

The following information is provided to assist teachers in completing a risk assessment for an excursion to the RYDA Program. This document compiles a list of RYDA activities and potential risks and outlines control strategies for managing risk. The document has been developed in with reference to a number of State Departments of Education published school excursion policies.

It is important to note that teachers must make their own risk assessment of the proposed excursion. Neither Road Safety Education (RSE), nor the RYDA venue can make risk assessments for, or on behalf of school personnel. We suggest the RYDA Program - Venue and Safety Information document be attached as an appendix to excursion documentation and kept on file at the school.

## RYDA Program - Venue and Safety Information for School Excursions

**PROGRAM** – RYDA is a road safety education program for senior high school students that is held at an out of school venue over one day. Students are divided into class-sized groups and moved through six presentations - five presentations occur in a class room environment and one presentation occurs on, and along the side of a section of roadway. The RYDA Program is inclusive and interactive; all students who attend are given the opportunity to participate. The RYDA Program is provided by Road Safety Education Limited (RSE), coordinated locally by Rotary Clubs and delivered by RSE-trained facilitators.

**VENUE** – The locations of all RYDA venues are listed on RSE's website ([rse.org.au/RYDA/Resources/Locations.aspx](http://rse.org.au/RYDA/Resources/Locations.aspx)). Parking for buses is available at each venue with a safe area for student drop-off and collection. Facilities include excellent pedestrian access, dedicated meeting rooms, vending machines and toilets. For the practical demonstration of vehicle stopping distances, venues have a private roadway approximately 250 metres (or more) in length with a covered viewing area behind fencing or barriers.

**TEACHER SUPERVISION** – Student discipline is the school's responsibility. Teachers should maintain direct supervision of all students during their participation in the RYDA program. As outlined in Department's of Education Policy, a duty of care is owed to students while on excursions, as it is in the school environment and further, the school's duty of care cannot be delegated to parents, caregivers, volunteers or employees of external organisations. Schools should make sure enough teachers escort the students to allow for supervision of each class/group and meal breaks as required by School and Education Department policy on excursions.

Procedure	Potential Hazards	Safety Controls
<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 RSE. 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 buses park in a designated area. When the students alight they are escorted by their teacher(s) 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 buses.</li> <li>• All identified temporary hazards will be marked or barricaded as required. Escorts will indicate any hazards</li> </ul>
<p><b>COMMENCEMENT</b> After assembly the students are escorted by a volunteer leader and teacher 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 during the "Genevieve's Story" session there is an emotional video presentation dealing with the ripple effect of a fatal crash. In the presentation titled "After the Crash" there is a presentation from people who have been seriously injured in a car crash.</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 who have experienced emotional trauma.</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 permitted to leave the room if they find a presentation distressing. In one session, two teachers are present, allowing supervision to continue with one accompanying students leaving the room and one remaining with the group.</li> </ul>
<p><b>EXTERNAL PRESENTATION</b> The external presentation is a practical demonstration of safe stopping distances. The presentation is undertaken on and beside the roadway. Students are escorted to an assembly point where they are presented to by professional road safety instructors. The presentation involves students setting out stopping locations on the track and watching a vehicle as it demonstrates stops at varying speeds. Students observe the demonstration from beside the track behind barrier/fencing. Students do not ride in the vehicle during the demonstration but do sit in the stationary vehicle to explore the use of seatbelts and other safety</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>• Minor injury from stumbling etc in an unfamiliar environment when changing locations</li> </ul>	<ul style="list-style-type: none"> <li>• The roadway 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. The driver of the vehicle is a qualified instructor experienced in the demonstration.</li> <li>• Students are kept in a viewing area behind fencing.</li> </ul>

features.		<ul style="list-style-type: none"> <li>• Safety procedures are outlined to the group at the beginning of each session.</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 buses.</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 (unless otherwise stated on correspondence received from the organisers). Teaching staff will be provided with meals.	
<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 and administer first aid.	
<b>WORKING WITH CHILDREN CHECKS</b>	<p>Students should at all times be supervised by teachers. RSE has "Working With Young People" Policy in place which governs conduct of staff, facilitators and volunteers. All RYDA representatives sign declarations at each program day to indicate that they:</p> <ul style="list-style-type: none"> <li>• have read and accept the terms of RSE's "Working with Young People" Policy;</li> <li>• agree to abide by the Child Protection Laws of the State; and</li> <li>• deliver the RYDA content as it written in the RYDA Facilitator's Manual</li> </ul>	
<b>INSURANCES</b>	RSE holds a Certificate of Currency with Public Liability insurances to a limit of \$20,000,000.	
<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. Use of portable electronic equipment is not permitted during RYDA sessions.	
<b>STUDENT CODE OF CONDUCT</b>	<p>Students should be aware that there may be 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>• 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> <li>• wear school uniform (where applicable)</li> </ul>	

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