of an emergency is an alert tone (Beep! Beep! Beep!) indicating that visitors should gather their belongings and prepare for evacuation. The second tone is the evacuation tone (whoop! whoop! whoop!) indicating that visitors should, in an orderly fashion, leave the building via the nearest emergency exit. The evacuation point for emergencies is the Canberra Theatre steps in Civic Square.</p>
<p><b>Security</b></p>	<p>All visitors to the building, including visiting school groups, will be required to pass through the Assembly’s security processing station. Security processing will involve metal detection scanning and inspection of bags. Potentially threatening items such as knives, metal scissors, cricket bats and box-cutters cannot be taken into the building as such items are not permitted under Legislative Assembly access control policies and procedures. Where security personnel detect a prohibited weapon (e.g. firearms, certain bladed weapons, tasers) during the screening process, it is the Assembly’s protective security policy and procedure that the Australian Federal Police will be called. Because the Assembly has only a limited space available to store visitors’ bags and to speed up processing times for school groups, students are asked not to bring bags with them on visits to the Assembly. CCTV cameras are installed throughout the Assembly building.</p> <p>Teachers should allow about 10 minutes for security processing for a school group of 30 students. After passing through security processing, school groups will be met by the Assembly’s Education Officers.</p>

<b>Building facilities</b>	Occupational health and safety arrangements are in place to effectively manage the array of safety issues that impact on both staff and visitors to the building. All construction, maintenance and repair work is completed by licenced personnel.
<b>Staff background checks</b>	Education and Engagement Officers have been registered pursuant to the <i>Working with Vulnerable People (Background Checking) Act 2011</i> .
<b>Accessibility</b>	Students and teachers with disabilities are able to move between the floors of the building via lifts. Public toilet facilities for people with disabilities are available on the ground floor of the London Circuit side of the building.
<b>Toilet facilities</b>	Public toilets are located on the ground floor of the London Circuit side of the building.
<b>Hospitality</b>	<p>From time to time, refreshments will be provided to students and teachers as part of a visit program. It should be noted that because food is prepared offsite, the Assembly does not guarantee that any of the food provided will meet the needs of people with food allergies such as celiac or those with peanut allergies.</p> <p>It is therefore advisable for schools to make their own arrangements for students with any particular food allergies to ensure their safety.</p>
<b>Photography and filming</b>	Photography and filming within the Assembly building is not permitted without the prior approval of the Speaker.
<b>Assembly Chamber</b>	Access to the Chamber of the Assembly is a privilege extended by the Speaker. Please ensure participants follow instructions on appropriate standards of behaviour. No food or drinks are allowed in the chamber.
<b>Duty of care/Student behaviour</b>	Teachers are expected to ensure that students maintain appropriate standards of behaviour in the chamber, public gallery and throughout the building generally. Students should be adequately supervised by teachers at all times. Students should be reminded that the use of mobile phones, speaking loudly and other disruptive behaviour is prohibited in the chamber.

## GENERAL RISK ASSESSMENT FOR EXCURSIONS

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation /competence	Potential risks	Control strategies
Arrival and departure  Public entrance is located on Civic Square	All ages	N/A	Late arrival for program	Recommended arrival 10 minutes before program start. Late arrivals can be notified to the public entrance on (02) 6205 3116. A late start may result in a modified program.
Arrival and departure  Public entrance is located on Civic Square	All ages	N/A	Bus drop off zone on Civic Square is a main road (London Circuit), interaction with traffic and slip and trip accidents	<p>School groups can be dropped off on London Circuit either by personal, public or chartered transport. Groups usually disembark on the northbound side of the road which is immediately adjacent to the Assembly. Due care should be given to ensure that students do not wander onto the road after alighting from buses. Teaching staff are responsible for ensuring the safety of students as they disembark from buses and for ensuring safe passage to and from the Assembly building.</p> <p>School groups should make their way to the public entrance of the building and present to the security attendants for screening. Education staff will meet groups at the public entrance.</p>

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation /competence	Potential risks	Control strategies
School education programs, use of chamber and education rooms	Recommended for years 3-12	Education Officers have a current Working with Vulnerable People registration card	Slip and fall risks	Teachers remain with the students and are responsible for their supervision at all times. Students sit one per seat during programs and move between areas in an orderly manner, no running or pushing.
School education programs, use of chamber and education rooms	Recommended for years 3-12	Education Officers have a current Working with Vulnerable People registration card	Student illness	The Assembly building has a first aid room, security staff are trained in first aid. Teachers are able to bring a bag containing first aid items into the building. The Assembly building also has a defibrillator which is located at the public entrance.
School education programs, use of chamber and education rooms	Recommended for years 3-12	Education Officers have a current Working with Vulnerable People registration card	Student separation from the group	Students are moved between activities in a coordinated manner. Rooms in the building are located in close proximity to each other and security staff are able to direct students to the correct location in the unlikely event of a separation from the group.
Use of building courtyard as a break out space	All ages	N/A	Trip, slip and fall risks	Teachers to closely supervise students at all times. No running, jumping in the area, move carefully between different surfaces (concrete, paving and grass), do not walk on or over garden beds.
Hospitality	All ages	N/A	Allergic reactions	To ensure safety, visitors with any food allergies should arrange to bring their own food. Food provided by the Assembly cannot be guaranteed to be free of allergens.

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation /competence	Potential risks	Control strategies
Bags	All ages	N/A	Theft, damaged or lost property	Storage of bags is limited, it is encouraged that students do not bring bags as all equipment required for programs is provided. Any bags will be screened by security and stored in the room where programs are conducted. Security of valuables cannot be guaranteed, visitors are asked to remove valuables from bags and keep them on their person.