

This checklist should be completed by the volunteer in conjunction with their manager. The volunteer’s manager should explain the answers to any questions the individual cannot answer.

		YES	NO	N/A
1.	Have you been shown where a health and safety notice board is located?			
2.	Do you know who the first aiders or appointed persons are and how to call them for assistance?			
3.	Do you know where the first aid equipment is kept?			
4.	Have you been told the fire evacuation procedure?			
5.	Do you require any assistance to vacate a premises that could affect the fire evacuation procedures?			
6.	Have you been shown the fire emergency plan for your building/location?			
7.	Do you know where your fire assembly point is?			
8.	Are you aware of any restricted areas in your volunteering location?			
9.	Are you aware of any hazardous chemicals/substances used or stored in the area you volunteer in?			
10.	Have you received training for specialised equipment such as machinery, chemicals or forklift trucks (if applicable)?			
11.	Have you been issued with and shown how to use protective equipment such as goggles, glasses, footwear, lifejackets or protective clothing (if applicable)?			
12.	Have you been advised that all safety, health and environmental incidents must be reported on the SHE incident database?			
13.	Are you aware of how to report a safety, health and environmental (SHE) incident?			
14.	Have you been shown how to access the SHE incident reporting form (electronic or paper)?			
15.	Are you aware that the RNLI encourage any volunteer who has an accident to seek medical treatment?			
16.	Do you know how to get in touch with the RNLI Safety team?			
17.	Are you aware that on becoming pregnant, a volunteer should notify their volunteer manager as soon as possible?			
18.	If you are under 18, has your manager completed a young person’s risk assessment?			

I confirm that the volunteer named below has been informed of the relevant health and safety issues raised in this checklist.

Signed (volunteer) \_\_\_\_\_ Signed (volunteer’s manager) \_\_\_\_\_

Please print name \_\_\_\_\_ Please print name \_\_\_\_\_

Role \_\_\_\_\_ Role \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**The RNLI is the charity that saves lives at sea**

The Royal National Lifeboat Institution, a charity registered in England and Wales (209603), Scotland (SC037736), the Republic of Ireland (CHY 2678 and 20003326), the Bailiwick of Jersey (14), the Isle of Man (1308 and 006329F), the Bailiwick of Guernsey and Alderney, of West Quay Road, Poole, Dorset, BH15 1HZ