

## Post Project Review

Project Title	Volunteer Weed Maintenance
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### Purpose of This Document

To collate and review the information and feedback from the trial of the volunteer weed maintenance undertaken through the weed maintenance season of 2023.

To understand the successes and issues faced by volunteers undertaking weed maintenance on select roads.

To present the outcome and conclusions made from this trial.

### Trial Overview

The volunteer weed maintenance gave streets the option to 'opt out' of glyphosate weed spraying. This was done with the expectation that a minimum of 60% of residents of that street agree to be part of the trial and that volunteers would in place undertake some form of weed maintenance.

As a requirement to come under East Sussex County Council insurance an agreement and guidance were included outlining safety and expectations. Training and PPE were provided as well as notification documents to be completed by the volunteers to let ESCC know when they are going to carry out the works and when they have been completed.

This was only an option on cul-de-sacs or residential roads with low-speed limits. See **Appendix A** for list of roads who completed all documentation to become a volunteer street or opted to continue from 2022.

### Benefits Noted

- Brings communities together and creates more community cohesion.
- No Glyphosate used.
- Appeases residents against use of glyphosate.
- Gives residents opportunity to influence what happens to their road.
- Volunteers self-scheduling, rather than relying on ESCC to schedule.

### Issues Noted

- Insurance requirements /volunteer resistance to completing the documentation.
- Variation in completing notification documentation, some roads completed no documentation all year and others submitted documents which had only been partially completed.
- Variation of quality of works (See **Appendix B** for supervisor feedback **and C** for images).
- Large amounts of admin and supervision by ESCC officers and associated costs.

## Appendix 2

- Restrictions on where volunteers can weed e.g. not in road / has to have a pavement, meaning some areas left un-weeded.
- Public perception of volunteers weeding e.g. Highways are not undertaking works they are responsible for.
- Weeds may not have been fully removed e.g. roots may still be intact meaning they come back worse or weeds are allowed to seed and spread.
- Disposal of weeds and soil costly for both ESCC and/or volunteers.

## Insurance

This trial continuing on from 2022 was the first time ESCC Highways had insured volunteers under ESCC insurance.

The standard highways volunteering process requests volunteer groups and/or Parish and Town Councils to obtain their own £10million Public Liability Insurance instead, this means there is less documentation and no notification needed to ESCC as to when works will be undertaken.

## Documentation

Therefore, to undertake this trial and insure volunteers under ESCC insurance, volunteers had to meet the requirements of East Sussex County Council insurance provider, including documentation for certain aspects of the process.

An agreement had to be signed by all volunteers which outlined expectations, what can and cannot be done and provided a standard risk assessment. Training was carried out via a PowerPoint presentation, narrated by an ESCC Officer.

Initially the ESCC insurance provider requested an ESCC officer to be onsite at all times whilst the volunteers undertook work. However, there was not enough officer resource to meet this expectation and it was agreed that completing a notification and completion document would meet that requirement, however ESCC officers would need to undertake ad-hoc inspections.

For 2023 the documentation was reviewed and although the same information was still requested, it was edited to be simpler.

The documentation has received criticism throughout the trial and there has been a reluctance to complete it.

It was found this year that some roads never completed any notification documentation, therefore suggesting either no weed maintenance has been undertaken on that road or it has been undertaken without insurance requirements. Others submitted documentation which was only partially completed, late or provided non-specific dates.

A small proportion of the volunteer streets provided all documentation on time and correctly.

See **Appendix D** for template documents volunteers must complete.

## Weeding Restrictions

Although the roads were low-speed, low-traffic roads, volunteers were not allowed to work within the carriageway or anywhere there was not a footpath. This has therefore created an imbalance of weeds in some places such as the channels.

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### Officer Time

Resource for the trial was utilised from the ESCC Highways Contracts Management Group.

It was found that the initial set up of reviewing applications, responding, and sending the relevant documentation at the beginning of the year was the most time consuming. Followed by correspondence with volunteers over documentation and surveying of the streets by supervisors.

The trial included 12 roads, if more roads were to take up this approach it could quite quickly become resource intensive.

### Feedback from Volunteers

Generally, the feedback received from volunteers has been positive, specifically around bringing communities together and not having glyphosate used on their road.

A supervisor spoke to a resident who advised that residents should be weeding outside their own property but some are some not. Another resident in a different street asked if a section could be trimmed due to it being two foot high.

It has been found that if a road has a strong lead volunteer to coordinate works or County Councillor involvement, they are more likely to have been successful with the trial.

The following are the main issues which have been raised:

Issues	ESCC Response
Complicated documented process	The process is in place to meet ESCC insurance requirements.  Alternatively, the standard Highways Volunteering process is available, whereby volunteers provide alternative insurance cover, and as such requires less documentation.
Issues disposing of weeds.	Requests for bags to dispose of weeds, where residents did not have a green wastebin. Some groups were provided with green waste bins paid for by ESCC. Going forward if this was required on a large scale, a discussion could be held with relevant District and Brough Councils to see how this can be managed or contributed to.

### Customer Cases

Year	Number of cases to do with weeds in trial areas.
2023	7
2022	9
2021	4
2020	6
2019	8

## Appendix 2

There has been no noted increase in customer cases due to the trial.

### General Feedback

Although standard case numbers have remained similar to pre-trial levels, the public have voiced their opposition through other routes, such as directly to Members, on Highways Facebook posts, the complaint process and submission of Information Requests.

The general consensus is that roads with high resident interest and a strong lead volunteer have successfully organised themselves. Concern has been raised around the reduction in interest from other roads, manifested in the lack of maintenance on those streets.

It should be noted that there is a mix of public opinion in terms of how weeds should be maintained, and concerns are more frequently being raised for reasons such as accessibility, safety and aesthetics rather than the technique used.

### Contract and Commercial Supervisor Visits

The Contract and Commercial Supervisors responsible for inspecting the trial locations have noted that generally the locations which have been undertaking the trial for 2 years have larger weeds. However, they have also found deterioration in some of the other trial locations.

Areas with paved footways are more prevalent to weeds, making it harder to maintain. Although some groups have managed to keep areas clear or at least ensure that the pavement has adequate width.

Where volunteers are not able to weed in the road the channels can be seen to have increased weed growth in comparison to the footway.

One of the main issues highlighted is large weeds abutting private property and the highway decreasing the width of the pavement.

See **Appendix B** for supervisor feedback and **C** for images.

## Other Costs

### PPE

For 2023 30 sets of PPE were purchased over the course of the trial for volunteers. The sets included gloves, goggles and hi-vis jackets. The total cost was £150.56.

The total amount of PPE sets across both years purchased was 91 at a total cost of £406.

Only one group returned PPE from the previous year.

### Green Waste Bins

After consultation with Lewes District Council, ESCC paid for 3 volunteer roads to receive green waste bins for a year at a cost of £35 each, totalling £105.

## Outcome & Conclusion

There has been mixed results in terms of the quality of maintenance on volunteer roads as shown in the photos and feedback from the supervisors.

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The insurance paperwork for volunteer groups remains the main issue with volunteer weed maintenance. With some roads not completing any paperwork for the year and others not completing the documentation fully. The information requested cannot be reduced due to the requirement from the Insurance Providers for ESCC insurance.

It is therefore suggested that should the volunteering option go forward the ESCC Insured Volunteering and the Standard Highways Volunteering are run alongside each other. See **Appendix E** for details.

This would be with a very clear understanding that to come under ESCC insurance the documentation must be completed. If it is found that what is being provided does not satisfy the requirements of ESCC then as a last resort the road would be returned to the standard weed maintenance schedule.

Or alternatively the group can look to come under an external insurance through the standard highways volunteering process whereby an agreement and insurance must be provided by volunteers, but no further documentation is needed. This would also allow a group to work across multiple streets. ESCC would just need to be informed of what streets to remove from the weed maintenance programme.

Safety remains the top priority for ESCC and any reports of accessibility or safety issues from volunteer streets would necessitate ESCC taking back the maintenance.

## Appendix A – Volunteer Road Locations

- Leicester Road – Lewes

## Appendix 2

- Lower South Road – Hastings
- New Road – Lewes
- South Street – Lewes
- South Way – Lewes
- St Thomas – Hastings
- Tackleway – Hastings
- Talbot Terrace – Lewes (with Pelham Terrace, Toronto Terrace)
- Alma Terrace Hastings
- Oban Road Hastings
- Clinton Crescent Hastings
- Markwick Terrace Hastings

## Appendix 2

### Appendix B – Supervisor Visit Feedback

Road	When	ESCC Supervisor Review 24/08/2023
Lower South Road – Hastings	Volunteer 2022 & 2023	<b>Green/Amber Condition</b> 3 small areas have been cleared rest of street have small weeds.
St Thomas – Hastings	Volunteer 2022 & 2023	<b>Amber Condition.</b> Few small areas have been cleared but over all very untidy and a lot of weeds.
Tackleway – Hastings	Volunteer 2022 & 2023	<b>Green/Amber Condition.</b> Small area has been untouched small weeds in rest of street
Barnfield Close Hastings	Volunteer 2023	<b>Green Condition</b> No weeds Found.
Alma Terrace Hastings	Volunteer 2023	<b>Green Condition</b> Little to no weeds found.
Oban Road Hastings	Volunteer 2023	<b>Green/Amber Condition</b> Large areas clear of weeds, however few areas where weeds have been untouched
Clinton Crescent Hastings	Volunteer 2023	<b>Amber condition</b> Large areas where no weeds have been found but some areas remain with large amount still present.
Markwick Terrace Hastings	Volunteer 2023	<b>Green Condition</b> Very little weeds found.
Leicester Road Lewes	Volunteer 2022 & 2023	<b>Amber Condition</b> Varying levels of weeds outside properties and along walled edges growing into footway.
New Road Lewes	Volunteer 2022 & 2023	<b>Amber Condition</b> Weeds along edge of footway majority of the street.
South Street Lewes	Volunteer 2022 & 2023	<b>Amber Condition</b> Varying levels of small weeds outside

Appendix 2

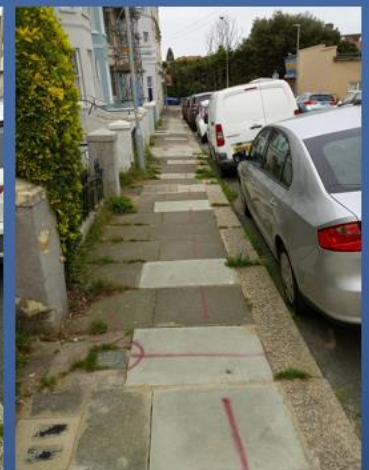
		properties and along walled gardens.
<b>South Way Lewes</b>	<b>Volunteer 2022 &amp; 2023</b>	<b>Green Condition</b> Excellent maintained - no weeds found
<b>Talbot Terrace (with Pelham Terrace &amp; Toronto Terrace) Lewes</b>	<b>Volunteer 2022 &amp; 2023</b>	<b>Red Condition</b> Large amounts of weed around these 3 streets. Impacting space on footway. Especially along side of walled area of Toronto Terrace.



Appendix 2

Appendix C – Images from Supervisor Visit

Lower South Road Hastings





## Appendix 2

### St Thomas Hastings



Appendix 2

St Thomas Hastings





Appendix 2

Tackleway Hastings





Appendix 2

Barnfield Close Hastings





Appendix 2

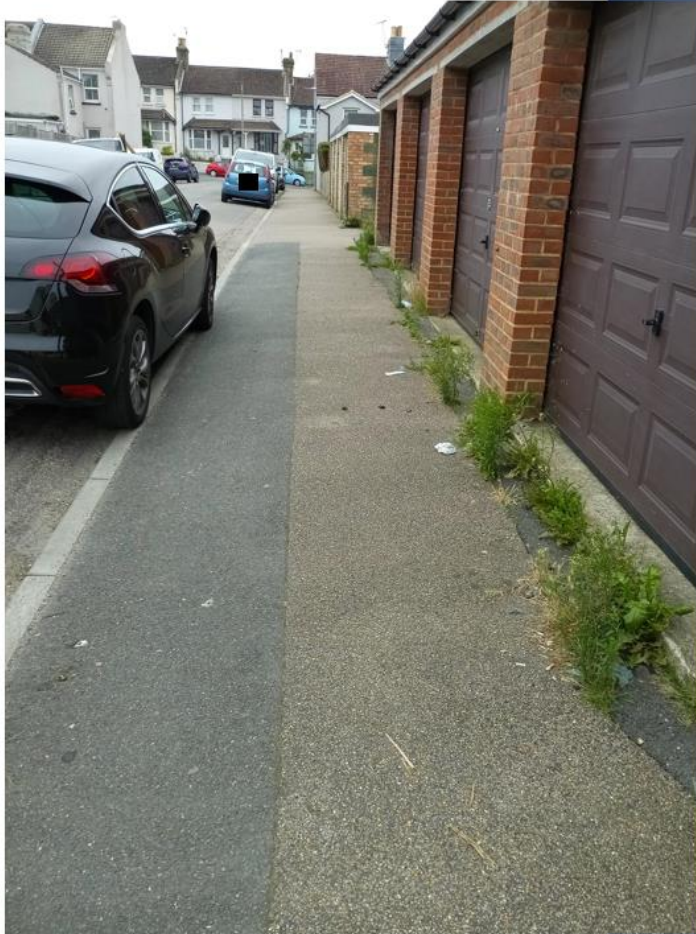
Alma Terrace Hastings





Appendix 2

Oban Road Hastings





Appendix 2

Clinton Crescent Hastings





Appendix 2

Markwick Terrace Hastings





Appendix 2





Appendix 2





Appendix 2





Appendix 2






Appendix 2



Volunteer Streets Weed Maintenance Agreement



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### Step By Step – What to Expect Overview

**Review your Street**

- 1** The street must meet certain criteria before being accepted as a possible street for volunteer weed maintenance. Such as, 30mth or below, residential, must have footpaths, must not include sharp corners or bends.
- 2** **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.
- 3** **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 agrees.  
On application ESCC will review and notify you of the outcome.
- 4** **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.
- 5** **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.
- 6** **Personal Protective Equipment**  
ESCC will provide the volunteer group with PPE, which will include hi-vis jackets, goggles, and gloves.
- 7** **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.
- 8** **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.
- 9** **ESCC Review**  
ESCC supervisors will monitor the area for any issues and feedback to the volunteer group.
- 10** **Outcome**  
The Volunteer Streets project will be reviewed at the end of 2023 and a decision will be made as to whether it continues. This decision, once made, will be fed back to the 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.

**Application Form**

Road Name: \_\_\_\_\_  
Road or Foot: \_\_\_\_\_

**Lead Volunteer Registration**

ESCC (The Neighbourhood Clean-up team) will be the point of contact for the road signing up to the scheme.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Optional: Please provide details of who to contact in an emergency  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

Resident Name/Number	Signed Name	Signature

### 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.

**VOLUNTEER REGISTRATION FORM**

First Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: 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 the scheme (including any volunteer tasks in their area), they will ensure that processes are in place with the intention to ensure that any request (including legal notices) are met and that the scheme will be successful.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**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.

Declaration of Work	
This form must be completed and returned to: <a href="mailto:contracts.management@eastsussex.gov.uk">contracts.management@eastsussex.gov.uk</a>	
At least 2 working days before the work commences.	
General Information	
Road Name and Postcode	
Site Area (Measurement will be undertaken)	
Number of Volunteers who will be involved	
Vehicle Type	Weed Maintenance
Highway Type	Footway
Location of Nearest Hospital	
Preparation for Work	
To complete this form correctly working at least 2 days before work starts	YES
To complete this form correctly working at least 2 days before work starts	NO

**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.

On Site Work Form	
This form must be completed and returned to: <a href="mailto:contracts.management@eastsussex.gov.uk">contracts.management@eastsussex.gov.uk</a>	
General Information	
Road Name and Postcode	
Site Area	
Lead Volunteer	
Vehicle Type	Weed Maintenance
Highway Type	Footway
Location of Nearest Hospital	
Point of Work Risk Assessment	
To access (egress) site?	YES
To complete this form correctly working at least 2 days before work starts	YES
To complete this form correctly working at least 2 days before work starts	NO
To complete this form correctly working at least 2 days before work starts	YES
To complete this form correctly working at least 2 days before work starts	NO

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**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.management@eastsussex.gov.uk](mailto:contracts.management@eastsussex.gov.uk)

**Training for Volunteers**

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

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.

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- 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.

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**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.management@eastsussex.gov.uk](mailto:contracts.management@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>

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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-cek/>

Please see our Privacy Notice for Highways Volunteers:  
<https://www.eastsussexhighways.com/privacy-notice-highways-volunteers>

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## Declaration of work form

Declaration of Work	
This form must be completed and returned to <a href="mailto:contracts.management@eastsussex.gov.uk">contracts.management@eastsussex.gov.uk</a> - <b>At least 2 working days before the work commences.</b>	
General Information	
Road Name and Parish/Town	
Date Weed Maintenance will be undertaken	
Number of Volunteers who will be involved	
Works Type	Weed Maintenance
Highway Type	Footway
Location of Nearest Hospital	

Preparation for Work	
Is anyone else currently working at the site?	<b>Yes/no</b> - If yes, works cannot start until others have left site.
Do you foresee there being any obstructions that would stop you from working?	<b>Yes/no</b> - If yes, please explain.
Do you have the correct PPE for the job?	<b>Yes/no</b> - If no, please explain.
Have re-read and understood the agreement.	<b>Yes/no</b> - If no, works cannot go ahead.
Signed by Lead Volunteer	
Date Form Submitted to CMG	

# Appendix 2

## Onsite Work Form

On Site Work Form	
This form must be completed and returned to <a href="mailto:contracts.management@eastsussex.gov.uk">contracts.management@eastsussex.gov.uk</a>	
General Information	
Road Name and Parish/Town	
Date	
Lead Volunteer	
Works Type	Weed Maintenance
Highway Type	Footway
Location of Nearest Hospital	

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.

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?	**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	

## Risk Assessment

Risk Assessment	
Contract:	East Sussex County Council
Operation/Activity:	Volunteer Weed Maintenance
Risk Assessment No.:	ESCC-HS-002L or H
Part A - Introductory Information	
Operation	This work involves volunteers removing weeds from East Sussex County Council footways using hand tools to overcome the necessity to administer environmentally harmful herbicides. This work is to be undertaken at year round in various locations across the County.
Briefly describe the Job, Location, Scope & Duration	
Associated Method Statements & Risk Assessments	HSI MS 002 Volunteer Weed Maintenance
Note - Specific Risk Assessment Templates are available within the SHE Management System for dealing with specific risks such as COSHH, Noise, HAVS, Fire, Young Persons, Manual Handling, Legionella etc. Where relevant complete a specific risk assessment, reference above and include within the overall RA/MS documentation.	

Contract:		East Sussex County Council				
Operation/Activity:		Volunteer Weed Maintenance				
Risk Assessment No.:		ESCC-HS-002L or H				
Part B - Integrated Risk Assessment						
No	Hazards (potential for harm)	Who may be harmed	Initial Risk: likely result if hazard is realised	Severity (S) Likelihood (L) Risk Rating	Control Measures	Residual Potential for Harm: Severity (S) Likelihood (L) Risk Rating
1	Extreme allergic reaction to stings or bites.	Volunteers	Anaphylactic Shock, death	5 2 10	Volunteers with known conditions should be assigned to monitoring tasks. Any known conditions and antihistones (EpiPens) should be declared to the duty supervisor prior to starting work.	5 1 5
2	Extremes of cold & hot weather	Volunteers	Hypothermia, heat stroke, dehydration, sunburn, fatigue	3 3 9	Appropriate clothing must be provided for the prevailing weather conditions. If temperatures fall below freezing, gale force winds or thunderstorms develop then work must stop. In extreme heat, water & sun cream must be provided. If at any time a volunteer feels unwell, work must stop until temperatures normalise.	3 1 3
3	Contact with contaminated soil, hazardous waste, animal faeces and water-borne diseases	Volunteers	Lyme's Disease, Weil's Disease, Tetanus, Hepatitis B	4 2 8	Scan the area for potential risks and remove these in a safe manner prior to commencing work. If the volunteers do not have the equipment or knowledge to do this, raise the matter with East Sussex Highways and do not commence work until the risk has been removed.	4 1 4

4	Contact with needles or other sharp objects	Volunteers	Cuts or even infectious disease	4	2	8	Scan the area for potential risks and remove these in a safe manner prior to commencing work. PPE of the type recommended in the Method Statement should be worn at all times. If the volunteers do not have the equipment to safely remove any dangerous objects, raise the matter with East Sussex Highways and do not commence work until the risk has been removed.	4	1	4
5	Stepping off the pavement	Volunteers & Public	Struck by passing vehicle	4	2	8	Volunteers to work towards the carriageway edge whilst standing centrally in the footway. Work to stop and footway to be left clear for passing pedestrians.	2	1	2
6	Crossing the road	Volunteers	Struck by passing vehicle	4	2	8	The road should only be crossed at a location where traffic approaching from either direction can be clearly seen.	4	1	4
7	Manual Handling	Volunteers	Muscle sprains & Strains	3	2	6	All manual lifting to be done in accordance with the Method Statement.	3	1	3
8	Tripping over tools	Volunteers & Public	Potential for trips and falls	3	2	6	All tools to be stored in a safe place away from the work area when not in use.	3	1	3
9	Hand tool use	Volunteers & Public	Abrasions and bruising	2	2	4	Tool handles to be pulled to the side of the body not directly towards the user. Spotters to ensure tool are not in use when pedestrians are passing.	2	1	2

10	Injured by broken tools	Volunteers & Public	Possible cuts and lacerations	2	2	4	All tools to be checked and in good condition at the start and at least once during the shift. Any damaged or broken tools should be removed from the work area, disposed of as soon as practicable and replaced as soon as possible. If no suitable tools are available, work should stop until new equipment has been sourced.	3	1	3
11	Insects and stinging plants	Volunteers	Bites & Stings	1	3	3	PPE to be worn at all times, insect repellent is recommended for all volunteers.	1	1	1

Risk Assessment score rating		Severity of Impact (S)		Likelihood (L)	
1	Very Unlikely	1	Insignificant	1	Very Rare
2	Unlikely	2	Minor - Minor Injury (no lost time)	2	Rare
3	Minor	3	Equipment - Lost Time Injury	3	Occasional
4	Major	4	Severe - Major Injury (lost time)	4	Frequent
5	Critical/Unlikely	5	Very Severe - Fatality	5	Very Frequent

**Conclusions**  
**High (Red)** STOP! Hazard must be removed or all practicable steps are to be taken to reduce level of risk  
**Medium (Amber)** Risk to be controlled as far as is reasonable practicable  
**Low (Green)** Risk to be controlled as far as is reasonable practicable

## Appendix 2

### Method Statement

During the weed removal process, volunteers will be required to remove weeds from gaps between the footway and adjacent property and/or the footway and the curb or other edge of carriageway. Where the footway comprises slabs or other block materials joints between individual footway components may need to be cleared.

After preliminary investigations, the most effective and safe form of removal will be applied. Physical removal of the plant and disposal will be required. This should take the form of hand-held tools; long handle hoes or similar are the recommended implement.

After removal it is the volunteer's responsibility to ensure all recovered material is disposed of in suitable, safe way and in accordance with the relevant legislation.

### Method.

Only work in agreed areas must be carried out.

Appropriate PPE must be worn at all times.

Sturdy footwear ideally with a reinforced soul and steel toe cap should be worn.

All work should be undertaken in pairs with one volunteer maintaining a safety observation role ensuring neither a volunteer or the public are put at unnecessary risk by the weeding activity. If a member of the public approaches the work area, work must stop and the resident allowed to pass in safety and then continue once it is safe to do so.

All tools should be checked for safety at the start of every shift and at least once, ideally more times during the day. Any tools not in a safe condition should be removed from the work area, disposed of and replaced as soon as possible. Any tools not in use must be stored away from the work area so as not to present a risk to volunteers and the public.

All arisings must be bagged at regular intervals and the bags moved to a safe location away from the work area so as not to become a trip hazard to volunteers or the public. Care should be taken when lifting any bags of waste, follow the guidance below for the safe lifting of heavy loads, never lift more weight than you can comfortably carry:

### Manual Handling

**Planning** – Can I handle the load? Can a lifting aid be used? Do I need help? What are the hazards?

**Posture** – Keep your feet apart. Slightly bend your back, hips and knees. Keep shoulders level and facing forwards. Keep the load close to the body. Don't over stretch your back.

**The Lift** – Raise the load whilst straitening your legs. Keep the load close to your waist. Keep your head up. Move smoothly. Do not twist or turn.

### Conclusion.

The work will be carried out with consideration of the general public and wildlife. With the precautions being taken, there will be minimal risk to the general public or E.S.C.C volunteers during this work.

## Training Presentation

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# Appendix 2

### Hazards

- A hazard is something that has the potential to harm you.
- In its simplest form, identifying hazards involves asking yourself "Where can people come to harm?"
- Example: When crossing the road, the car is the hazard.

### Risk

- The next thing you need to know about is risk. Can someone be harmed by the hazard you have identified?
- "What is the chance that I will trip on my tools if I leave them lying around?"

### Likelihood & Severity

Given the potential negative outcome, we often look at risk as being the combination of likelihood and severity.

In other words: "How likely is it that I will fall over my tools?" and "If I do fall over them, then what harm will it come to? Will I suffer major injuries or even be killed?"

So, you need to assess how likely it is that someone can be harmed by how you carry out your work.

And the severity. Could it cause minor cuts and bruises or serious injury?

### Agreement - Appendix B

This is the risk rating from the agreement. It shows how severity and likelihood are measured.

Severity (S)	Likelihood (L)	Risk Level
1	1	Very Low
2	2	Low
3	3	Medium
4	4	High
5	5	Critical

### Control Measures Or Mitigation

- You then put in place control measures which include actions that can be taken to reduce the potential of exposure to the hazard, remove the hazard or reduce the likelihood of the risk of the exposure to that hazard being realised.
- Going back to the example of tripping over your tools, you may decide that the most suitable control measure is for everyone to put their tools back in one bucket once finished using.

### Agreement - Appendix B

Hazard	Risk	Control Measure	Likelihood (L)	Severity (S)	Risk Level	Comments
Tripping over tools	High	Put tools in a bucket	2	3	Medium	Ensure bucket is clearly marked and placed in a safe location.
Working near traffic	High	Use traffic cones and signs	4	3	High	Ensure cones are placed at regular intervals and signs are clearly visible.
Use of hand tools	Medium	Use safety gloves and eye protection	3	3	Medium	Ensure PPE is worn at all times and is in good condition.
Working in the dark	High	Use reflective clothing	4	3	High	Ensure reflective clothing is worn at all times.
Use of machinery	High	Use safety barriers and stop signs	4	4	Critical	Ensure barriers are placed at all times and stop signs are clearly visible.
Use of power tools	High	Use safety glasses and ear protection	4	4	Critical	Ensure PPE is worn at all times and is in good condition.
Use of heavy machinery	High	Use safety barriers and stop signs	4	4	Critical	Ensure barriers are placed at all times and stop signs are clearly visible.
Use of heavy machinery	High	Use safety barriers and stop signs	4	4	Critical	Ensure barriers are placed at all times and stop signs are clearly visible.
Use of heavy machinery	High	Use safety barriers and stop signs	4	4	Critical	Ensure barriers are placed at all times and stop signs are clearly visible.

### Things to think about

### Things to think about

Working near the highway can be hazardous due to the environment. There are many things to think about, some of which we will go through today. However this is not exhaustive.

- Live traffic
- Working close to the public
- Lifting operations
- Hand tools
- Holes & Height
- Falls and falling objects
- Working close to water
- Dangerous substances
- First Aid
- Visibility

### Live traffic

You will be working near a live highway. It is important you are aware of your surroundings.

- What could happen if you accidentally step off the pavement in live traffic? Ensure you know the width of the pavement. There should be no need to walk backwards.
- Traffic overtaking to avoid something could hit into the road and do not stand in the road. Don't leave anything which could fall into the road and do not stand in the road.
- What is the safest place to cross the road? Agree a crossing point between all volunteers.
- What time in the day is it best to carry out weed maintenance? Perhaps after the work/school run and not in the dark.

### Working close to the public

The pavement will be open to be used by the general public. Consideration must be given to this.

- What could happen if you leave your tools around? Ensure you know the width of the pavement. There should be no need to walk backwards.
- Could you force a member of the public into the road due to where you are working? Don't leave anything which could fall into the road and do not stand in the road.
- Although that weed is pretty, if you leave it there could you cause a trip hazard? Agree a crossing point between all volunteers.

### Hand tools

You are only permitted to use hand tools. No powered tools.

- How appropriate are the tools you are using? Old, wobbly, screws missing hand tools may not be the most appropriate.
- Should you ever leave your tools unmonitored? No. Always ensure volunteers are keeping tools tidy. Never leave tools alone.
- Where should tools be kept whilst working? Volunteers could agree a monitored area or bucket to keep all tools together.

### First Aid (Health)

It is important to know what to do next if the unfortunate happens.

- Do you know where your nearest hospital is? It's important to know where this is and how you would get there.
- Do you know what number to call? 999 for emergencies & 111 for non-emergencies.
- Do your volunteers know where to find a first aid kit? Can be handy in many situations.
- Are you aware of any allergies or medical needs your volunteers may have? For example, a volunteer may have an allergic reaction to a plant.

### Safety

- Are there enough volunteers to ensure no one is working alone? No one should be undertaking weed maintenance by themselves.
- Has your group taken the necessary action to protect themselves? Gloves, goggles, sun protection.

### Before During After

### Before

The Declaration of Work Form must be completed at least 2 working days prior to any works being carried out. And sent to us.

This also must be submitted each time work is to be undertaken.

### During

On site work form

Must be completed when you are onsite ready to start work. But before you start.

This then must be sent back to us after works have concluded.

### During

- ARE YOU WEARINGS? (Safety vest, reflective clothing, high visibility clothing, reflective boots, reflective gloves, reflective socks, reflective shoes, reflective hat, reflective cap, reflective visor, reflective goggles, reflective sunglasses, reflective glasses, reflective contact lenses, reflective hearing aids, reflective hearing protection, reflective earplugs, reflective earbuds, reflective earcups, reflective earmuffs, reflective earmicrophones, reflective earbuds, reflective earcups, reflective earmuffs, reflective earmicrophones)
- ARE YOU WEARINGS? (Safety vest, reflective clothing, high visibility clothing, reflective boots, reflective gloves, reflective socks, reflective shoes, reflective hat, reflective cap, reflective visor, reflective goggles, reflective sunglasses, reflective glasses, reflective contact lenses, reflective hearing aids, reflective hearing protection, reflective earplugs, reflective earbuds, reflective earcups, reflective earmuffs, reflective earmicrophones)
- DO YOU HAVE ANY PPE? (Safety vest, reflective clothing, high visibility clothing, reflective boots, reflective gloves, reflective socks, reflective shoes, reflective hat, reflective cap, reflective visor, reflective goggles, reflective sunglasses, reflective glasses, reflective contact lenses, reflective hearing aids, reflective hearing protection, reflective earplugs, reflective earbuds, reflective earcups, reflective earmuffs, reflective earmicrophones)
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### 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.
- Once works have been completed the LW must notify ESCC by emailing the On-Site Work Form to: [Control@malvernopen.gov.uk](mailto:Control@malvernopen.gov.uk) within 2 working days.

Appendix E – Volunteering Options

**Weed Maintenance Volunteering Options**

Any volunteer undertaking maintenance on the Highway needs to be covered by a minimum of £10 Million Public Liability insurance.

There are two options available:

Insurance Provided by:	East Sussex County Council	External Group (Standard Highways Volunteering Process) : Community Group, Parish, Town, District, Borough Council
Documentation Required	<ul style="list-style-type: none"> <li>• Signed Agreement by all volunteers.</li> <li>• Training completed by all volunteers.</li> <li>• Notification document sent when works are undertaken and completed by Lead Volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Signed Agreement by relevant external group.</li> <li>• Evidence of insurance provided.</li> </ul>
Benefits of Option	<ul style="list-style-type: none"> <li>• Allows residents to take part in weed maintenance without creating own documentation or insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Little paperwork or admin.</li> <li>• Groups can weed ad hoc.</li> <li>• Groups can cover a large area, not just one single road.</li> </ul>
Restrictions of Option	<ul style="list-style-type: none"> <li>• Groups cannot undertake weed maintenance ad hoc.</li> <li>• Amount of admin/paperwork.</li> <li>• Only suitable for individual roads.</li> <li>• Request to wear full PPE supplied including goggles due to requirement from insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliant upon an external group taking responsibility.</li> </ul>

In all cases if it is found from safety inspections a group is not maintaining the weeds to keep an accessible footway, contact will be made with the relevant lead volunteer, County Councillor or external group giving an opportunity to carry out further maintenance. If an issue persists the area will be added back onto the standard weed maintenance schedule.