



Houses of the  
Oireachtas Commission  
Coimisiún Thithe  
an Oireachtais

# Visitor Safety and Security Policy

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## Houses of the Oireachtas Commission

Information for Website

## **VISITOR SAFETY AND SECURITY POLICY**

**This policy applies to all visitors to Leinster House and other buildings supervised, permanently or temporarily, by the Houses of the Oireachtas Service ('the campus').**

**Visitors** are all entrants to the campus except those possessing validly issued and current Houses of the Oireachtas pass permitting entry onto the campus.

**All visitors entering the Houses of the Oireachtas campus are subject to the following Rules:**

1. Entry onto the campus shall be deemed to constitute unqualified acceptance of all of these Rules.

### **BEFORE VISITING**

2. The right to refuse admission to visitors is reserved in all circumstances. This refusal may be made (on the authority of the Houses of the Oireachtas Commission and the relevant Standing Committee) by the Superintendent of the Houses; the Captain of the Guard; or any member of the staff of the Parliamentary Usher division or Service Officers.
3. By asking permission to enter, you consent to giving an accurate description of your identity when asked (and show a copy of identification if we consider it necessary), to describing and producing anything you are carrying, and, if the relevant member of staff believes it necessary, to a non-intrusive search. This search may be conducted by either Parliamentary Ushers/Service Officers, members of An Garda Síochána, or both.
4. You agree not to bring on the premises, or, during your presence there, having about you, any of the following items, or items of a similar nature:
  - sharp items, for example, knives (including Swiss Army knives), scissors, cutlery, or screwdrivers
  - paint spray
  - padlocks, chains, or climbing gear
  - items that make a noise (for example, whistles)
  - banners, placards, or flags
  - any item of clothing bearing logos, illustrations, or print which could reasonably be perceived as offensive or inappropriate, or which is clearly identified with a matter being debated before either House or a committee
  - liquids that are not in sealable containers.

5. If you are in possession of any such item at the point of entry, the relevant member of staff, rather than refuse you entry, may permit you to enter subject to your handing over the item. The item may be returned to you upon your departure from the campus.
6. Your agreement extends to these listed or similar items even if you might carry them lawfully elsewhere; if you require any item possibly within this description for medical purposes, this should be arranged before your visit, and subject to this, is a recognized exception.

#### **VISITOR CARDS**

7. Upon being permitted entry you will be given a visitors' card. You must provide the necessary information to complete that card and you must display your visitor's badge from when you get it until immediately before your visit ends, when you must return it.
8. Your permission to be in Leinster House is based on the purpose of your visit, and sponsors have special responsibility to ensure that their guests act consistently with this Policy

#### **SAFETY AND SECURITY RULES ON CAMPUS**

9. The instructions of Ushers and Service Officers of the Houses of the Oireachtas Service must be complied with by visitors at all times whilst on campus. You must comply with directions of Ushers and Service Officers with regard to matters such as:
  - emergency situations requiring evacuation from the campus
  - safety situations requiring evacuation of certain parts of the campus
  - the storage of bags
  - switching off mobile phones or other electronic devices in the public gallery or elsewhere on campus
  - the use of cameras and other recording equipment
  - eating or drinking outside the areas where food and drink can be purchased on campus
  - the display of objects, banners or other articles that may be used to convey statements
  - being dressed appropriately and displaying the appropriate level of respect for your surroundings, to reflect the dignity and decorum of the Houses of the Oireachtas
  - access to both public and non-public areas of the building, or areas unconnected with your visit during your visit.

You must not seek to engage with the Members or staff of the Houses of the Oireachtas in the chambers or committee rooms, or engage approvingly or disapprovingly with the debate or session in any way, for example, by speech, applause, or other exclamation or noise, or any visual manifestation.

10. Smoking is not permitted anywhere on the premises other than in designated Smoking Areas, the location of which will be drawn to your attention on request.

## **ENTERING AND REMAINING ON CAMPUS**

11. Where a person is in breach of any of these rules, or where any Parliamentary Usher or Service Officer believes that the person may constitute a source of danger to themselves, to others, or to the premises, such person may be refused entry to or removed from the campus, and reasonable force may be used for that purpose.
12. If your permission to be on campus is withdrawn, subject to the bare permission necessary for you to progress to the exit and leave, you become a trespasser. If a person commits a trespass, reasonable force may be used to prevent, restrain or terminate this trespass. This, and any other matter of public order arising, can have serious civil and criminal consequences for you. Members of An Garda Síochána are permanently on duty on or about the premises to ensure its security. Once a decision to withdraw your permission is made, representations on the withdrawal of permission will only be considered after you have left the premises, and the withdrawal of your current permission will not be reconsidered.

## **USE OF CCTV**

13. CCTV cameras, alarms, and other security technologies operate throughout Leinster House and by requesting permission to enter, you consent to the processing of your image and other personal data by these means for legitimate security purposes.
14. Any person whose image is recorded on a CCTV system has a right to seek and be supplied with a copy of their own personal data from footage in line with the Data Protection Acts 1988 and 2003. This request should be addressed to the Data Protection Officer, Houses of the Oireachtas, Leinster House, Dublin 2, and should be made within a reasonable time of the collection of the relevant data.

## **FREEDOM OF INFORMATION**

15. The Houses of the Oireachtas receive regular Freedom of Information requests from the public. Some of these requests seek details of entrants to the campus. If you are a visitor, your name will not be released to a person requesting information. If, however, you attend the campus on behalf of a company or organisation, the company or organisation name (but not your own name) may be released.

## **HOW TO ARRANGE YOUR VISIT – ACCESSIBILITY**

16. Visits to the campus can be arranged:
  - Through Members of either House of the Oireachtas
  - By contacting the Events Desk at 01 6183781 directly
  - By joining a queue at the Kildare Street gate or by booking a place on a tour party in advance. See <http://www.oireachtas.ie/parliament/visitsevents/visitleinsterhouse/> for details of tours

17. You may also attend a session of one or other House in the public gallery by invitation of a Member of that House, or sit in the public area of a committee room, by invitation of such a Member, during the public session of an Oireachtas Committee. This permission will be subject to parliamentary business and security requirements of the Houses of the Oireachtas, and a number of seats may be set aside for visitors who do not reserve their places through Members of the Houses of the Oireachtas.
18. The Houses of the Oireachtas Service will do its utmost to render your visit a rewarding, enjoyable, and informative experience. In particular, do let us know if you have any special requirements for your visit by way of access, communication, and so forth.