

## RYDA Program - Risk Assessment

### Sapphire Coast Kart Club

**PROGRAM** – RYDA is a road safety education program for Year 11 students that is held at an out of school venue over one day. It comprises six presentations - five presentations occur in the class room environment and one presentation occurs on and along side a section of roadway. The RYDA Program is delivered by local community professionals but is facilitated by Rotary Clubs and overseen by RYDA Australia Limited.

**VENUE** – The location is the Sapphire Coast Kart Club at Frogs Hollow – approximately 12 kms south of Bega and 15 kms north of Merimbula along the Princes Hwy. The Frog Hollow track sign is on the Western side of the highway and the track is set approximately 300m off the highway. Extensive parking for busses is available nearby with a safe area for student drop-off and collection. Facilities include excellent pedestrian access, dedicated meeting rooms and toilets. For the practical demonstration of vehicle stopping distances, the venue has a paved level roadway approximately 250 metres in length with a covered viewing area behind a fence.

<b>Procedure</b>	<b>Potential Hazards</b>	<b>Safety Controls</b>
<p><b>TRANSPORT</b> Bus or other transport to and from the venue is arranged by the school.</p>	<p>Medium level Risk</p> <ul style="list-style-type: none"> <li>• Vehicle Collision</li> <li>• Pedestrian Injury</li> </ul>	<ul style="list-style-type: none"> <li>• Transport safety controls are not under the influence of RYDA. They are provided by the bus company or others providing the service and by the school marshalling the students</li> </ul>
<p><b>ARRIVAL</b> Upon arrival busses park. When the students alight they are escorted to an assembly point near the main building.</p>	<p>Low level risk</p> <ul style="list-style-type: none"> <li>• Pedestrian and Vehicle collision</li> </ul>	<ul style="list-style-type: none"> <li>• Students are quickly marshalled after alighting from the busses</li> </ul>
<p><b>COMMENCEMENT</b> After assembly the students are escorted by a leader to the location of the presentations.</p>	<p>Low level risk</p> <ul style="list-style-type: none"> <li>• Minor injury from stumbling etc in an unfamiliar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are escorted to class at walking pace</li> <li>• All identified temporary hazards will be marked or barricaded as required. Escorts will indicate any hazards</li> </ul>
<p><b>CLASSROOM PRESENTATIONS</b> The class room presentations are a series of interactive and lecture style presentations. There are two presentations that deal directly with the consequences of crashes. In the presentation given by the police there is a</p>	<p>Low level risk</p> <ul style="list-style-type: none"> <li>• Minor injury from stumbling etc in an unfamiliar environment when changing rooms</li> <li>• Possibility of emotional reaction to presentations especially by students</li> </ul>	<ul style="list-style-type: none"> <li>• Students are escorted between presentations at walking pace</li> <li>• All identified temporary hazards will be marked or barricaded as required. Escorts will indicate any known hazards</li> <li>• Students are encouraged to leave the room if</li> </ul>

video presentation about a fatal crash. In the presentation titled “Crashes Do Happen” there is a presentation from people who have been injured in a car crash.	who have been traumatised in a road incident.	they find a presentation distressing.
<p><b>EXTERNAL PRESENTATION</b></p> <p>The external presentation is a practical demonstration of safe stopping distances. The presentation is undertaken on and beside the track. Students are escorted to an assembly point adjacent to the track where they are presented to by professional road safety instructors. The presentation involves students setting out stopping locations on the track. A number of students are then taken in a vehicle to demonstrate the stopping distances. Those who are observing or waiting to participate are marshalled beside the track behind a fence.</p>	<p>Medium level risk</p> <ul style="list-style-type: none"> <li>• Vehicle collision off the track</li> <li>• Entry of people onto track</li> <li>• Strain or injury from travelling in a vehicle subject to a hard breaking stop.</li> <li>• Minor injury from stumbling etc in an unfamiliar environment when changing locations</li> </ul>	<ul style="list-style-type: none"> <li>• The track is enclosed by crowd control barriers (or existing secure fencing). Supervisors will ensure that no pedestrians or other vehicles will be on the track at the time of the demonstration.</li> <li>• Students are escorted between presentations at walking pace. All identified temporary hazards will be marked or barricaded as required. Escorts will indicate any known hazards.</li> <li>• Vehicles used in the demonstration are road registered and kept in good repair and will not be driven above 80 KPH. Driver of the vehicle is a qualified instructor experienced in the demonstration.</li> <li>• Any student with an existing strain or injury is encouraged not to ride in the vehicle.</li> <li>• Students must travel in vehicle with seat belts fastened, windows wound up, doors locked and with feet flat on the floor.</li> <li>• Non participant students are kept on a viewing area behind fencing.</li> </ul>
<b>DEPARTURE</b>	<p>Low level risk</p> <ul style="list-style-type: none"> <li>• Pedestrian and Vehicle collision</li> <li>• Minor injury from stumbling etc in an unfamiliar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are marshalled at walking pace to the busses.</li> <li>• All identified temporary hazards will be marked or barricaded as required.</li> <li>• Escorts will indicate any known hazards.</li> </ul>
<b>MORNING TEA AND LUNCH</b>	Students are to supply their own morning tea and lunch. Teaching staff will be provided with morning tea and lunch.	
<b>TOILETS</b>	The toilets are cleaned regularly and there are separate male and female facilities.	
<b>FIRE AND EMERGENCY EVACUATION</b>	The assembly point for emergency evacuations is signposted at the venue.	
<b>FIRST AID</b>	It is the school’s responsibility to provide a first aid kit.	
<b>TEACHER SUPERVISION</b>	Student discipline is the school responsibility. Teachers should maintain direct supervision of all students during their participation in the RYDA program. Schools should make sure enough	

	teachers escort the students to allow for supervision as required by School and Education Department policy on excursions.
<b>WORKING WITH CHILDREN CHECKS</b>	Students should at all times be supervised by teachers. All staff and volunteers have signed declarations under the Child Protection Act.
<b>PUBLIC LIABILITY INSURANCE</b>	Rotary Clubs involved in implementing the RYDA Program at the venue hold a Certificate of Currency with Public Liability Insurance to a limit of \$30,000,000.
<b>PERSONAL BELONGINGS AND LOST PROPERTY</b>	Students are responsible for their belongings and should only bring what is required including morning tea and lunch. Where possible bags should be left on the bus. However if bags cannot be left on the bus then students may bring them with them.
<b>STUDENT CODE OF CONDUCT</b>	<p>Student should be aware that there maybe other schools and members of the public at the venue on the day of their participation. As such we ask teachers to outline the following student code of conduct and monitor student behaviour on the day.</p> <p>Students should:</p> <ul style="list-style-type: none"> <li>• Behave in a courteous and responsible manner at all times</li> <li>• Only walk when in the venue</li> <li>• Do not engage in loud and boisterous behaviour at breaks or between presentations</li> <li>• Keep the venue tidy and throw all rubbish in the bins provided.</li> </ul>

The above background information has been developed in consultation with the NSW Department of Education and Training and its published school excursion policy. School personnel making risk assessments as part of their excursion planning should note that neither RYDA nor the venue can make risk assessments for, or on their behalf. Schools must make their own risk assessment.

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