

Service outwith the Company & Church

Health & Safety – Candidates’ Checklist Name: _____

The BB needs to ensure that the practical service work for your Duke of Edinburgh’s Award takes place in a safe environment, especially where this might be done without the supervision of a BB Officer. Health and safety in all we do in the BB is of prime importance.

Your Captain, Duke of Edinburgh’s Award 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 Duke of Edinburgh’s Award Entrance Pack. Your Captain also has a checklist to complete.

What level of the Award are you working towards? **Bronze / Silver / Gold**

Where will you be doing your community service? _____

What will you be doing? _____

1. Are there any dangers? No Yes

If Yes, what are they?

2. Who might be harmed? _____

3. Can the dangers be removed? Yes No

What can be done to reduce the risk of harm?

4. Will you be using any chemicals? No Yes

If Yes, what are they? _____



5. Have you been issued with protective equipment? No Yes

If Yes, what? _____

6. Will you be using any equipment? No Yes

If Yes, what? _____

Have you been shown how to use it correctly and safely? No Yes

7. Is there any lifting or manual handling involved? No Yes

If Yes, what? _____

Have you been shown how to do this safely? Yes No

8. Have you been given any training? Yes No

If Yes, what did this entail?

9. Have the following been explained to you?

Safety Procedures Yes No

Evacuation Procedures Yes No

First Aid Procedures Yes No

Who is responsible for First Aid? _____

This form, when complete should be signed by you and your Captain, or another nominated Officer responsible for Queen’s Badge work (who should also complete their full name and Officer’s Registration Number).

Signed: _____ Date: _____
(Candidate)

Signed: _____ Date: _____
(Officer)

Full Name: _____ Reg. N°: _____



Service outwith the Company & Church

Health & Safety – Captains’ Checklist

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 Duke of Edinburgh’s Award takes place in a safe environment.

The Captain, Company DEA Supervisor or another nominated Officer should complete this checklist before the community work starts and a copy kept in the company records.

Candidates also have a checklist to work through. This should be completed with your help.

Candidate’s Name: _____

Level: **Bronze / Silver / Gold**

Organisation / Agency: _____

Address: _____

Contact Name: _____

Position: _____ Telephone: _____

What does the work involve?

Start Date: _____ End Date: _____

Days / Times / Locations etc:

Candidate’s Name: _____

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					

This form, when complete should be signed by the Captain, or another nominated Officer responsible for Duke of Edinburgh’s Award work (who should also complete their full name and Officer’s Registration Number).

Signed: _____ Date: _____
(Officer)

Full Name: _____ Reg. N°: _____

Please copy this form when complete. Return one copy to the DEA Adviser, retaining the other in your Company records.

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