



RYDA PROGRAM - SCHOOL EXCURSION

BACKGROUND INFORMATION for your SCHOOL EXCURSION to the RYDA PROGRAM The following back ground information will assist your school make a risk assessment

The following information is to help your school prepare its risk assessment when attending the RYDA Program at Sydney International Regatta Centre, Castlereagh Rd, Penrith, NSW.

PROGRAM - The RYDA Program is held over one day. It comprises six presentations. Five presentations occur in the class room environment and one presentation occurs on and along side the centres driving circuit.

LOCATION – The location is the Sydney International Regatta Centre (SIRC), Old Castlereagh Rd, Penrith, NSW. SIRC, the Olympic Rowing Centre, provides excellent facilities for this Program with suitable areas for all the activities required including classrooms, undercover area for all to assemble and suitable roadway for the external presentation. Travelling west along Old Castlereagh Rd, SIRC is located on the northern side of the road (Enter via Gate A). The location has a car park located on Northern side of regatta course over the road bridge, a central complex made up of several buildings and roadway alongside the rowing course.

Procedure (in steps) - General:	Potential Hazards - General:	Safety Controls - General:
<p>TRANSPORT – Buses to transport the students are booked by the school. They will meet at the agreed time. They will transport you to SIRC and back at the completion of the Program</p>	<p>Medium Risk</p> <ul style="list-style-type: none"> • Vehicle Collision • Injury when alighting • Pedestrian Injury 	<ul style="list-style-type: none"> • Safety controls are not under the influence of RYDA. They are provided by the bus company providing the service and by the school marshalling the students •
<p>ARRIVAL – Upon arrival school buses park in the car park area which is a large, open area near the central complex. When the students alight they are escorted to assembly points in the grandstand prior to commencement.</p>	<p>Medium level risk</p> <ul style="list-style-type: none"> • Pedestrian and Vehicle collision whilst crossing the private roadway. 	<ul style="list-style-type: none"> • Buses are escorted to positions in the car park • The roadway is closed so that there are no other vehicles in the area when students are present. • Students are quickly marshalled after alighting from the buses •
<p>COMMENCEMENT – 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"> • Minor injury from stumbling etc in an unfamiliar environment. 	<ul style="list-style-type: none"> • Students are escorted to class at walking pace • All identified temporary hazards will be marked or barricaded as required • Escorts will indicate any hazards

<p>CLASSROOM PRESENTATIONS – The class room presentations are a series of interactive and lecture style presentations. There are some role plays and video presentations. There are two presentations that deal directly with the consequences of accidents. In the presentation given by the police titled “Your Choice” there is a video presentation about a fatal accident. In the presentation by the Brain Injury Association titled “Accidents Do Happen” There is a presentation from people who have been injured in a car accident.</p>	<p>Low level risk</p> <ul style="list-style-type: none"> • Minor injury from stumbling etc in an unfamiliar environment when changing rooms • Possibility of emotional reaction to presentations especially by students who have been traumatised by a road incident. 	<ul style="list-style-type: none"> • 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 • Students are encouraged to leave the room if they find a presentation distressing.
<p>EXTERNAL PRESENTATION – The external presentations is a practical demonstration of safe stopping distances. The presentation is undertaken on and beside the roadway. Students are escorted to an assembly point adjacent to the roadway where they are presented to by professional road safety and driving instructors. The presentation involves students setting out stopping locations on the roadway. A number of students are then taken in a vehicle to demonstrate the safe stopping distances. This is repeated until all students have participated. Those who are waiting to participate are marshalled in a marquee beside the roadway located 15 metres from edge of the roadway.</p>	<p>Low level risk</p> <ul style="list-style-type: none"> • Vehicle collision • Minor injury from stumbling etc in an unfamiliar environment when changing locations 	<ul style="list-style-type: none"> • 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 • Vehicles used in demonstration are all kept in good repair • Vehicles are not driven at high speeds • There are no other vehicles on the circuit at the time of the demonstration • Driver of vehicle is a qualified instructor experienced in the demonstration • Non participant students kept at the presentation area away from the roadway.
<p>DEPARTURE</p>	<p>Low level risk</p> <ul style="list-style-type: none"> • Pedestrian and Vehicle collision • Minor injury from stumbling etc in an unfamiliar environment. 	<ul style="list-style-type: none"> • Buses are waiting in car park prior to completion of the day • There are no other vehicles in the area when students are present. • Students are marshalled at walking pace to the busses • All identified temporary hazards will be marked or barricaded as required • Escorts will indicate any known hazards

MORNING TEA	Recommend that students supply their own morning tea. Kiosk facility available for light snacks. Drink vending machine available. Morning Tea is supplied for the teaching staff and carers.
LUNCH	Recommend that students supply their own lunch. Kiosk facility available for light snacks, hamburgers, chips etc. Drink vending machines are available. Lunch is supplied for the teaching staff.
TOILETS	The toilets are located at the grandstand area and under the administration building at the venue. The toilets are cleaned regularly and there are separate male and female facilities.
FIRE AND EMERGENCY EVACUATION	The assembly point for emergency evacuations is located in the car park
FIRST AID	There are First Aid facilities / wheelchairs and a trained first aid officer on site at SIRC at all times
TEACHER SUPERVISION	Student discipline is the school's 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 (maximum 30 Per teacher) to allow for supervision as required by School and Education Department policy on excursions.
WORKING WITH CHILDREN CHECKS	Students should at all times be supervised by teachers. All staff and volunteers have signed declarations under the Child Protection Act.
PUBLIC LIABILITY INSURANCE	Both SIRC and RYDA hold Public Liability and Professional Liability Insurance.
PERSONAL BELONGINGS AND LOST PROPERTY	SIRC does not have bag storage facilities. 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. All lost property will be kept at SIRC for a number of days after each school has attended. Please contact RYDA if a student leaves property behind immediately the loss is noticed. SIRC and RYDA are not responsible for lost property.
PAYMENT PROCEDURE	Payment is due on receipt of an invoice by the school following the day of attendance at the Program. Please pay by cheque or direct deposit.
STUDENT CODE OF CONDUCT	Students should be aware that there maybe other schools and members of the public at SIRC 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. Students should: <ul style="list-style-type: none"> • Behave in a courteous and responsible manner at all times • Only walk when in SIRC • Do not engage in loud and boisterous behaviour at breaks or between presentations • Keep SIRC tidy and place all rubbish in the provided bins. • Refrain from all behaviour that may damage exhibits, SIRC or RYDA equipment • Students must not enter medal presentation pontoon area at any time
OTHER SCHOOLS	As stated above there may be other schools and members of the public at SIRC during your visit. It is important the teachers ensure that the preceding code of conduct is adhered to. If other schools or members of the public disrupt your school please notify the RYDA personnel straight away.

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 SIRC nor RYDA can make risk assessments for, or on their behalf. Schools must make their own risk assessment.