The following risk assessment and management information is provided to help school teachers plan a school visit to Parliament.

The purpose of risk assessment is to identify:

- Possible risks and hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimise the extent of an injury

<table>
<thead>
<tr>
<th>What are the risks and hazards?</th>
<th>What plan is in place?</th>
<th>Who is responsible for this?</th>
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<tbody>
<tr>
<td>Fire, earthquakes, natural disasters</td>
<td>All groups are briefed on the appropriate evacuation procedures at the beginning of the visit. Education Services staff undergo regular practice drills along the tour route. All groups are accompanied at all times with Education Services staff. Sprinklers installed throughout precincts, fire extinguishers located in key locations. Appointed staff trained in use of equipment. First aid provisions, first aiders and emergency wardens appointed and trained. Emergency equipment and food supplies located in civil defence cabinets on each floor. Education Services staff maintain radio contact with Security staff.</td>
<td>Education Services staff will provide a pre Tour Briefing for all visiting groups. Education Services staff, security staff, fire wardens.</td>
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<td>Impact injury caused through heavy security/fire doors closing.</td>
<td>Adult supervision of students at all times. Adult to student ratio in place. All groups are briefed about the hazard of security doors and groups are instructed on need for care. Education Services staff nominate a door holder/closer. Doors to be held open to allow for free movement.</td>
<td>Teacher/ School to ensure adequate adult to student ratios in place. Education Services staff to include door hazard as part of Tour Briefing at beginning of tour.</td>
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<td>A member of the tour party gets lost/separated from the tour.</td>
<td>Adult supervision of students at all times. Adult to student ratio in place. Roll calls/head counts at the start and finish of a tour. Tail end adult/teacher nominated for duration of visit. Group size is restricted to 42 people. CCTV and Security monitoring on the tour route and will identify if anyone is separated from the group.</td>
<td>Teacher/ school to ensure ratios are maintained. Roll calls and head counts maintained by teacher. Education Services staff trained in maintaining group control.</td>
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| Trips, falls and moving safely around the precincts | All visitors informed of health and safety precautions when walking around the precincts, including maintaining right of way for people working in the building, and holding the hand rails where appropriate.  
Shoes to be worn at all times.  
Teachers to monitor appropriate walking/inside behaviour. | Education Services staff.  
The confirmation letter sent to all schools includes information about visiting and the requirement for footwear to be worn.  
Teachers |
| Fainting | Encourage visitors to remove bulky jackets and sweatshirts prior to the tour.  
Constant monitoring of groups.  
Drinking water is available.  
First aid room is available. | Education Services staff to advise on removal of jackets.  
All adults to monitor group during tour.  
Security Officers on hand to assist with First Aid. |
| Slipping on wet floor | Wet floor signs displayed. Any wet areas are pointed out to groups.  
Education Services Staff aware of daily hazards.  
Radio contact is maintained to monitor hazards. | Teachers/adults/Education Services staff to monitor and be aware of possible hazard and advise students. |
| Steps and stairs | Visitors are advised in their arrival briefing not to hurry or push each other when using stairs and to hold on to handrail. | Education Services staff to advise the group on arrival.  
Teachers and Education Services Staff to monitor. |
| Student specific ailment | Individual medical needs are to be disclosed by the class teacher prior to the parliamentary visit if necessary.  
Approval given to teachers to carry required medication on tour.  
Security Staff are available if first aid attention is required. | The class teacher is responsible for the specific medical needs of students.  
Teacher to advise Education Services staff.  
Education Services staff will involve security where required. |
| Visitor needing to leave the group to go to the toilet. | Groups will have the opportunity to use the facilities either at the beginning or end of their parliamentary visit.  
Students and adults advised that anyone needing to leave the main group for whatever reason must ask the Education Services staff member. | Education Services staff to provide opportunity at beginning or end of tour for the group to use the facilities.  
Education Services staff to arrange appropriate escort. |
| Evacuation of building | All groups are briefed on the appropriate evacuation procedures at the beginning of the visit.  
Parliamentary Service procedures in place for evacuation.  
Class teachers advised to bring a class list. | Education Services staff to include in Tour Briefing provided at the beginning of tour.  
Teacher to have class list.  
Security Officers to oversee the evacuation. |
| Damage to exhibits/displays | Adult supervision of students at all times.  
Adult to student ratio in place.  
All groups are briefed about the expected behaviour and on need for care.  
Managing Challenging Behaviour guidelines in place and available on the Website. | Teacher/School to ensure adequate adult to student ratios in place.  
Education Services staff to include expected behaviour as a part of the Tour briefing at beginning of tour. |