



## Health & Safety for Queen's Badge Community Service

The BB needs to ensure that the community service work for your Queen's Badge takes place in a safe environment, especially where this might be done without the supervision of a BB leader. Health and safety in all we do in the BB is of prime importance.

Your Captain, Queen's Badge Adviser or someone from your company will talk to you about your community service and matters of safety for your work. So that your community work can be done in a safe way, please ensure this form is completed prior to commencing your community service. Your Captain or another officer in the company should help you complete this form, which should be kept in your Queen's Badge Record Book. Your Captain also has a checklist to complete.

Where will you be doing your community service? \_\_\_\_\_

What will you be doing? \_\_\_\_\_

1. Are there any dangers?      Yes       No

If yes, what?

2. Who might be harmed? \_\_\_\_\_

3. What needs to be done to reduce the level of harm?

4. Can the dangers be removed?      Yes       No

5. Are you using any chemicals?      Yes       No

If yes, what \_\_\_\_\_

6. Have you been issued with protective equipment?

Yes       No

If yes, what \_\_\_\_\_



7. Are you using equipment- have you been shown how to use it safely?

Yes  No

8. Have you been given any training?

Yes  No

If yes, what \_\_\_\_\_

Have the following been explained to you?

Safety Procedures

Evacuation Procedures

First Aid Procedures

The person responsible for first aid is: \_\_\_\_\_

The following needs to be signed by your Captain or other nominated officer responsible for Queen's Badge work:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Queen's Badge Health & Safety Checklist for Community Service Placements

The BB needs to ensure that all of its work with young people takes place safely. This is especially important where young men might be working without the vigilant supervision of a BB officer. The following checklist has been put together to ensure that the community service work required for the Queen's Badge takes place in a safe environment.

The Captain, Queen's Badge Adviser or another nominated company officer should complete this checklist before the community work starts and a copy kept in the company records.

Queen's Badge candidates also have a checklist to work through. This should be completed with your help.

Candidate's Name: \_\_\_\_\_

Name of organisation/agency where community service will take place: \_\_\_\_\_

What does the work involve: \_\_\_\_\_

Item	Sighted		Copy Obtained		Comments
	Yes	No	Yes	No	
Health & Safety Policy					
Insurance Certificate					
Risk Assessment					
COSHH Assessment (if applicable)					
Manual Handling Assessment (if applicable)					
Personal Protective Equipment					
Training to be Given					
Accident Procedure					
Accident Reporting					
First Aid Facilities					
Evacuation Procedure Explained					

The following needs to be signed by the Captain or other nominated officer responsible for Queen's Badge work:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_