

TFH Youth Summit Risk Assessment		
Name of Institution	Queensland Parliament House	
Location:	69 Alice Street, Brisbane	
Phone Number:	Events: 07 3553 6373. Security: 07 3553 6488	
Web address:	https://qldparliamentdining.com.au/plan-your-visit/	
Inside location	Premiers & Speakers Hall, up one level from entrance	
Insurance:	Does the venue, and TFH as host organisation, have public liability cover? YES	
Activity / Program	Hazard Identification Type/Cause	Elimination or Control Measures
Transport to and from Parliament House	Students not getting to the venue safely	Each school will organise the transportation of their students to the venues.
Arriving at Parliament House	Alighting from transport on a public thoroughfare. Slipping on loose gravel or uneven surfaces	Mini buses and cars can use the drop off point in front of the Annexe entry. Other vehicles will use the closest bus stop, and walk safely along the footpath, using traffic light crossings if required.
Entry to Parliament House	Airport scanner-type security checks are conducted	Staff and students should allow extra time to be screened by security when entering Parliament House. The time that this takes varies with the number of people waiting to come in, but please allow at least 15 minutes when planning your visit. If you require any assistance with the security screening process, please ask a Parliament House Security officer.
Disability Access	Wheelchair access	Visitors with mobility access requirements should use the drop off zone in front of the Annexe building. There is a ramp to the left of the doorway. Once through security, the upper level can be accessed via a lift to the left of security. To access the stage area in the Premiers & Speakers Hall, there is a chair lift. Be aware, there are a variety of floor coverings including polished stone, timber, and high-pile carpets.
	Toilets	There are Disabled toilets located in the foyer of our meeting room.
	Hearing impaired	There is a hearing loop system in the Premiers & Speakers Hall.
Emergency procedures	Emergency and evacuation procedures are in place	Parliament House is a security-controlled building with full-time security officers. Exits are clearly indicated and the Parliament complies with all fire control regulations. In case of emergency, Parliament House wardens will advise and direct all visitors on appropriate action.
Possible hazards	Public interaction	A low-level hazard exists in the form of public interaction. A wide range of members of the public do access Parliament House and could potentially come into contact with students, mainly during the entry process. The event itself is in a privately booked room. Teacher supervision and TFH staff vigilance should be sufficient to manage any external public interaction.
	Demonstrations	Parliament House is occasionally the focus of peaceful demonstrations, usually on sitting days, which the Summit day is. Demonstrations may temporarily interfere with access or egress but in general do not represent any actual hazard. However, Demonstrations or protests are not permitted within the parliamentary precinct and are therefore unlikely to pose much risk, except perhaps for those arriving from the bus stop or walking. Student briefing notes will include an instruction that school uniform must be worn and that no clothing, banners, or large and visible accessories bearing political or campaigning slogans may be worn in Parliament House. Teachers will be reminded to check student attire prior to arriving.
First Aid/Sickness	Basic first aid emergency equipment is available	Parliament House has access to first aid officers to assist with medical incidents and emergencies. If students have a specific medical condition, please follow the medical plan for excursions as advised to the school by the family.
Movement	Students getting lost	As we are only in one room for the Summit, there is almost no risk of students getting lost. On entry and exit of Parliament House, students will be accompanied and remain with their teacher. Toilet facilities are in the foyer outside the Premiers & Speakers Hall. Lunch will be directly outside, downstairs on the entry level, which can be accessed by a separate staircase from our foyer, or via the lift.
General Supervision	Supervision	Students arrive at and depart Parliament House under supervision of accompanying teachers. Each school organises travel for students and teachers. Students should be supervised at all times by accompanying teachers but will also be in the charge of TFH facilitators.
Child protection	Appropriate checks of staff	All school staff and TFH staff have valid Working With Children Checks.
Student/Teacher/Guest allergic to food	Allergic reaction to food	Teachers need to be aware of any at-risk students. Dietary requirements will be collected and catering organised to these requirements.

Children may injure themselves on hazards	Injury from general hazards	Ensure consent has been given by the student's parent/guardian, for the student to participate in the excursion. Ensure the student's emergency contact details have been obtained before the excursion. Ensure students are supervised at all times and kept away from potential hazards.
Mobile phones	Mobile phone use inappropriately	Schools should follow their mobile phone policies. As an additional measure of respect for the Summit, we would ask that phones are on silent/switched off and put away during the sessions.
Photography/Videography	Breach of privacy	Parent or guardian has provided written consent for their child to be photographed/videographed
Emotional Security	Range of topics to be discussed on the day	Schools have been made aware of the topics being brought by fellow participants. A disclaimer will be announced at the Summit that if students experience discomfort with topics discussed, they should discuss this with their teacher or a TFH staff member.

Security Measures

	The room we are using is not accessible to the general public. Students may encounter members of the public when progressing through security, or during the media call (if held) or photography session.
	<ul style="list-style-type: none"> - Stringent security measures are in place to ensure that all staff, MPs and visitors to Parliament are kept safe - Parliamentary Security Service Officers provide security - They are aware of all events that take place at Parliament, including our event - The process for entering Parliament is similar to airport security - everyone is required to put their belongings/bags through an x-ray machine and walk through a metal detector. As per the airport, if the metal detector beeps, the security officer will wave a wand over the person until the item causing the beep can be located. - Parliament hosts many school students on a regular basis and security staff are very experienced at moving them in, around, and out the building and keeping them safe
	For the media call (if held), only selected students and teachers will take part, and this will be advised prior. TFH staff will also be at the media call to provide supervision and direction.