



Risk Assessment

Activity Description: BOP Industries intends to use Canterbury College for a full day excursion on the 26th of July 2024. The program will see approx. 100-120 students in year 7-10 to participate in a program exploring schooling in the future. Throughout the programs students will be working with equipment provided by BOP Industries including pens and paper, and other stationary. Throughout the program students will be predominantly working at tables and chairs with the majority of content being delivered by a BOP Industries facilitator via projector. Activities will be working on their devices to source information and working with pens and paper to make notes. Students will from time to time be moving around to complete challenges and are encouraged to bring their own devices for work time.	
Conducted by: BOP Industries	Date: 10.01.2024

Hazards/risks and control measures

Description of hazards/risks	Risk level	Control measures
Exposure to COVID-19	Low	All COVID-19 governmental procedures and processes will be followed to ensure that exposure to COVID-19 is as controlled as possible. Students and staff are encouraged to not attend if they have any symptoms.
Slips, Trips Or Falls Over AV Equipment	Low	All equipment will be monitored by the BOP team to ensure that no hazards are present from this equipment. Students will also be reminded by the BOP team to use their common sense when walking around the space and picking up and clearing up their equipment. First Aid equipment will also be on site for any injuries.
Access To Unfiltered Internet <i>- As part of the program, students will be encouraged to bring devices or to use the BOP Industries iPads to access research and create designs.</i>	Low	Students will be under strict instruction and supervision from the BOP Industries team and will be monitored throughout the duration of the day. They will also be asked to pack away their devices when they are not being used for any activity.
Any Risk To Students Attending	Low	All facilitators have appropriate accreditation, blue cards and are insured under BOPs Public Liability and Professional Indemnity Insurance.

Contact Person (In Case Of Any Injuries)	
Name: Emma Hills	Number: 0434 125 913
Position: Head Of Operations	Date: 10.01.2024