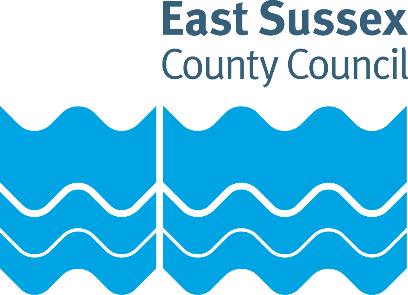
Volunteer Streets Weed Maintenance

Guidance & Agreement



## Contents

[Contents 2](#_Toc123827118)

[Step By Step – What to Expect Overview 3](#_Toc123827119)

[How to Apply 4](#_Toc123827120)

[Volunteer Sign-Up and Agreement 4](#_Toc123827121)

[Training and PPE 5](#_Toc123827122)

[Declaration of Work 5](#_Toc123827123)

[Onsite Work Form 5](#_Toc123827124)

[The Agreement 6](#_Toc123827125)

[Nature of Work 6](#_Toc123827126)

[Why do we maintain weeds? 6](#_Toc123827127)

[Volunteers 6](#_Toc123827128)

[Training for Volunteers 6](#_Toc123827129)

[Guidance for Volunteers 6](#_Toc123827130)

[Before 7](#_Toc123827131)

[During 7](#_Toc123827132)

[After 7](#_Toc123827133)

[Monitoring 8](#_Toc123827134)

[Complaints and Customer Contact 8](#_Toc123827135)

[Nearest Hospital 8](#_Toc123827136)

# Step By Step – What to Expect Overview

|  |  |
| --- | --- |
| Badge 1 with solid fill | **Review your Street**  The street must meet certain criteria before being accepted as a possible street for volunteer weed maintenance. Such as, 30mph or below, residential, must have footpaths, must not include sharp corners or bends. |
| Badge 2 with solid fill | **Lead Volunteer Sign Up**  A representative from the road will need to sign up to become Lead Volunteer. This person will be the point of contact for ESCC if there are any problems, such as reports of overgrown weeds from the public. |
| Badge 3 with solid fill | **Resident Agreement**  The Lead Volunteer must get at least 60% of the residents living on the road signed up to opting out of Weed Maintenance to progress. This does not mean they all need to undertake weed maintenance but shows that the majority of the street agree.  On application ESCC will review and notify you of the outcome. |
| Badge 4 with solid fill | **Volunteer Sign Up**  Once the street has been accepted the Lead Volunteer will need to ensure everyone who wishes to take part with the weed maintenance completes the Volunteer Agreement. |
| Badge 5 with solid fill | **Training**  Training will be provided to all volunteers through a pre-recorded presentation, which can be watched at the volunteer’s leisure. The Lead Volunteer will need to notify ESCC that this has been completed by all. |
| Badge 6 with solid fill | **Personal Protective Equipment**  ESCC will provide the volunteer group with PPE, which will include hi-vis jackets, goggles, and gloves. |
| Badge 7 with solid fill | **Declaration of Works**  The Lead Volunteer will need to complete the Declaration of Work Form and send this to ESCC at least 2 days prior to undertaking any works, each time. |
| Badge 8 with solid fill | **On-site Work Form**  The Lead Volunteer will need to complete the On-site Work Form and send this to ESCC within 2 days after undertaking any works, each time. |
| Badge 9 with solid fill | **ESCC Review**  ESCC supervisors will monitor the area for any issues and feedback to the volunteer group. |
|  |  |

## How to Apply

|  |  |
| --- | --- |
| Within the document bundle you will find the ‘Application Form’. This includes the sign-up sheet for the lead volunteer and log sheet for signatures.  The Lead Volunteer is the representative from the road and will need to complete the Lead Volunteer Registration form. This person will be the point of contact for ESCC.  The Lead Volunteer will need to get at least 60% of the residents living on the road signed up to the scheme using the resident agreement sheet.  Once completed, for review, please send to:  [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk)  ESCC will then update you as to whether the application has been successful. |  |

## Volunteer Sign-Up and Agreement

|  |  |
| --- | --- |
| Everyone who wishes to take part in the weed maintenance on your street must sign the agreement within this document. This outlines what can and cannot be done. Please read from Page 6.  Once signed please send back a copy of the signed page from the agreement. This can be sent as a scan, a photo, or a hard copy.  ESCC will then review these and ensure we have all the requested details. |  |

## Training and PPE

|  |  |
| --- | --- |
| Within the document bundle you will see a presentation named ‘volunteer weed maintenance training’. The presentation has sound and will roll through by itself.  This must be watched by all volunteers and ESCC notified by the LV that it has been watched.  Once the training has been completed ESCC will arrange collection or delivery of the PPE. |  |

## Declaration of Work

|  |  |
| --- | --- |
| To meet the requirements set out by our Insurance Provider and allow volunteers to be insured this form must be completed before you plan to undertake weed maintenance.  The declaration of work form can be found in your document bundle and is to be completed and submitted by the Lead Volunteer. |  |

## Onsite Work Form

|  |  |
| --- | --- |
| To meet the requirements set out by our Insurance Provider and allow volunteers to be insured this form must be completed when on site before you start weed maintenance.  The on site work form can be found in your document bundle and is to be completed and submitted by the Lead Volunteer. |  |

# 

# The Agreement

## Nature of Work

The work which will be undertaken is the removal of weeds and plants from the footway on the agreed road. The volunteers are not permitted to work on the carriageway. The arisings from these works are to be disposed of by volunteers.

These works are only to be undertaken in the agreed area on the footway. No grass cutting of verges or hedge cutting will be undertaken.

Power tools are not to be used.

Please note that our insurers do have the right to refuse cover if they believe we are operating outside of our own agreed risk guidance and therefore it is important to follow the agreed rules/code to ensure we minimise any losses.

Any volunteers who help with the weeding do so expressly on the basis that the lead volunteer does not assume a duty of care towards their fellow volunteers and will not be held personally liable in the event that an injury or loss occurs to another volunteer. Each volunteer must take responsibility for their own personal health & safety and if in any doubt should raise queries or issues with ESCC.

## Why do we maintain weeds?

Weed maintenance on the highway is necessary for the following reasons:

* Weed growth in road gullies and channels can slow down and prevent our drainage systems from working
* Weeds can damage paved surfaces, displace kerbstones and crack walls making maintenance difficult and costly.
* Weeds can create trip hazards
* Weed growth can trap litter and debris.

## Volunteers

The Lead Volunteer (LV) cannot work alone and will need to be supported by other volunteers. All volunteers will need to complete the Volunteer Registration Form and the LV will need to submit these signed to: [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk)

## Training for Volunteers

All volunteers will need to undertake Health and Safety training provided by ESCC to.

This training is pre-recorded and part of the document bundle.

The LV will notify ESCC this has been completed before any works commence.

## Guidance for Volunteers

* Know the locations and requirements of the task and understand the conditions under which they are to be carried out including the acceptable standard and finish.
* All volunteers must start and finish the works at the same time. And must not work alone.
* Ensure that all volunteers are well briefed and that they are aware of and follow statutory regulations and guidelines.
* Ensure that all volunteers have read this document.
* Know how to deal with enquiries and how to report accidents or incidents to ESCC.
* Ensure you understand the risk assessment and method statement as outlined in this document.
* Volunteers are only permitted to work on pavements and footpaths.
* Volunteers are not permitted to work on the vehicular carriageway itself.
* Volunteers should not be put, or put yourself, at any further risk than a pedestrian would by using the pavement.
* The ground must not be broken under any circumstance.
* Volunteers are not permitted in any circumstances to work at height.
* Volunteers are not permitted to use power tools.
* Volunteers must not undertake any task that may exacerbate any health condition.
* Volunteers are not permitted to undertake any maintenance on grass verges or hedges.

ESCC reserves the right to require volunteer activities to stop and may withdraw permission if the tasks are not being carried out appropriately or if any of the council’s conditions or restrictions are not being complied with.

Please note, if the conditions outlined in this agreement are not being followed, volunteers will not be covered by East Sussex County Council insurance.

## Before

* The **Declaration of Works Form** (provided in the document bundle) must be completed at least 2 working days prior to any works being carried out. This also must be submitted each time work is to be undertaken.

## During

* Before any work begins the **On-Site Work Form** (provided in the document bundle) must be completed. This must be completed each time works are carried out.
* Ensure area to be maintained is thoroughly checked for animals, nesting birds and other obstructions before commencing.
* Area should be checked for hazardous waste. Avoid clearance close to potentially hazardous waste. Notify your relevant District or Borough Council if waste is found.
* Consider what PPE is needed for example; gloves, boots, hand cleaning material, first aid kit. ESCC will provide hi-vis jackets, gloves and goggles.
* Always be aware of your surroundings.
* If at any point you feel it is unsafe to continue, you must stop.
* If there is an **incident on the Highway**, no matter how minor, volunteer tasks must stop and the incident must be reported as soon as possible to the Highways Contact Centre (on 0345 608 0193) who will notify the appropriate officers.

## After

* Check that the area or path is clear of obstruction, in particular any cut stems that may have sprung up when cuttings have been removed.
* All waste or arising’s must be removed from site and disposed of appropriately and in accordance with relevant legislation.
* Ensure all volunteers agree works are completed and leave site at the same time.
* Ensure the **Declaration of Works Form** (provided in the document bundle) is submitted to ESCC.

## Monitoring

The council regularly monitors the condition of highway assets throughout East Sussex. Contract and Commercial Supervisors (ESCC staff) or Commercial and Cost Control Officer (ESCC Staff) will carry out spot checks.

If we notice that weeds are at an unacceptable level or pose a potential safety hazard, then we’ll get in touch with the LV to discuss how to remove them and offer support as appropriate. If the weeds remain after an agreed period then, as a last resort, the road will be put back on the glyphosate spraying schedule until a suitable alternative can be found.

If ESCC see or have reports that the volunteer group is not working safely, the volunteer group will not be covered by East Sussex County Council Insurance, asked to stop any works and the area will be put back on the glyphosate spraying schedule until a suitable alternative can be found.

It is imperative that all forms are submitted within the timeframe given. If the conditions outlined in this agreement are not being followed, volunteers will not be covered by East Sussex County Council insurance.

East Sussex County Council staff will then undertake checks after the works have completed.

## Complaints and Customer Contact

Complaints and customer contact will be dealt with through our Highways Contact Centre.

If we receive an increased level of complaints about the weeds on the agreed road this will trigger a review as set out above in the monitoring section.

If a member of the public would like to contact us, please provide them with one of the following contacts:

Phone: 0345 608 0193

Email: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)

The following email address is only for volunteer use, for example if you want to notify us of something or have a question:

Email: [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk)

## Nearest Hospital

Ensure you know the location of the nearest hospital. This can be found on the NHS website by searching your postcode: https://www.nhs.uk/service-search/hospital

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VOLUNTEER REGISTRATION FORM** | | | | | | |
| **First Name** |  | | | **Title** |  | |
| **Surname** |  | | **D.O.B** | | |  |
| **Address** | **Postcode:** | | | | | |
| **Phone number** |  | | | | | |
| **Email** |  | | | | | |
| **Optional: Please provide details of who to contact in an emergency** | | | | | | |
| **Name** | |  | | | | |
| **Address** | |  | | | | |
| **Telephone no** | |  | | | | |

By signing this form, the Lead Volunteer is confirming that; they are familiar with the Guidance document; they agree to support Volunteers carrying out volunteer tasks in their areas; they will ensure that processes are in place with the volunteers to ensure that any agreed volunteer tasks are carried out in accordance with the restrictions and conditions set out in this Guidance document.

|  |  |
| --- | --- |
| **Agreement and Guidance Understood by Volunteer** | |
| **Signed** |  |
| **Date** |  |

**Data protection and personal information collected on forms**

Where we ask you for personal information through a form, this information will only be used for the purpose indicated and it will be held in a secure manner. It will not be used for any other purpose without your permission and will not be kept for longer than necessary.

***By completing this form you are giving consent for us to hold your details in line with data protection legislation.*** Please see our privacy policy for further information:

<https://www.eastsussex.gov.uk/privacy/privacy-cet/>

Please see our Privacy Notice for Highways Volunteers:

<https://www.eastsussexhighways.com/privacy-notice-highways-volunteers>