

Parliament of Tasmania Education Office - Risk Management Information



Purpose	<p>This document is designed to assist schools and other education groups in completing their risk management planning for excursions to Parliament House.</p> <p>If you need any further information, please contact the Parliament of Tasmania Education Office on (03) 6212 2275 or at education@parliament.tas.gov.au</p>
Site details	<p>Parliament of Tasmania 2 Murray St Hobart Tasmania 7000 (03) 6212 2275 education@parliament.tas.gov.au</p>
Child safety	<p>All staff working with education groups have Working With Vulnerable People registration and have completed the DECYP <i>Safeguarding - Your Obligations</i> training. Details are available on request.</p> <p>The Parliament of Tasmania has a Keeping Children Safe Policy.</p> <p>If your group is attending Parliament on a sitting day, the broadcast of the Legislative Council Chamber can capture people sitting in the public gallery. Please advise your guide if there is a student who cannot be broadcast and we will seat them out of shot.</p> <p>At all times the duty of care and supervision of the group is the responsibility of the teacher.</p>
Insurance	<p>The Parliament of Tasmania has public liability insurance. The certificate of currency for 2025 – 2026 is here.</p>
Accessibility	<p>The Parliament of Tasmania is wheelchair accessible.</p> <p>There is an accessible toilet on the ground floor of the building.</p> <p>Disability parking is available at the front of the building on request.</p>

First Aid	<p>This is always a qualified first aider on duty at Parliament House during business hours. Schools can carry their first aid bag with them in the building.</p> <p>Defibrillators are available in the building.</p>
Emergencies	<p>The Parliament of Tasmania has an emergency management plan and in the event of an emergency, visitors will follow the directions of Parliament House wardens to the closest assembly point.</p>
Supervision ratio	<p>For primary and secondary education groups, the Parliament of Tasmania asks for a supervisory ratio of 1:15. Parliament House staff are not included in this ratio. At all times the duty of care and supervision of the group is the responsibility of the teacher.</p>
Arrival and departure	<p>There is no bus or car parking available at Parliament House. Most buses pull up on Salamanca Place on the southern side of the building. Care must be taken when disembarking from the bus in a high traffic area.</p> <p>Entry to Parliament House is at the front of the building facing Parliament Lawns. Directly in front of the entrance to the building is a carpark. It is a high traffic area, so it is best to line up students parallel to the building and send an adult inside to notify staff of your arrival.</p> <p>All visitors to Parliament House go through security screening. This is similar to airport security and visitors will need to remove metal objects, such a phone and keys, from their pockets.</p> <p>We ask that bags be left offsite. All bags that enter the building are required to go through security screening and are stored in the foyer.</p> <p>When leaving the building, Parliament staff will direct an adult to lead the group out, as the exit leads directly to the carpark.</p>
Moving around the building	<p>Parliament House is a busy workplace in a heritage building. Groups must move calmly and quietly around the building and follow the directions of staff.</p> <p>Care must be taken on stairs around the building. Stairs are required to access some areas of the building. Please advise the Education Office of any mobility issues in your group.</p> <p>Toilets are located on the ground floor. Parliament House staff can direct you to them.</p>

