



Health & Safety for The DofE Award Volunteering Section

The BB needs to ensure that the Volunteering Section work for your DofE Award 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, or someone from your Company, or your DofE Award Co-ordinator 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 DofE Entrance Pack. 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 *Yes / No

Evacuation Procedures *Yes / No

First Aid Procedures *Yes / No

The person responsible for first aid is: _____

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

The following needs to be signed by your Captain or other nominated leader responsible for the DofE Award:

Signature: _____ Name: _____

Date: _____

**Delete as appropriate*



DofE Award Health & Safety Checklist for Volunteering Section Placements

The BB needs to ensure that all of its work with young people takes place safely. This is especially important where young people might be working without the vigilant supervision of a BB Leader. The following checklist has been put together to ensure that the work required for the Volunteering Section takes place in a safe environment.

The Captain, other nominated Company Leader, or the DofE Award Co-ordinator should complete this checklist before the community work starts and a copy kept in the Company records. Award participants also have a checklist to work through. This should be completed with your help.

Participant's Name: _____

Level: _____ * Bronze / Silver / Gold

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)					

Item	Sighted		Copy Obtained		Comments
	Yes	No	Yes	No	
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 The DofE Award:

Signature: _____ **Name:** _____

Date: _____

**Delete as appropriate*