

# Service outwith the Company & Church

## Health & Safety – Candidates’ Checklist

The BB needs to ensure that the practical 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 Officer. 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 practical 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 practical 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 practical 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: \_\_\_\_\_  
(Candidate)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Officer)

Date: \_\_\_\_\_

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 practical service work required for the Queen’s Badge takes place in a safe environment.

The Captain, Company Queen’s Badge Supervisor or another nominated 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: \_\_\_\_\_

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 Queen's Badge 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 Adviser, retaining the other in your Company records.

