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| On Site Work Form |
| **This form must be completed and returned to** contracts.managementgroup@eastsussex.gov.uk  **.** |
| General Information |
| **Road Name and Parish/Town** |  |
| **Date** |  |
| **Lead Volunteer** |  |
| **Works Type** | Weed Maintenance |
| **Highway Type** | Footway |
| **Location of Nearest Hospital** |  |

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| Point of Work Risk Assessment |
| **Is access / egress safe?** | Yes/NoIf no, do not start works. |
| **In anyone else working at the site?**  | Yes/NoIf Yes, do not start works. |
| **Are there any obstructions stopping you from working?**  | Yes/NoIf Yes, do not start works. |
| **Is there evidence of protected species or Invasive plants?**  | Yes/NoIf Yes, do not start works. |
| **Is your equipment fit for purpose?**  | Yes/NoIf no, do not start works. |
| **Do you have the correct PPE for the job?**  | Yes/NoIf no, do not start works. |
| **Main Hazards** | **Understood by Volunteers** | **Control** |
| **Slips Trips and Falls** |  | Keep Site Tidy |
| **Manual Handling** |  | Use mechanical aids and good handling protocols. |
| **Working on a Live Highway** |  | Volunteers are not permitted to work on the Road.  |
| **Weather Conditions** |  | Are weather conditions suitable for the task to be completed. |

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| Lead Volunteer Checklist |
| **Number of Volunteers Present (incl LV)** |  |
| **Volunteers are working in groups of a minimum of 2** | Yes / No\*\* |
| **Volunteers have received a safety talk before works have begun.** | Yes / No\*\* |
| **Volunteers have walked the area and discussed any potential hazards.** | Yes/ No\*\* |
| **Volunteers understand information outlined in the agreement.** | Yes/No\*\* |
| **Point of work risk assessment completed.** | Yes / No\*\* |
| **Are works Safe to Commence?** | Yes / No\*\*If works are not safe to commence please notify ESCC why.\*\*If answered no to any of the above, do not start works. |
| **I confirm that I understand the hazards and controls associated with the activity.** **Signed by LV** |  |