



INFORMATION AND RISK PLANNING FOR SCHOOLS

Visiting the Regional Sitting of the Queensland Parliament

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 regional sitting of the Queensland Parliament in Far North Queensland.

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).

The Queensland Parliament has public liability insurance.

THE VENUE - CAIRNS CONVENTION CENTRE

The Cairns Convention Centre is located on the block between Sheridan, Wharf and Hartley Streets in Cairns City.

School groups enter and depart the venue via the ramp at the City Terrace entrance, outside the Auditorium Foyer. This entrance is located on the Grafton Street side of the building. School groups with bookings report to the registration desk on arrival.

It is our preference that students wear school uniform when visiting the precinct. 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 the precinct include scissors and other sharp objects, items that make a noise (whistles), banners, placards, and flags.

ACCESSIBILITY

Visiting groups will be asked to ascend and descend stairwells. These stairs should be negotiated carefully, using handrails where available.

In the event of wet weather, external stairs should be negotiated carefully. Handrails should be used wherever available.

CONDITIONS OF ENTRY TO CHAMBER GALLERY

While viewing proceedings in the Legislative Assembly chamber gallery:

- No photography or filming or use of mobile devices is allowed in the gallery at any time
- 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.

RISK MANAGEMENT BY THE PARLIAMENTARY SERVICE

The Parliament has a statutory responsibility under the Workplace Health and Safety Act 1995 to ensure the risk of accident, injury or disease is minimised for all persons. The Parliamentary Service takes these responsibilities very seriously. The Parliamentary Service has established a range of management systems and operational procedures to meet these responsibilities.

Generally speaking, the precinct is considered to be a safe environment. Groups visiting the precinct will be escorted at all times by trained Parliamentary Service staff for the purpose of the regional sitting. These staff will make visitors aware of general risks associated with the tour.

Our risk assessment has identified the following potential risks:

a) **Transportation/traffic**

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. This risk has been minimised by providing a dedicated pick up and drop off zone, including space for buses and coaches. This zone is located in Hartley Street, alongside the Cairns Convention Centre building.

Nearby public transport:

- Bus Stop – Spence Street at Grafton Street (450m)
- Coach and Bus Terminal – Lot 3 Pier Point Road (850m)
- Cairns Railway Station – 142 Bunda Street (1.2km)

b) Waiting areas

The City Terrace entrance to the venue provides a large outdoor shaded area where groups can assemble prior to their designated tour time. This area is not air-conditioned and is not designed to cater for students for an extended period of time. To avoid unnecessary waiting time at the precinct, supervisors of school groups are asked to arrive no more than 20 minutes prior to their designated tour time, and arrange for transportation to collect the group promptly at the conclusion of the tour.

For security purposes, all bags and other items are to be left on the bus.

c) Stairs

Visitors will be required to ascend or descend steps and may have to negotiate uneven ground in moving from one area of the precinct to the other. Care should be taken when moving around the precinct.

Persons who, for reasons of disability or otherwise, expect to experience difficulties in ascending/descending stairs should advise Parliamentary Service staff upon arrival.

d) External walkways

Visitors will be required to walk a short distance (up to 120m) from the bus drop off zone in Hartley Street to the schools waiting area at the City Terrace entrance. This area is not covered and visitors may therefore get wet if it is raining.

e) Fire or other emergency

An evacuation plan has been developed for the purposes of the sitting. Parliamentary Service staff and Queensland Police Service officers will guide visitors in the event of a fire or emergency. The Cairns Convention Centre is serviced with a variety of fire and hazard reduction equipment. Parliamentary Service staff and venue staff will guide visitors in the event of a fire or emergency.

f) Illness or injury

First Aid services will be available while the Parliament is sitting. Where appropriate, parent/caregiver permission forms should contain medical information with accompanying procedures and permission to access ambulance and medical services. Teachers will be permitted to carry small first aid kits if required.

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The closest hospitals and medical centres are:

- Far North Day Hospital: Level 4/58-62 McLeod St, Cairns City QLD 4870
- Cairns Hospital: 165 The Esplanade, Cairns North QLD 4870
- Cairns Private Hospital: Cairns Private Hospital, 1 Upward Street, Cairns QLD 4870
- Cairns Family Medical Centre: 120 Mulgrave Rd, Parramatta Park QLD 4870

g) Working with children authority

All members of the Parliamentary Education Team and volunteers, who will be conducting sessions and escorting school groups throughout the precinct, hold current Working with

children clearance (blue cards) issued by the Queensland Government.

h) Public Interaction

A low-level hazard exists in the form of public interaction. Members of the public will also access the public gallery and could potentially come into contact with students. Active teacher supervision of students is required at all times.

i) Demonstrations

There is potential for demonstrations/protests to temporarily interfere with planned activities. This will be managed by staff and security. Organising teachers will be provided with instructions should there be the need to alter planned access or egress routes.

TEACHER, SUPERVISOR AND GROUP LEADER RESPONSIBILITIES

It is the responsibility of those who bring visiting groups to the precinct, particularly schools, to have the utmost concern for the health and safety of all those under their custodial care.

SUPERVISION

School staff and other group leaders are responsible for the supervision, welfare and behaviour of students/members of their groups at all times.

All supervisors or leaders should:

- 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;
- 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; and
- Be vigilant so that unauthorised or inappropriate behaviour does not lead to accident or injury.

Teachers/leaders in charge are responsible for ensuring that other members of staff or supervising adults are fully briefed.

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

Visiting groups within the precinct will be 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.

PHOTOGRAPHY

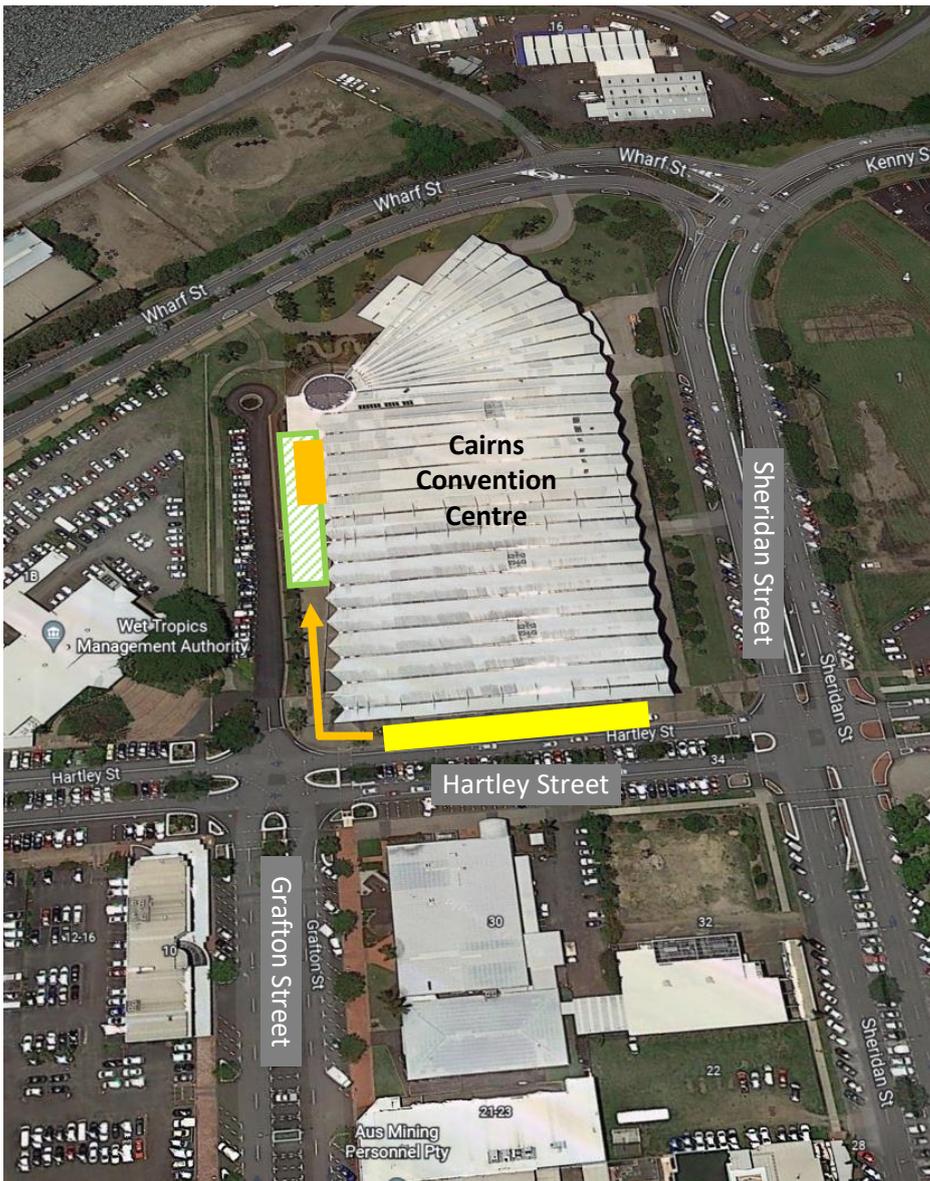
The Parliamentary Communications Team take photos of visitors and events at Parliament House. Photo consent is only required for an individual whose face is recognisable in an image or video.

There will be opportunities to take school group photos at the end of your excursion (not in the Gallery).

The management and staff of the Parliamentary Service wish you a safe experience during your visit. We look forward to welcoming you and hope that you enjoy your visit.

If further information is required please contact Parliamentary Education on (07) 3553 6413 or email parliamentary.education@parliament.qld.gov.au.

Drop Off and Pick Up Information for School Groups



Drop Off / Pick Up Zone

Your tour will conclude up to two and a half hours after the start time. Please note buses will not be permitted to wait in the drop-off zone for the duration of your visit.



Pedestrian Access

Walk this way from the drop off zone. There is a ramp as well as stairs to access City Terrace.



Schools Registration Desk

Please proceed to the Registration Desk at the foyer entrance at your scheduled time. You will be escorted to the Debrief Area by Queensland Parliamentary staff following registration.



Education Session Waiting Area

The waiting area is outdoors but shaded.



Regional Sitting of Parliament

9-11 May 2023
Cairns Convention Centre

