



QUEEN'S BADGE RECORD BOOK

Participant's Name

Checklist

Please use this checklist to keep a record of how your work towards the Queen's Badge is progressing.

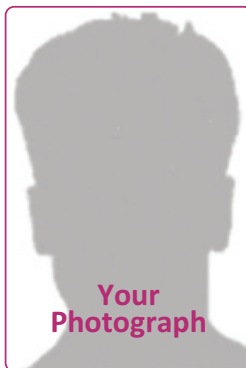
- Personal Details**
- Candidate's Meeting**
- My Action Plan**
- Skills Base Training**
- Assessor's Report
- Participant's Comments
- Taking Responsibility within the BB or Church**
- Log of Hours
- Assessor's Report
- Participant's Comments
- Voluntary Service or support to others outside the BB or Church**
- Log of Hours
- Assessor's Report
- Participant's Comments
- Developing Interests** *(2 out of 3 required)*
- Skills**
- Assessor's Report
- Participant's Comments
- Physical**
- Assessor's Report
- Participant's Comments
- Expedition**
- Assessor's Report
- Participant's Comments
- Faith Journey**
- Company Captain's Report**
- Completion Residential
- Assessor's Report
- Participant's Comments

Personal Details

Name

Address

Post Code



Telephone Number

Mobile Number

E-mail Address

Date of Birth

Company

Date of Registration

Queen's Badge Advisor

Name

Address

Telephone Number

E-mail Address





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Welcome

The Queen's Badge is the highest award that you can gain as a member of The Boys' Brigade. It's a real opportunity; from beginning to end it's important to get the most out of it. It doesn't matter who you are or where you're from. You just need to have your President's Badge and be willing to do more than just sit on the sofa!

The best part of the Queen's Badge is that you get to choose what to do. You can choose to do projects and activities that get you really excited and which you are dedicated to. You'll get a chance to engage with your community, take on responsibility, set your own goals, build self-confidence and experience a sense of achievement.

What do I have to do?

In order to achieve the Queen's Badge you must complete the following activities:

1. Hold the President's Badge
2. Attend a Queen's Badge Candidate's Meeting
3. Participate in skills-based training
4. Take responsibility within the BB or Church
5. Provide voluntary service or support to others outside the BB or Church
6. Develop Interests (Skills, Physical, Expedition)
7. Complete Faith Journey
8. Participate in a Completion Residential
9. Record Activity

Carry on reading to find out more about what you have to do for each activity and begin to make your plans

What is the Queen's Badge Record Book?

The Queen's Badge Record Book is essential to get you going. It provides you with all the information you need to know. It's yours to keep and will...

- **Tell you what you need to do**
- **Gives you advice and guidance on how to do it**
- **Help you record what you achieve**

How do I use this Record Book?

Make sure you record everything you do and ensure that whoever is responsible for supervision and assessment of each part of the award completes a brief report and signs your Record Book. (The blue boxes are for use by your assessor / supervisor.)

Key Tip!

Instead of writing everything down, you could create a video diary, podcast or type it up!

Although there is space to write in this book, feel free to be creative in how you show what you have done.

If you prefer to complete your record book electronically, a copy is available online at boys-brigade.org.uk/queens-badge/

What support do I get?

There are two people who will play a key role in working towards your Queen's Badge:

Queen's Badge Advisor

A Queen's Badge advisor is the person from your Battalion or District who will help you plan what you are doing and review & support your work. Queen's Badge advisors have helped many young people to complete the award in your area. They have vast knowledge and ideas that could help you complete this award.

Company Mentor

A Queen's Badge Mentor is a leader from your own Company who is there to support and encourage you on a week-to-week basis.



How does this connect with The Duke of Edinburgh's Award?

The Duke of Edinburgh's Silver Award has a similar structure to the Queen's Badge and is split into four key areas:

Volunteering This is your chance to make a real difference by helping an individual, your community, the environment, or an organisation.

Physical You can choose any sport, dance or fitness activity to get fit or fitter, and get better at it!

Skills This is about developing practical & social skills, as well as personal interests. Is there something you've always wanted to try, or do you want to get better at your favourite hobby?

Expedition You must train and complete an adventurous journey in the UK or abroad. Highs, lows, great laughs and amazing memories are guaranteed!

You'll recognise each of these activities later on in this book (look out for The Duke of Edinburgh's Award logo), which make it an ideal award to work towards at the same time as the Queen's Badge.

What do I need to do?

Over the required time you'll need to do each activity for an average of an hour a week. You'll need to show persistence, commitment, and personal development. It's not something that can be achieved through a short burst of enthusiasm! The chart overleaf details what is required for each activity at each level.

What's the minimum age?

You can start working towards your Silver award from 15 years of age. You are free to start at any level, but most people prefer to try for Bronze and work upwards. If you jump in at Silver level as part of your Queen's Badge you will need to do extra work as is also demonstrated in the diagram overleaf.

Key Tip!

Don't forget – you have until your 25th birthday to complete any level of the DofE Award.

Bronze (14+ years old)

Volunteering	Physical	Skills	Expedition
3 months	3 months	3 months	Plan, train and complete a 2 day, 1 night expedition
<p><i>All participants must undertake a further 3 months in the Volunteering, Physical or Skills sections</i></p>			



Silver (15+ years old)

Volunteering	Physical	Skills	Expedition
6 months	One section for 6 months and the other section for 3 months		Plan, train and complete a 3 day, 2 night expedition
<p><i>Direct entrants must undertake a further 6 months in the Volunteering or the longer of the Physical or Skills sections</i></p>			



Gold (16+ years old)

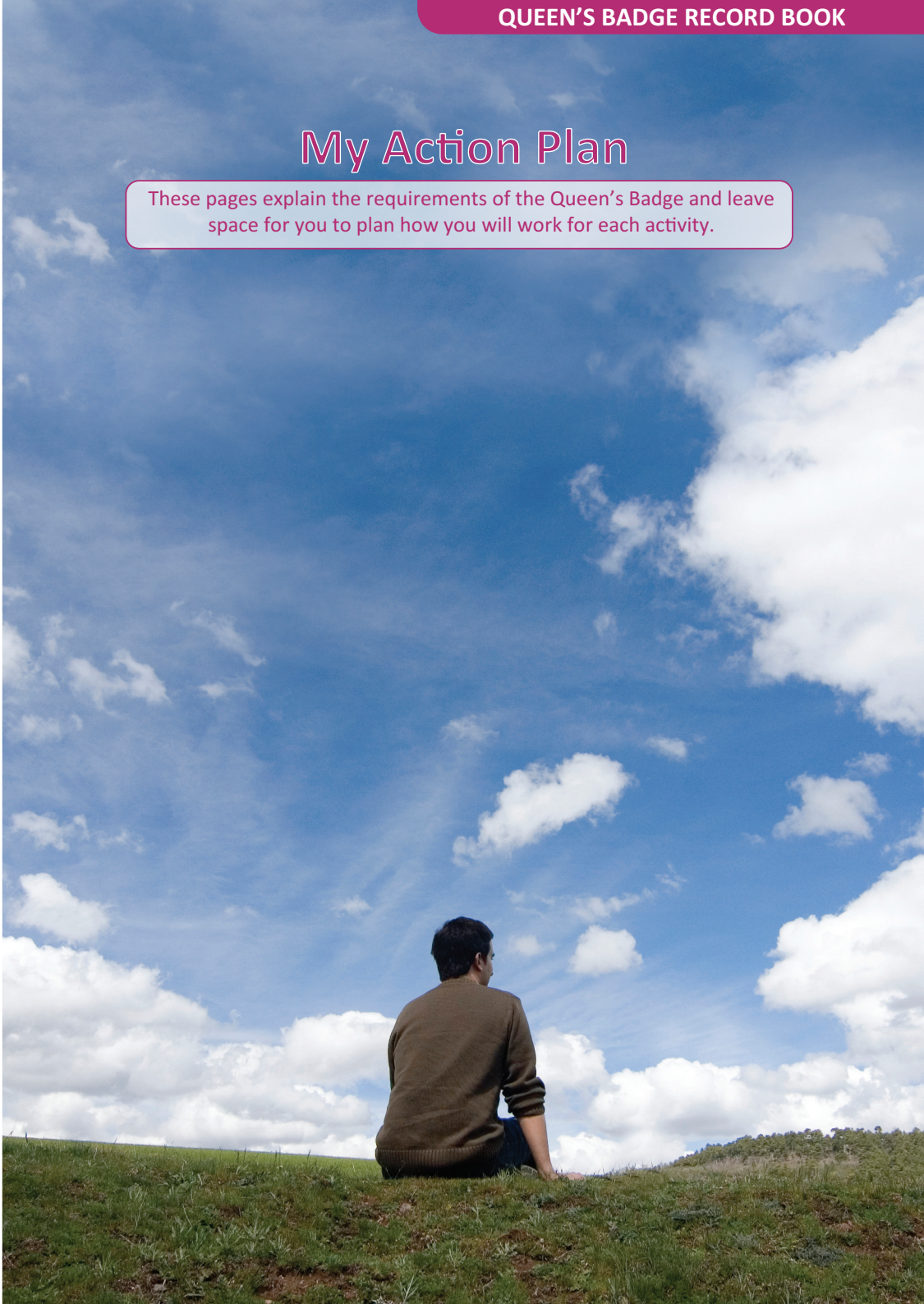
Volunteering	Physical	Skills	Expedition	Residential
12 months	One section for 12 months and the other section for 6 months		Plan, train and complete a 4 day, 3 night expedition	Undertake a shared activity in a residential setting away from home for 5 days and 4 nights
<p><i>Direct entrants must undertake a further 6 months in the Volunteering or the longer of the Physical or Skills sections</i></p>				





My Action Plan

These pages explain the requirements of the Queen's Badge and leave space for you to plan how you will work for each activity.



What do I want to do?

Now that you are working towards your Queen's Badge, it's important to make plans for the work ahead. Remember you can decide in which order you want to complete each activity.

The following is a step-by-step guide to work through how you will gain your award:

Entry Requirements

Before you can work towards your Queen's Badge, it is necessary to have gained the President's Badge. The date that your President's Badge was awarded is also your date of registration for the Queen's Badge.

Did you know . . . ?

There are Staged Awards which run through the Seniors Programme which can support you in completing the Queen's Badge. Find out more about the Staged Awards at boys-brigade.org.uk/staged-awards/

Key Tip!

The Duke of Edinburgh's Award mirrors much of what you do towards the President's Badge and your Queen's Badge. It also gives you a nationally recognised award that is definitely worth considering.

President's Badge Completion

Date Completed

Age



Candidate's Meeting

You should arrange this meeting as soon as possible after registration for the Queen's Badge. At it, you need to agree an individual action plan with your advisor or mentor. Remember the activity you undertake should normally be spread over two or more sessions (a session is a BB year). In everything that you do, you are encouraged to take ownership for it, and to discuss options with your advisor and mentor.

What steps do I need to think about?

As with most things in life it's important to get off to the best possible start. You need to start by planning well and completing your Action Plan. It's important to think through the following key steps:

Preparation

You need to research the activity that you would like to do and agree it with your advisor.

Training

There maybe times when your choice of activity requires additional training, a course, or simple induction. In some areas this may be the whole activity.

Activity

This is the actual doing bit. Each activity must be completed over a minimum amount of time.

Assessment

To complete the Queen's Badge every activity must be successfully completed and assessed.

Key Tip!

Before going to the Candidate's Meeting, read through the Queen's Badge book, and note down on a separate sheet of paper what YOU would like to do. Take it with you when you meet your advisor, discuss it further, and then fill in the action plan on the next few pages.

My Candidate's Meeting will be held on

at .

My mentor is .

My advisor is .

Skills-Based Training

As with everything in life it's important that we always reflect on our own skills, and look at areas where we think we can improve. Therefore as part of the award, you should undergo an element of training at an early stage. This will equip you for one or more of the activities that you will later go on to as part of the award.

What can I do...?

Training should be undertaken as soon as possible after registration, and not less than 6 months prior to completion. It should include at least one of the following, and may be provided by The Boys' Brigade or other suitable external agencies:

(a) Practical Skills Training:

- Relevant skills-based training to support work in your Company or Church i.e. Skills for Queen's Badge Course; or
- Relevant skills-based training to support voluntary work others; or
- Relevant life-skills training to support your personal development.

(b) Leadership Skills Training:

Relevant training to enhance your leadership skills.

Some examples to get you thinking...

This training should be something that is going to be useful in completing the award. There are lots of different options available to you, and remember that it can be provided by The Boys' Brigade or an external agency.

- Have a look online at www.boys-brigade.org.uk for available courses or talk with your advisor or mentor.
- If you have decided to volunteer with a local football club, skills-based training for this could be a football coaching, refereeing or other sports leaders training. Check with National Governing Bodies for opportunities.
- Other training opportunities that might be available could include youth work, using PA equipment, food hygiene, customer services, health and safety at work, web design etc.

I am hoping to attend the following training:

Date

Venue

I hope to achieve:



Taking Responsibility within the Brigade or Church



We're sure you've enjoyed your time in The Boys' Brigade. As you get older it's really important for the future of the BB that young people begin to take more and more responsibility for what happens. You will have begun to do this right from an early age as part of our programmes, whether it was choosing what games you play in Anchors or taking the lead in running your programme in Seniors. Now is a chance to take this up a gear.

You are expected to assume an appropriate degree of **responsibility** for an aspect of BB or Church activity. At least **30 hours activity** is required across the planned period of involvement, and could include two or more different experiences in two or more sessions. Activities can be at any level **within** the Brigade or Church, although you may benefit from undertaking part of this activity outside your own Company or Church.

The key words are **responsibility** and **within**, you shouldn't just turn up and watch from the sidelines but get involved in the planning, delivery and review of the activity that you do. Think of it as a project. This is your chance to give something back, but also your chance to develop something new or different, so take it!

What can I do...?

You are encouraged to explore options suitable to your own situation and are invited to submit proposals as part of your action plan. These may include the following:

(a) Responsibility for others within The Boys' Brigade or Church:

- Work with younger members of your Company or Church in a regular programme of activity for a minimum of 6 weeks.
- Work with peers within the BB or Church in a regular programme of activity for a minimum of 6 weeks.

(b) Projects and Activities within the Brigade or Church:

- Take responsibility for the planning or delivery of all or part of an event in the BB or Church.
- Take a responsible role for regular activities within the BB or Church for a minimum of 6 weeks.
- Take a responsible role for a special project or new initiative within the BB or Church.

Some examples to get you thinking...

As with every area of the Queen's Badge there are lots of choices for what you can do here. Below are just some ideas to get you going . . .

- Lead a group of Juniors through a "Healthy Eating" project.
- Take a lead role in organising an Anchors Fun Day.
- Run the PA for Church services.
- Develop a recruitment campaign for young people or leaders.
- Become a Social Media Rep for your Company/Battalion.
- Visit elderly or sick Church members.

The type of service I intend giving is:

I hope to achieve:

Voluntary Service or Support to Others outside the Brigade or Church



Volunteering is simple. Go and make a difference in your community or to an individual's life, without getting paid! Volunteering provides you with a chance to engage with your community, take responsibility within it, and gain a sense of belonging. The Boys' Brigade has been bringing hope to communities and young people for over 135 years. The difference that you can make to your community is immeasurable; therefore as you begin to think about this part of the award recognise that you have enormous potential to do something amazing. Negative images of young people, although prevalent elsewhere in society, are not found in the BB.

As part of the award we want you to volunteer or provide support to others in the Community. At least **30 hours activity** is required across the planned period of involvement, and could include two or more different experiences in two or more BB sessions.

The key words here are **voluntary, outside** and **Community**, this is something that should be of benefit to those in your community. Don't just take part in something that your Company has done for years, but think about where you see a need and plan how you are going to make a difference to it.

What can I do...?

You are encouraged to explore options suitable to your own situation and are invited to submit proposals as part of your action plan. Voluntary service or support may be provided in one or more of the following areas:

(a) Voluntary service to individuals or groups outside the Company:
Undergo appropriate briefing, and then provide regular practical voluntary service to individuals or groups of people in the community for an agreed period of time.

(b) Voluntary service to other agencies working with individuals or groups in the Community:

Undergo appropriate briefing, and then provide regular practical voluntary service to another agency or charitable cause with direct benefit to other people for an agreed period of time. The other agency may be the church working with groups or people in the community.

(c) Voluntary work in the wider community:

Undergo appropriate briefing, and then provide regular practical voluntary work as part of a group working for the benefit of the community at large for an agreed period of time.

Some examples to get you thinking...

Again there are lots of choices for what you can do here. Below are some ideas to get you going . . .

- **Community Action** – Help at a local Food Bank.
- **Helping People** – Do some gardening / jobs for elderly neighbours or family friends.
- **Coaching, Teaching & Training** – Get involved with coaching and helping out with younger players at your local Football club.
- **Working with the Environment** – Work on a environmental project teaching young people to recycle.
- **Helping a Charity or Community Organisation** – Get involved fundraising for a local charity.

Go to www.do-it.org.uk to find out how to contact your local volunteer centre, who will be able to provide details of local opportunities.

Have a look at www.DofE.org/sections for inspiring ideas and guidance for activities. You may also find ideas in our Programme Hub under the 'Get Involved' section at www.boys-brigade.org.uk/programme/



Useful Websites

- **Age Concern** www.ageuk.org.uk
- **Oxfam** www.oxfam.org.uk
- **Groundwork** www.groundwork.org.uk
- **Global Vision International** www.gvi.co.uk
- **Unltd** www.unltd.org.uk

There are also volunteering sections on these government websites
www.direct.gov.uk , www.volunteerscotland.org.uk

The Health & Safety checklist at the back of this book **MUST** be completed before commencing this section.

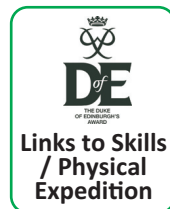
The type of volunteering I intend giving is:

I hope to achieve:



Developing Interests

This part of the Queen's Badge allows you to develop your own interests. It's a chance to set your own targets and see if you can exceed even your own expectations. Each section brings its own benefits so think about what you want to get out of them.



What can I do...?

You must undertake at least two activities from the following three sections, please write which activities you intend to do:

(a) Skills: Learn a new skill, or develop an existing one

(b) Physical: Take part in a new activity, or develop existing participation

NOTE:

Where both of the above activities are chosen, participation should be for a minimum of 6 months in one of the above and 3 months in the other. Where only one is chosen, participation should be for a minimum of 6 months.

(c) Expedition / Exploration

Undergo appropriate training, including at least one supervised practice venture, then undertake a 3-day, 2-night venture with at least 7 hours planned daytime activity per day.

Key Tip!

The activities and attainment standards for the above are comparable with The Silver Duke of Edinburgh's Award. If all three are undertaken, this will enable you to qualify for relevant parts of The Duke of Edinburgh's Award.



Skills

The idea of this activity is to develop practical & social skill and personal interests. You can choose to develop an existing skill or develop a new one. The important thing to do is to show progression and sustained interest over time. Remember everyone has the ability to learn and everyone is unique. Choose something that will help develop your unique potential.

Some examples to get you thinking...

Below are some examples of activities that you could do. You should choose something that you're interested in and more likely to enjoy & stick at:

- **Performing Arts**

- Learn how to juggle & ride a unicycle.

- **Natural World**

- Take your Dog to obedience classes.

- **Music**

- Play in a band and hold a gig.

- **Media and Communications**

- Create a film.

- Arrange to shadow a reporter from a local newspaper.

- **Life Skills**

- Learn about interviews and CV writing techniques.

- Learn to drive.

- **Games & Sports**

- Become a referee or umpire.

- Join a snooker league.

Have a look at www.DofE.org/sections for inspiring ideas and guidance for activities. If you're unsure whether an activity is right for this section, check with your advisor or mentor.

The Seniors Programme and specifically the Staged Awards will provide lots of ideas you can use to help you complete this part of the Queen's Badge, find out more at boys-brigade.org.uk/staged-awards/

The type of skill I intend to develop is:

I hope to achieve:



Physical

Whether you want to do football, street dance or cross training, anything that requires sustained physical energy and involves doing an activity can count. Just show progression and sustained interest over time. This is meant to be enjoyable and should be part of the establishment of a lasting & active lifestyle. Be proud of what you achieve!

Some examples to get you thinking...

Below are some examples of activities that you could do. You should choose something that you're interested in and more likely to enjoy & stick at:

- **Team Sports**
 - Play wheelchair basketball.
 - Join a cricket team.
- **Individual Sports**
 - Learn to horse ride.
- **Racquet Sports**
 - Play badminton with friends.
- **Water Sports**
 - Go swimming at the local pool.
 - Learn to dive.
- **Dance**
 - Learn bhangra at a local dance studio.
- **Fitness**
 - Join in a gym.
 - Attend a fitness class.

Have a look at www.DofE.org/sections for inspiring ideas and guidance for activities. If you're unsure whether an activity is right for this section, check with your advisor or mentor.

The Seniors Programme and specifically the Staged Awards will provide lots of ideas you can use to help you complete this part of the Queen's Badge, find out more at boys-brigade.org.uk/staged-awards/

The type of physical activity I intend to develop is:

I hope to achieve:



Expedition

Undertaking an expedition will help you to develop your initiative and a spirit of discovery & adventure. You will need to plan, train, and complete an adventurous activity as part of a team. You'll have to rely on your own efforts and minimal external intervention. Remember you have to do at least one practice expedition, a qualifying expedition and a presentation after it.

Practice Expedition

I intend to do a practice expedition on

in the

Some examples to get you thinking...

There are various activities that could qualify as expeditions. Each expedition needs to have an aim, mode of transport and location. The possible locations are almost endless, but there are also many modes of transport. Below are just some:

- Canoeing
- Horse riding
- Hiking
- Cycling

Aims could include:

- Exploring team dynamics and skills.
- Taking a series of landscape shots to produce a calendar.

Your expedition will need to be carried out between the end of March and the end of October. There must be between 4 and 7 members in a team.

The activities and attainment standards for the above are comparable with The Silver Duke of Edinburgh's Award. If all three are undertaken, this will enable you to qualify for relevant parts of The Duke of Edinburgh's Award.



Qualifying Expedition

I intend to do a qualifying expedition on with
 in the area.

I hope to achieve:



Faith Journey

Throughout your time in BB, you will have had an opportunity to explore the Bible, learn about who Jesus was and how he can make a difference to our lives today. You may or may not have become a Christian during your time in BB, but this part of the Queen's Badge provides you with an opportunity to consider where you are in your faith journey.

What Can I Do?

There are a number of ways you can approach this element of the Queen's Badge and you should discuss with your Advisor or Company Mentor more about how you will complete this part of the award.

I am going to complete this by:

Key Tip!

Ideas and resources for supporting you completing this part of the award can be found at boys-brigade.org.uk/queens-badge/



Completion Residential

The Completion Residential is not a training course. It will provide opportunities for personal and shared reflection and evaluation; to share experiences, celebrate achievements, challenge opinions, and explore new opportunities within The Boys' Brigade, Church and wider community.

What do I need to do...?

You must participate fully in a Completion Residential:

- (a) no earlier than the session equivalent to Year 12 (England & Wales); S5 (Scotland and Republic of Ireland); or Year 13 (Northern Ireland)
- (b) not less than 12 months from the date of registration, and
- (c) not less than 6 months from the completion of skills-based training.

Key Tip!

Have a look at www.boys-brigade.org.uk for information on a Completion Residential that you might like to attend. Make sure that you book onto a course as soon as possible to avoid disappointment. Many courses are oversubscribed.

The Queen's Badge Completion Residential I hope to attend is:

Date

Venue



Record Activity

You should maintain a log of activity using this Record Book. This Record Book will be your record of all activities and work completed. The assessor in each area of activity will be directly responsible for supervising your progress, reporting on your contributions and achievements. You may have a different assessor for each activity.

It is important that you take time to record each activity and your experiences. You may in the future wish to use this as part of your C.V. when looking for employment. An employer, as well as being able to see what you have achieved, will also see your reflections on the experience.

Key Tip!

You may wish to keep an additional record of your work and progress. DofE regulations require you to keep a log and produce a report on the purpose of your expedition. Whilst this is not part of this record book your assessors may want to view this.

Signing off my action plan

This is a record of what was agreed at the Candidate's Meeting (sign below):

Myself:

Battalion Queen's Badge Advisor:

Company Mentor:

Date:

Should you wish to change any part of this plan you should inform your advisor and discuss this with them to ensure you remain within the Queen's Badge regulations.

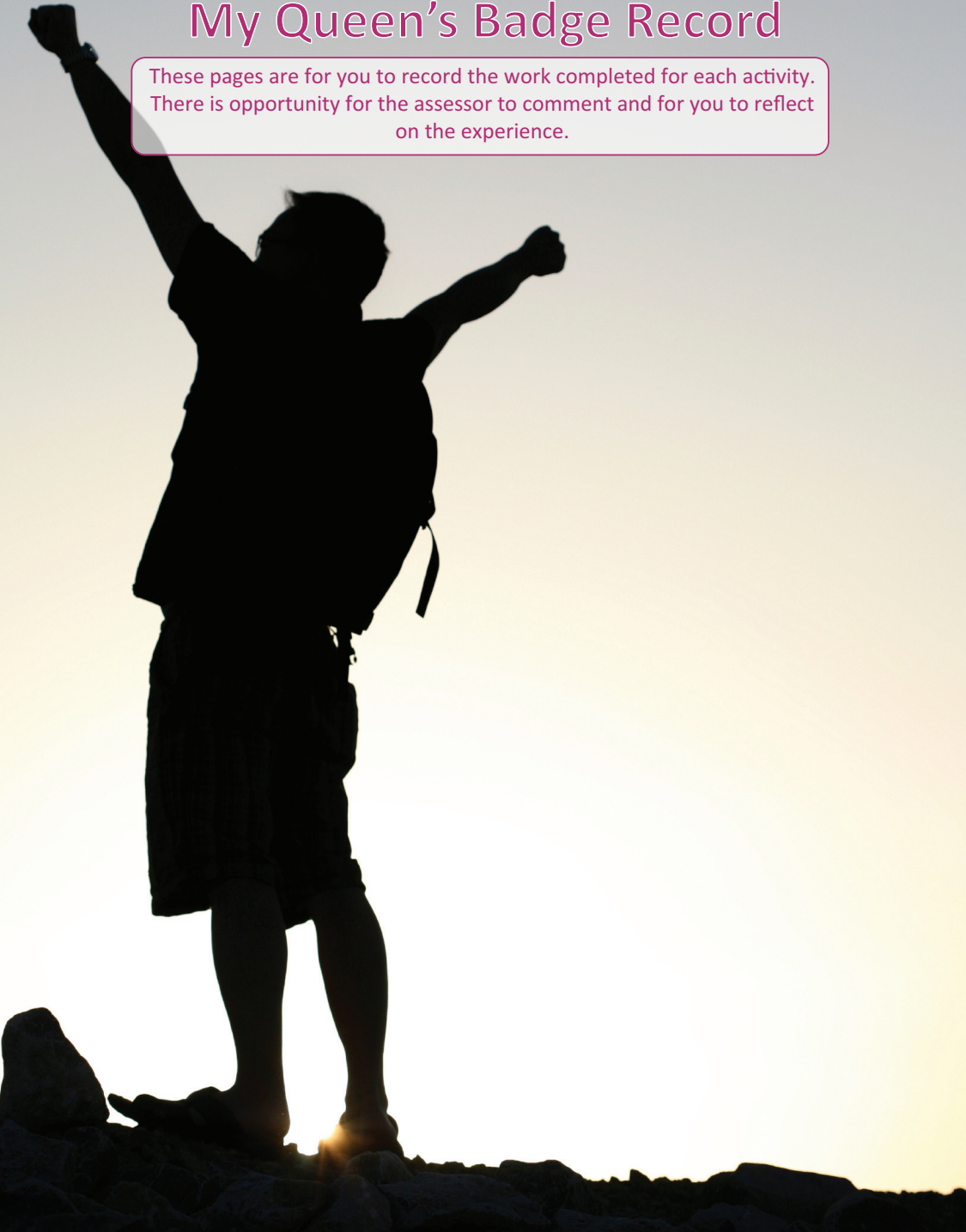
You now have an action plan for your Queen's Badge. Remember that you can choose what to do and in which order.

Key Tip!

Attendance at Skills Based Training should now be given top priority.

My Queen's Badge Record

These pages are for you to record the work completed for each activity. There is opportunity for the assessor to comment and for you to reflect on the experience.



Skills-Based Training

Training Attended

Date Started

Date Completed

Assessor's Name (please print)

Position/Qualifications

Signature

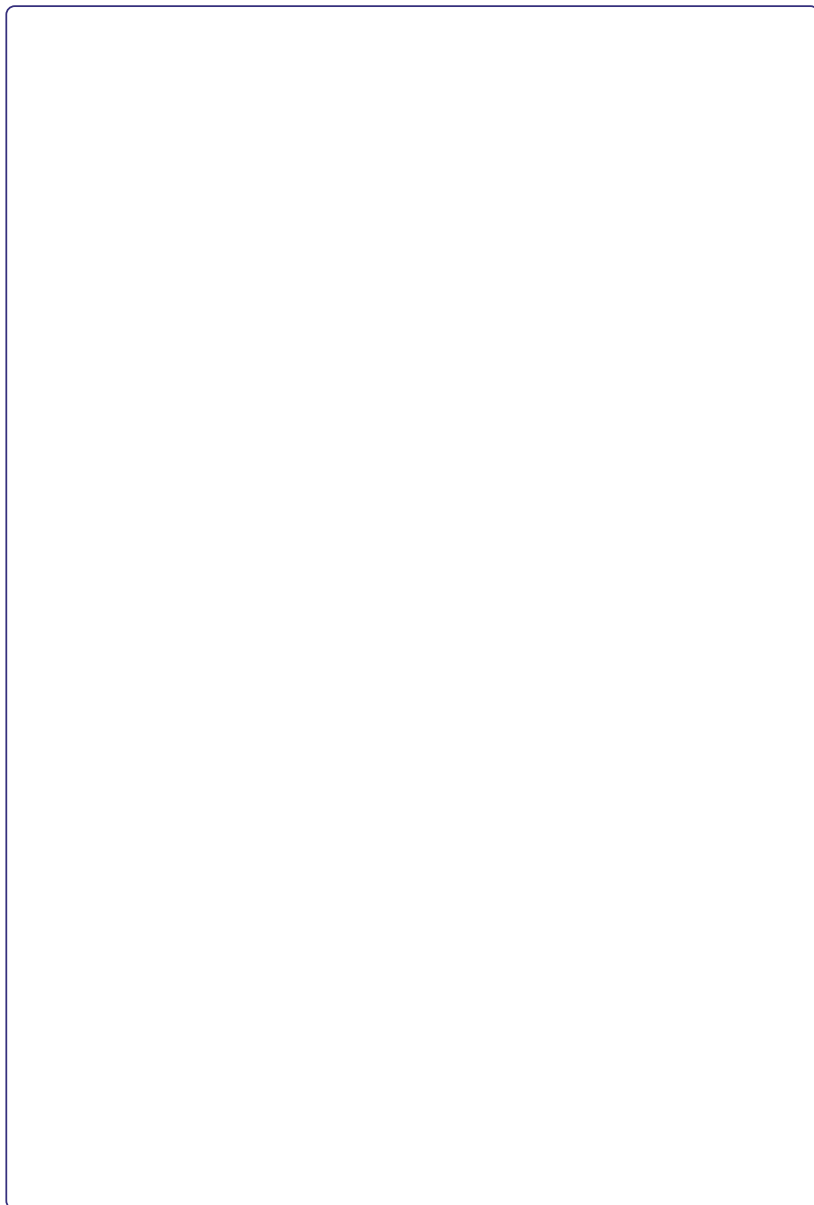
Date

Assessor's Report



Participant's Comments

- Use this space to give your thoughts on the experience



Taking Responsibility within the Brigade or Church



Project/Activity Undertaken

Date Started

Date Completed

Hours Completed

Assessor's Name (please print)

Position/Qualifications

Signature

Date

Assessor's Report



Participant's Comments

You have undertaken a variety of responsibilities within your Company and/or church. Keep a record of the activity you enjoyed the most and reflect on what you have gained. Are you going to continue?



Log of Hours

Date	Activity	Hours Completed	Supervisor's Signature
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Voluntary Service or Support to Others Outside the Brigade or Church



Service or Support Given

Date Started

Date Completed

Hours Completed

Assessor's Name (please print)

Position/Qualifications

Signature

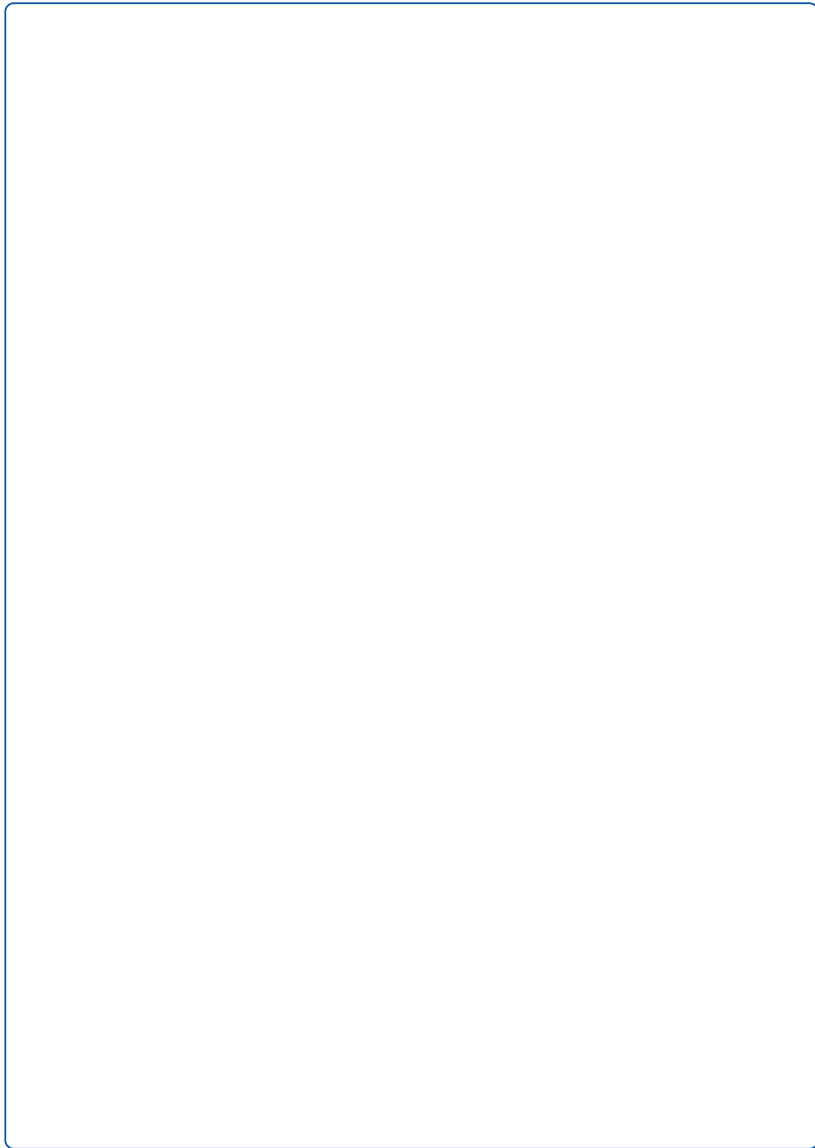
Date

Assessor's Report



Participant's Comments

Through your volunteering you will have provided many hours of service to others. Provide a record of the activity and reflect on what you have gained from it. Is this something you will continue to do?



Log of Hours

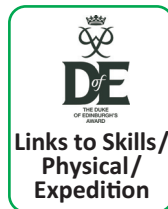
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Log of Hours

Date	Activity	Hours Completed	Supervisor's Signature





Developing Interests

Skills

Date Started

Date Completed

Assessor's Name (please print)

Position/Qualifications

Signature

Date

Assessor's Report



Participant's Comments

By keeping a record of the skill, reflect on the experience and what you have gained.



Remember you must complete 2 activities out of Skills, Physical and Expedition.



Log of Hours

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Physical

Date Started

Date Completed

Assessor's Name (please print)

Position/Qualifications

Signature

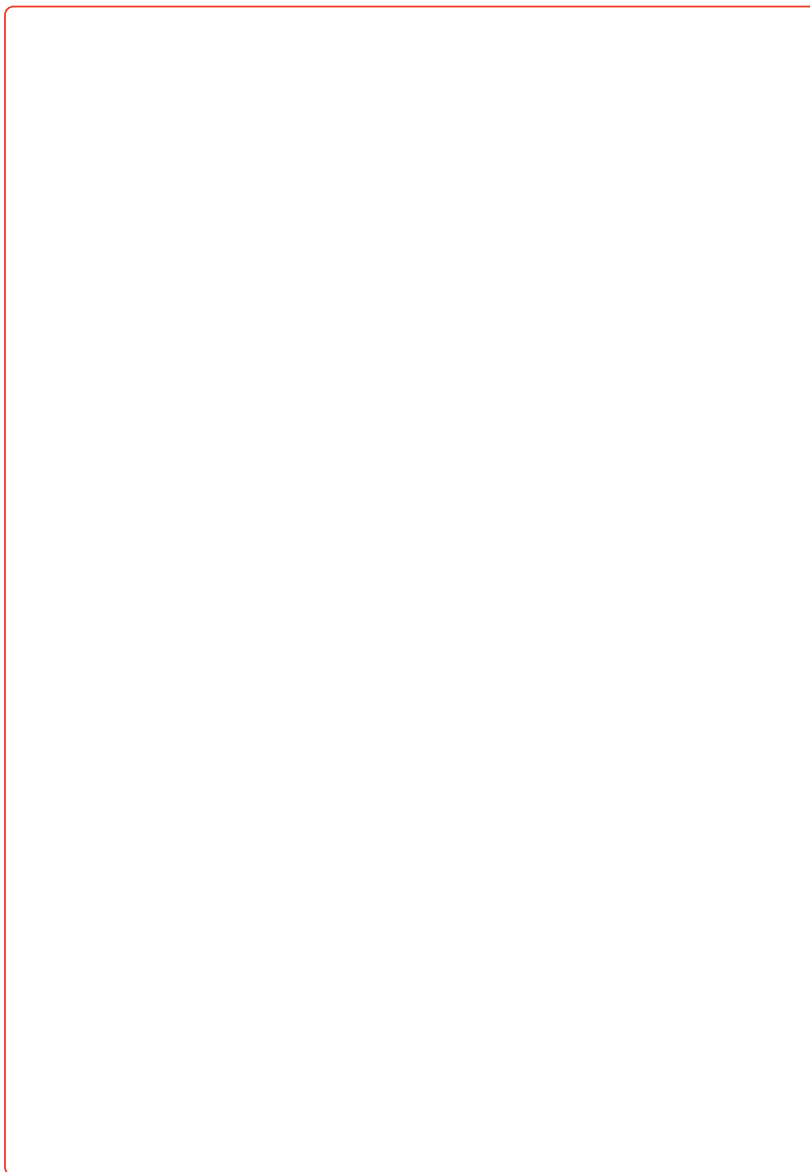
Date

Assessor's Report



Participant's Comments

By keeping a record of the physical activity, reflect on the experience and what you have gained. Remember that the record can be photographic.



Log of Hours

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Expedition

Location

Date Started

Date Completed

Assessor's Name (please print)

Position/Qualifications

Signature


Date

Assessor's Report



Participant's Comments

Keep an appropriate log of your expedition/exploration and give your thoughts on the experience.



Faith Journey

Date Completed

Assessor's Name (please print)

Position

Signature

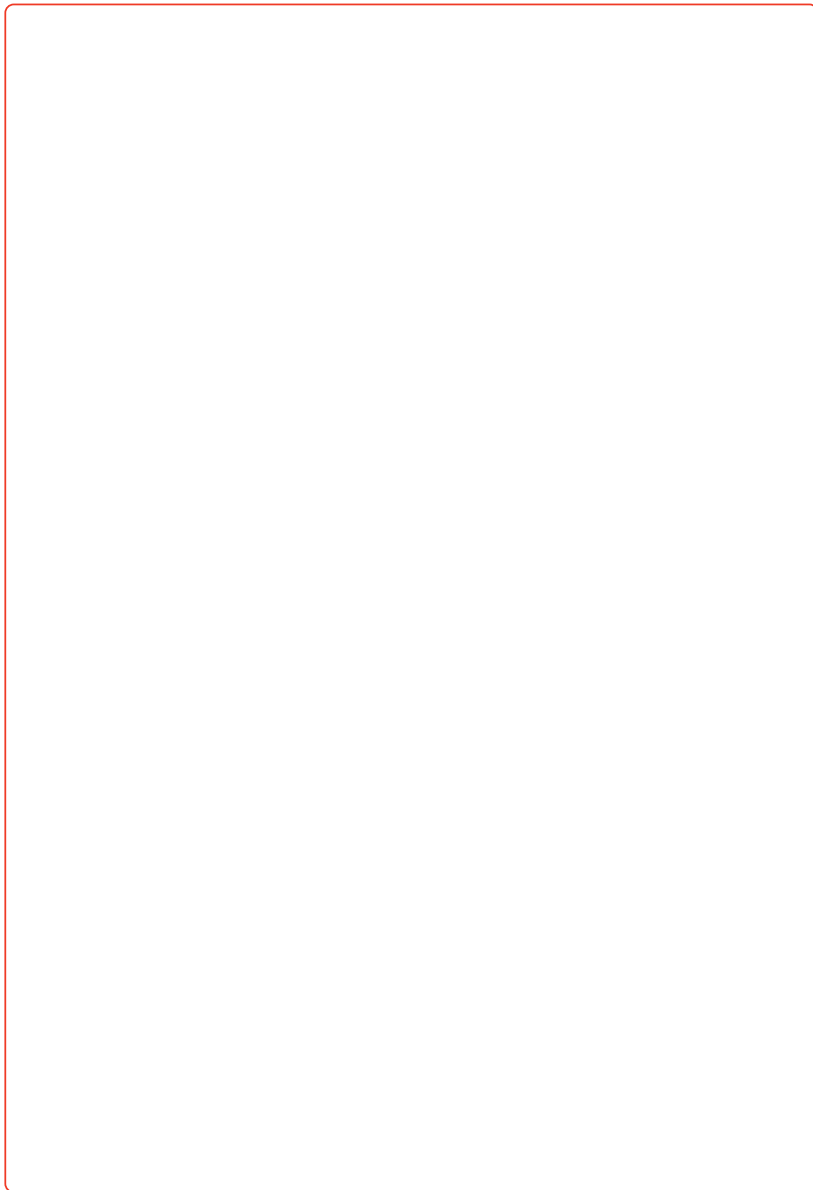
Date

Assessor's Comments



Participant's Comments

Share your thoughts on the experience of completing the Faith Journey element.



Company Captain's Report

I recommend for
 the award of the Queen's Badge and recommend acceptance on the
 Queen's Badge Completion Residential to be held on
 at .

Please comment on their personal development and their response to the
 training and activities undertaken:

Signed

Name (please print)

Date

Completion Residential

Date Started

Date Completed

Location

Assessors's Name (please print)

Signature

Date

Assessor's Report



Participant's Comments

Use this space to give your thoughts on the experience.



Authorisation for the Queen's Badge

Battalion Advisor's Endorsement

I have examined the Record Book and certify that:

- a) The record book is complete.
- b) The programme followed is that agreed by the candidate and myself.

Signed

Name (please print)

Battalion

Date

Completion Residential

has satisfactorily participated in the Queen's Badge Completion Residential held from to at .

District / Area Authorisation

The Award of the Queen's Badge is now authorised.

Signed Date

Name (please print)

How do I apply for the Queen's Badge?

Upon completion of your Queen's Badge Record Book, and having had your book signed by your Company Captain and Queen's Badge Advisor you should ask your Company Captain to apply for the Queen's Badge.

Your Queen's Badge certificate and completed Record Book will be returned to your Company Captain. **Your Company Captain will then arrange for your Queen's Badge to be presented at an appropriate occasion.**

Presentation

The Queen's Badge was presented to

on at

by .

**Stick a picture
of your presentation here**



Congratulations

Congratulations on achieving your Queen's Badge. As you look back over all that you have done you will have many great experiences and memories to be proud of. We hope that you have enjoyed the different activities that you have completed.

Just because you have gained your award, it doesn't mean it all has to end here. Whether you have really enjoyed volunteering, developing a skill or being a leader at BB why not look to see how this could continue.



Health & Safety Checklist

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 Advisor 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 leader 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?

Are there any dangers?

Yes

No

If yes, what?

Who might be harmed?



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

Who might be harmed?

Can the dangers be removed? Yes No

Are you using any chemicals? Yes No

If yes, what?

Have you been issued with protective equipment? Yes No

If yes, what?

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

Yes No

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:

Signed

Date

Name (please print)



Health & Safety Checklist

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 community service work required for the Queen's Badge takes place in a safe environment.

The Captain, Queen's Badge Advisor or another nominated Company leader 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	Verbal Confirmation Received		Copy Seen		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 leader responsible for Queen's Badge work:

Signed Date

Name (please print)

Title



Title



