



# INFORMATION AND RISK PLANNING FOR VISITING SCHOOLS

## INTRODUCTION

The purpose of this document is to provide information and assistance to school groups in understanding risks when planning for an excursion to the Queensland Parliament.

The Parliamentary Service is committed to providing and maintaining a safe, healthy, educational and enjoyable environment for all visitors, particularly school students. However, duty of care has dual implications for both the Parliament and visitors (including supervisors of visiting groups).

This document outlines the steps taken by the Parliamentary Service to minimise risks and also the responsibilities of who are in control of visiting groups to the Parliamentary Precinct (the precinct).

The Queensland Parliament has public liability insurance.

## PARLIAMENT HOUSE

School groups enter and depart Parliament House via the Parliamentary Annexe, Alice St. Staff and students should allow extra time to be screened by security when entering Parliament House.

It is our preference that students wear school uniform when visiting Parliament House. If this is not possible, please be aware that Parliamentary Service By-law 2013 bans clothing conspicuously associated with political causes or campaigns from being worn in the precinct.

Items not permitted in Parliament House include scissors and other sharp objects, items that make a noise (whistles), banners, placards, and flags. Large backpacks or bags may not be brought into Parliament House (small handbags or medical equipment are allowed). In case of wet weather, umbrellas can be stored outside the Annexe building entry.

## SUPERVISION

Group leaders/supervisors are responsible for the supervision, welfare and behaviour of students of their groups at all times.

All leaders or supervisors must:

- Be well prepared considering group size, experience, supervisor/group number ratios etc.
- Be aware of the implications of behaving in an unsafe manner.

- Have a general knowledge of hazards likely to be encountered (refer below).
- Know what action to take in an emergency (i.e. follow the instructions of Parliamentary Service staff).
- Be aware of specific behavioural and medical conditions affecting individual group members.
- Display the attitudes and behaviours they wish to encourage.
- Be vigilant so that unauthorised or inappropriate behaviour does not lead to accident or injury.

It is recommended that all adult leaders/supervisors carry a list of the students in attendance.

Visiting groups within the precinct are escorted at all times by trained Parliamentary Service staff. These staff will make visitors aware of general risks associated with the program/tour. At no time should a member of the group leave the program/tour while in progress without the knowledge and permission of Parliamentary Service staff.

## CONDITIONS OF ENTRY TO CHAMBER GALLERY

While viewing proceedings in the Legislative Assembly chamber gallery:

- Students and staff must not disrupt proceedings in the chamber or gallery.
- Students and staff must comply with a direction made by the Speaker, or Sergeant-at-Arms on behalf of the President or Speaker.
- Students and staff comply with a direction from security personnel.

## FIRST AID

The Parliamentary Service has a number of trained first-aid officers on site. Adequate first-aid facilities are provided within the precinct, including a first-aid room.

Where appropriate, parent/caregiver permission forms should contain medical information with accompanying procedures and permission to access ambulance and medical services.

The closest hospitals:

- Queensland Children's Hospital: 501 Stanley St, South Brisbane QLD 4101
- Royal Brisbane and Women's Hospital: Butterfield St, Herston QLD 4029

## FIRE SAFETY AND EMERGENCY EVACUATION

Parliament House is a secure building with full-time security officers. Exits are clearly indicated and the Parliament complies with all fire control regulations.

CCTV cameras, alarms and other security measures are in place within the parliamentary precinct and its annexe buildings. The precinct is well protected and serviced with a variety of fire and hazard reduction equipment.

Fire and emergency equipment in parliamentary buildings consists of:

- Master Emergency Control Panel
- Fire Indicator Board and Mimic Panel
- Smoke Detectors, Sprinkler Systems
- Break Glass Alarms
- Alert and Evacuation Alarms, Public Address System, Fire Hose Reels and Extinguishers
- Emergency Lighting
- Emergency Exit Signage and Fire Stairs.
- Highly trained security staff with communication systems

Parliamentary Service staff will guide visitors in the event of a fire or emergency.

On occasions, emergency evacuation drills are conducted to test personnel preparedness and system functions. Should your visit coincide with an emergency drill and evacuation, we seek the support of leaders/supervisors of visiting groups in providing leadership to the group for whom they are responsible by following procedures and directions given by Parliamentary Service staff. Any inconvenience in such circumstances is regretted.

## SITE SPECIFIC CONSIDERATION

### 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. Active teacher supervision of students is required at all times.

### DEMONSTRATIONS

Parliament House is occasionally the focus of peaceful demonstrations, usually on sitting days. Demonstrations are typically held outside the Brisbane City Botanic Gardens on George St, and may temporarily interfere with access or egress if school groups have planned to walk through the gardens.

## ACCESSIBILITY

To facilitate access for students or teachers who use wheelchairs or have mobility disabilities, teachers are requested to contact Parliamentary Tours on 3553 6470 prior to the scheduled visit.

- Parliament House has ground level wheelchair access and lift/ramp access in public areas.
- Wheelchair accessible toilets are available on Level 4 of the Parliamentary Annexe building.

A hearing loop system is available in the Legislative Assembly gallery.

## INTERNAL STAIRWELLS

Visitors may be asked to ascend and descend steep stairwells, particularly in Parliament House. These stairs should be negotiated carefully, using handrails where available.

## EXTERNAL STAIRS

Visitors may be asked to ascend and descend stairs which, in the event of wet weather, should be negotiated carefully. Handrails should be used wherever available.

## TRANSPORTATION

Queensland Parliament is located at Alice and George Street, next to QUT Gardens Point. The location of the precinct is such that care is required by visitors in the area immediately outside the precinct, particularly when alighting from transport and crossing roadways.

Nearby public transport:

- Alice Street Stop 95, 95A near George St 100m
- George Street Stop 123 near Alice St 130m
- QUT Gardens Point Ferry Terminal 600m
- Central Station 1.4km

Coach parking in the Brisbane CBD is allowed at approved locations and times. Visit Brisbane City Council's Coach parking maps for locations, times and restrictions on coach parking in the Brisbane CBD.

## PHOTOGRAPHY

Photography is permitted, but do not take photographs in the Public Gallery, or of Members of Parliament or staff without their consent.

Photo consent is mandatory for subjects below the age of 18 for any events.

We look forward to welcoming you and hope that you enjoy your visit.

If further information is required please contact Parliamentary Tours on (07) 3553 6407 or email [tours@parliament.qld.gov.au](mailto:tours@parliament.qld.gov.au).

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