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| On Site Work Form | |
| **This form must be completed and returned to** [contracts.managementgroup@eastsussex.gov.uk](mailto: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/No  If no, do not start works. | |
| **In anyone else working at the site?** | | Yes/No  If Yes, do not start works. | |
| **Are there any obstructions stopping you from working?** | | Yes/No  If Yes, do not start works. | |
| **Is there evidence of protected species or Invasive plants?** | | Yes/No  If Yes, do not start works. | |
| **Is your equipment fit for purpose?** | | Yes/No  If no, do not start works. | |
| **Do you have the correct PPE for the job?** | | Yes/No  If 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** |  |