

Generic Risk Assessment Checklist for OXTOG Volunteers

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| Activity being Risk Assessed: | |
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| What are the hazards? | YES | NO | What do you need to do? | Action by whom? | Done |
|--|-----|----|---|-----------------|------|
| Do you need to step into the Highway? | | | Ensure work does not take place from the carriageway. Avoid going onto road whenever possible. | | |
| Are there any trip hazards? | | | Check area around before carrying out work. Avoid hazards whilst working by being vigilant. | | |
| Is there an electrical supply in the area? | | | Check for electrical supply. DO NOT CLEAN a sign that is attached to a pole with an electrical supply. Do not dig | | |
| Will the work affect Highways users? | | | Be aware of the need for users of the highway to have access and visibility at all times. | | |
| Do you have the correct PPE? | | | Appropriate PPE to be worn: High visibility jackets, gloves, safety glasses, suitable footwear. Use provided/recommended equipment as per O.C.C. Method Statement. | | |
| Do you have a partner to work with? | | | Always work in pairs. One person to work, while one person acts as 'watcher' looking out for approaching hazards | | |
| Do you have a mobile phone available? | | | Any accident or incident should be reported to your Parish/Town Council who will then also report to the contact at OCC. | | |

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| Risk Assessment Completed by (Name): | |
| Authorised by Line Manager (Name): | |
| Reviewed by: | |
| Distribution List: | |
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