



Legislative Assembly for the Australian Capital Territory

Venue and safety information for school excursions

Location: London Circuit
Canberra City
ACT 2600

Telephone: 62050439

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

Email: secretariat@parliament.act.gov.au

Purpose of this document

This document has been prepared to assist teachers and school administrators in planning for excursions to the Legislative Assembly for the ACT.

The information provided 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

The Legislative Assembly's school education programs are principally directed towards:

- high school and college students studying civics and citizenship;
- primary school students;
- tertiary students; and
- community groups.

Before the visit

Enquiries for arranging a school visit should be directed towards to the Assembly's Education Officer on (02) 62053016.

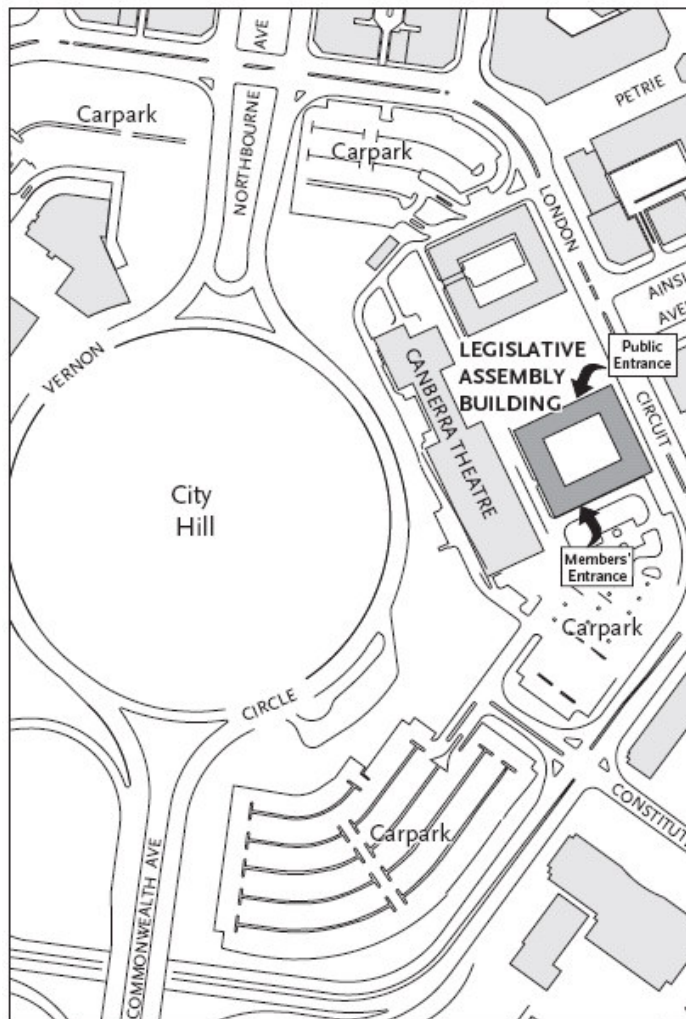
The Education Officer can provide advice and support in developing a suitable program to meet the specific needs of a particular school group.

Details that the Assembly will need to confirm with schools include:

- contact person for the school;
- proposed date for visit;
- year level of students;
- relevant course work/curriculum being studied;
- preferred program modules for delivery;
- proposed arrival time (factoring in security checking);
- proposed departure time;
- number of students (and number of teachers accompanying students)¹; and
- special needs for any students.

Location of the Assembly

The Legislative Assembly is located on London Circuit adjacent to the Canberra Theatre. The below diagram shows the location of the Assembly building in relation to the theatre and London Circuit.



¹ The Assembly expects schools to ensure that appropriate student to teacher ratios are observed to maintain adequate safety and supervision.

Arrival at the Assembly

It is common for school groups to be dropped off on the London Circuit side of the building either by public or chartered transport. Groups are usually dispatched on the Northbound side of the road which is immediately adjacent to the Assembly and due care should be given to ensure that students do not wander on to 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.

School groups should make their way to the public entrance of the building which is located on the Northern side of the building and present to the security attendants for processing.

Security

During the latter part of 2007, 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. Because the Secretariat 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.

Potentially threatening items such as knives, metal scissors, cricket bats and box-cutters cannot be taken into the building.

Teachers should allow about 10 minutes for security processing for a school group of 30 students.

CCTV cameras are installed throughout the Assembly building.

The central point of contact for information on the Assembly's security arrangements is the Principal Attendant who can be contacted on (02) 62050445.

Orientation

After passing through security processing, school groups will be met by the Assembly's Education Officer and arrangements for the day will be discussed with teaching staff before students are given a run down of the activities that will be undertaken throughout the visit.

During the orientation, the Education Officer will briefly run through the Assembly's evacuation procedures.

Evacuation procedures

The Secretariat 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.

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!) which indicates that visitors should gather their belongings and prepare for evacuation.

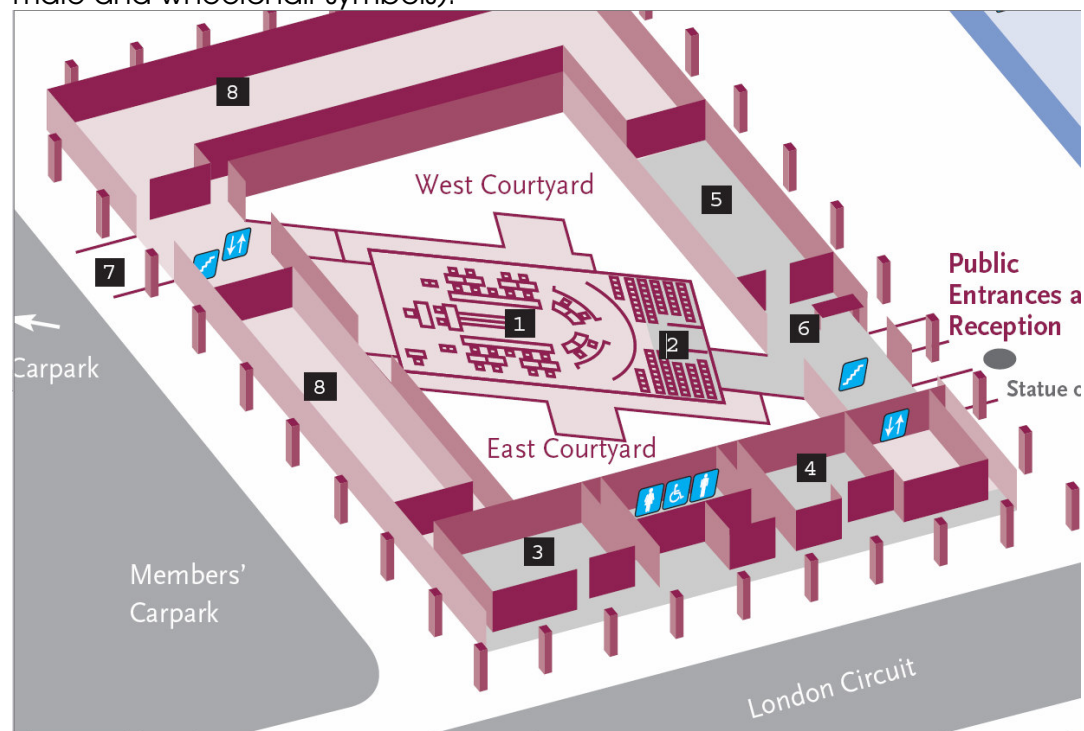
The second tone is the evacuation tone (whoop! whoop! whoop!) which indicates that visitors should, in an orderly fashion, leave the building via the nearest emergency exit. The evacuation point for emergencies is the Canberra Theatre steps in Civic Square.

Building safety

The Assembly has an Occupational Health and Safety arrangements in place to effectively manage the array of safety issues that impact on both staff and visitors to the building.

Toilets

Public toilets are located on the ground floor of the London Circuit side of the building as shown in the bottom part of the following diagram (blue female, male and wheelchair symbols).



First aid

The Legislative Assembly has a number of staff with first aid qualifications available throughout the building. For more information on first aid contact the Principal Attendant on [\(02\) 62050445](tel:0262050445).

Disabled Access

Students and teachers with disabilities are able to move between the public areas of the ground floor and first floor via lift (this lift will be temporarily

unavailable while repair work is being undertaken during that latter part of 2007 – there is a second lift near the members’ entrance which will facilitate access for people with disabilities while this work is being conducted).

Toilet facilities for people with disabilities are available on the ground floor of the London Circuit side of the building.

Appropriate behaviour

Teachers are expected to ensure that students maintain appropriate standards of behaviour in the 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 public gallery.

Photography

Photography within the Assembly building is not permitted without the prior approval of the Speaker. For more information on photography inside the building contact the Education Officer on (02) 62053016.

Refreshments

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 celiacs or those with peanut allergies.

It is therefore advisable for schools to make their own arrangements for students with any particular food allergies to ensure their safety.

Staff background checks

Staff employed on a permanent basis within the Legislative Assembly Secretariat are employed under the *Public Sector Management Act (1994)* and are subject to relevant police checks.

Insurance

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.

More information

For more information please contact the Manager of the Strategy and Parliamentary Education Office on 62050018.