

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------|--------------------|----------------|
| Playing Field | 1. Overseed the field once annually | October | Annual | HW Supervisor | 3 |
| | 2. Remove leaves from lower end of field | Autumn | Weekly | HW Team | 3 |
| | 3. Aerating and roll field every two weeks when conditions are suitable | October to March | Ad hoc | HW Team | 3 |
| | 4. Repair damage caused by football games, including soil and seed applications | September to April | Weekly | HW Team | 3 |
| | 5. Weeding of Cricket Net area including synthetic surface | March/November | Bi-annual | HW Team | 3 |
| | 6. Preparation of football pitches for the season | September | Annual | HW Team | 3 |
| | 7. Trim trail inspected for damage, bark area maintained weekly | Throughout the year | Weekly | HW Team | 3 |
| | 8. Re-mark pitches weekly | September to March | Weekly | HW Team | 3 |
| | 9. Prepare and repair pitches for 5-a-side football coaching | School holidays except winter half term | Ad hoc | HW Team | 3 |
| | 10. Erect and dismantle goal posts and nets weekly | September to April | Weekly | HW Team | 3 |
| | 11. Application of fertilizer (spring/summer, autumn/winter) | April & September | Quarterly | HW Team | 3 |
| | 12. Purchase of & maintenance to goal posts and nets, goal slots and all football lines | September to April | Ad hoc | HW Team | 3 |
| | 13. Mowing of playing field once weekly | March to October | Weekly | HW Team | 3 |
| | 14. Strimming of benches and bins monthly | March to October | Monthly | HW Team | 3 |
| | 15. Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable) | March | Annual | HW Team | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Playing Field | 16. Preparation of school athletic tracks | May to July | Weekly | HW Team | 3 |
| | 17. Re-measure bottom pitch and re-plot area with plastic markers and move goal slots | April | Annually | HW Team | 3 |
| | 18. Maintain irrigation system | Throughout the year | Ad hoc | HW Team | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Cricket Pitch | 1. Light scarification to remove dead grass in several directions | March | Bi-annual | HW Team | 3 |
| | 2. Cut grass at start of season to 15mm complete with light rolling | March | Annual | HW Team | 3 |
| | 3. Cut grass to 12mm complete with light rolling | April | Annual | HW Team | 3 |
| | 4. Brush daily | Throughout the year | Daily | HW Team | 3 |
| | 5. Hand weed/spot weed | April to September | Weekly | HW Team | 3 |
| | 6. Worm control if required | April to September | Monthly | HW Team | 3 |
| | 7. Light roll, adjusting weight as necessary | April to September | Weekly | HW Team | 3 |
| | 8. Repair to Cricket Nets as and when required | Throughout the year | Ad hoc | HW Team | 3 |
| | 9. Fine turf fertilizer application | April to September | Quarterly | HW Team | 3 |
| | 10. Maintain Cricket Score Hut | April to September | Ad hoc | HW Team | 3 |
| | 11. Install H&S signs for cricket games, remove after game | April to September | Weekly | HW Team | 3 |
| | 12. Remove & reinstall barrier rope and pins from cricket square weekly | April to September | Weekly | HW Team | 3 |
| | 13. Measure& mark out cricket pitches & boundary line before season commences | April | Annual | HW Team | 3 |
| | 14. Cut cricket square weekly | April to September | Weekly | HW Team | 3 |
| | 15. Prepare playing strips 3 times weekly | April to September | Weekly | HW Team | 3 |
| | 16. Roll cricket square weekly | April to September | Weekly | HW Team | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Cricket Pitch | 17. Irrigate cricket square when required | April to September | Ad hoc | HW Team | 3 |
| | 18. Repair cricket strips weekly | April to September | Weekly | HW Team | 3 |
| | 19. Receive cricket teams twice weekly | April to September | Weekly | HW Team | 3 |
| | 20. Scarify cricket square monthly | April to September | Monthly | HW Team | 3 |
| | 21. End of season renovation | September | Annual | HW Supervisor | 3 |
| | 22. Installation of cricket screens | April | Annual | HW Team | 3 |
| | 23. Repair of cricket screens | September | Ad hoc | HW Team | 3 |
| | 24. Re-mark cricket boundary during cricket season | Weekly | Weekly | HW Team | 3 |
| | 25. Spike cricket square every 2 nd month | October to February | Ad hoc | HW Team | 3 |
| | 26. Renovate cricket square at the end of the season | September | Annual | HW Supervisor | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|------------|-----------------------------------------------------------------------------------------------------|------------------------|-------------------|--------------------------------------|--------------------------|
| Playground | 1. Playground opened at 7.30am and closed 45 mins before dusk | Throughout year | Daily | HW Team | 3 / 4 |
| | 2. All playground items inspected daily for defects | Throughout year | Daily | HW Team | 3 / 4 |
| | 3. Playground toilets cleaned daily & regularly inspected | Throughout year | Daily | HW Team | 3 / 4 |
| | 4. Weekly equipment inspection with a checklist filled out | Throughout year | Weekly | HW Team | 3 / 4 |
| | 5. Maintenance or repairs to and replacement of equipment when required | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 6. Sweeping of surfaces, raking of bark daily | Throughout year | Daily | HW Team | 3 / 4 |
| | 7. Sandpits forked weekly | Throughout year | Weekly | HW Team | 3 / 4 |
| | 8. New playbark installed | When required annually | Annually | HW Team / HW Supervisor | 3 / 4 |
| | 9. Litter bins serviced daily | Throughout year | Daily | HW Team | 3 / 4 |
| | 10. Supervise the playground daily particularly during busy periods | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 11. Mowing and strimming of grass areas | April to October | Ad hoc | HW Team | 3 / 4 |
| | 12. Any major refurbishment to playground required | January | Annually | HW Team / HW Supervisor / HW Manager | 3 / 4(f) |
| | 13. Tree inspections in the playground | Twice yearly | Bi-annual | HW Team/HW Manager /Arb team | 2(a) (b) (f) (h) / 3 / 4 |
| | 14. Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground | Daily | Weekly | HW Team | 1(d) / 3 |
| | 15. Annual ROSPA inspection and report | June | Annual | HW Supervisor | 3 / 4 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|-------------|---------------------------------------------------------------------------------------------------------|------------------|-------------------|--------------------|----------------|
| Café Garden | 1. Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 2. Cut back Wisteria twice | January & July | Bi-annual | HW Team | 3 / 4 |
| | 3. Maintain paved area | Throughout year | Ad hoc | HW Team | 4 |
| | 4. Hedge maintenance | April to October | Ad hoc | HW Team | 4 |
| | 5. Service waste bins | Daily | Daily | HW Team | 3 / 4 |
| | 6. Replace sections of shrubbery when required with drought tolerant species | November | Ad hoc | HW Team | 2 / 3 / 4 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|----------|------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------|---------------------|----------------|
| Woodland | 1. Recording / monitoring / mapping of conservation areas | Throughout year | Monthly | HW Team | 2 |
| | 2. Silvicultural & arboricultural planned works | October to March | Weekly | HW Team | 2 |
| | 3. Emergency silvicultural & arboricultural works | Throughout year | Ad Hoc | HW Team | 2 |
| | 4. Tree safety inspections & surveys throughout the wood Paths and zone 1 after high winds | Biannual & annual according to zone | Up to Biannual according to zone / ad hoc | HW Team | 2 |
| | 5. Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood | October to March | Ad hoc | HW Team /Arb Team | 2 |
| | 6. Transplant Wild Service Tree suckers and young WS trees from the Heath | November | Annually | HW Team | 2 |
| | 7. Pond work to compartment no 2 (refer to compartment map) | January | Annually | HW Team | 2 |
| | 8. Muswell Hill Ditch maintenance | Throughout year | Monthly | HW Team | 2 |
| | 9. Hollies and exotics control throughout the wood | Nov to December | Monthly | HW Team | 2 |
| | 10. Wildflower planting on field | March | Annually | HW Team /Ecologists | 2 |
| | 11. Litter clearance & maintenance of woodland ditches | Throughout year | Weekly | HW Team | 2/3 |
| | 12. Bramble and weed control in conservation areas | September to March | Weekly | HW Team | 1/2/3 |
| | 13. General maintenance of certain areas with volunteers | September to December | Monthly | HW Team | 1/2/3 |
| | 14. Maintenance of dead hedges around the wood | Throughout year | Weekly | HW Team | 1/2/3 |
| | 15. Keep woodpile for wood burning stoves stocked up | Throughout year | Monthly | HW Team | 4(e) |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Woodland (continued) | 16. Create new Conservation Area (9 th) in agreed location | December 2016-March 2017 | 3 months | HW Team | 2(f) |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|--------------------|-------------------------------------------------|-----------------|-------------------|--------------------|----------------|
| Highgate Wood Area | 1. Litter pick daily | Throughout year | Daily | HW Team | 2/3 |
| | 2. Uniformed security patrol daily | Throughout year | Daily | HW Team | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|-------------------------------------|-------------------------------------------------------------------------------------|-----------------|-------------------|-------------------------------|----------------|
| Built Environment furniture & paths | 1. Open the woodland gates at 07.30 & lock them closed at dusk every day | Throughout year | Daily | HW Team | 3 |
| | 2. Litter bins emptied twice weekly & maintained (daily on field area in summer) | Throughout year | Weekly/Daily | HW Team | 3 |
| | 3. Benches repaired and maintained | Throughout year | Weekly | HW Team | 3/4 |
| | 4. Toilets cleaned daily or when necessary | Throughout year | Daily | HW Team | 3 |
| | 5. Showers & changing rooms cleaned & maintained weekly | Throughout year | Weekly | HW Team | 3 |
| | 6. Fence lines throughout the wood including the playground maintained and repaired | Throughout year | Ad hoc | HW Team | 3/4 |
| | 7. Paths and entrances repaired & maintained when required | Throughout year | Ad hoc | HW Team | 3/4 |
| | 8. Paths cleared of leaf debris during Autumn | Autumn | Weekly | HW Team | 3/4 |
| | 9. Steps maintained & repaired (including for visually impaired) | Throughout year | Ad hoc | HW Team | 3/4 |
| | 10. Drains maintained and repaired when required | Throughout year | Ad hoc | HW Team | 4 |
| | 11. Information hut and surrounding area maintained | Throughout year | Daily | HW Team | 1/3/4 |
| | 12. Signage maintained & repaired when required | Throughout year | Ad hoc | HW Team | 1/3/4 |
| | 13. Drinking fountains maintained & repaired when required | Throughout year | Ad hoc | HW Supervisor /City Surveyors | 1/3/4 |
| | 14. Minor repairs & maintenance to buildings, urinals, toilets etc. | Throughout year | Daily | HW Team | 1/3/4 |
| | 15. Servicing of nature trail posts and healthy walks posts | Throughout year | Monthly | HW Team | 3 |

| Location | Annual Work Programme – April 2016 - March 2017 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Built Environment furniture & paths | 16. Clearing of gutters on information hut, lodges, buildings & playground hut | Throughout year & Autumn | Biannual | HW Team | 4 |
| | 17. Changing Rooms decoration and maintenance | March and throughout year | Weekly | HW Team | 3/4 |
| | 18. Boundary fence to be renewed and maintained | April and throughout year | Ad hoc | HW Team /City Surveyors | 3/4 |

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| Education | 1. Participate in one day weekly school walks and educational establishments | Throughout year | Weekly | HW Team / OS Education Team | 3 |
| | 2. Participate in and supervise events on the Highgate Wood Diary of Events | Throughout year | Ad hoc | HW Team | 1/3 |
| | 3. Servicing of and preparation of displays in the information hut | Throughout year | Ad hoc | HW Team | 1/3 |
| | 4. Preparation of What's New /HW website | Monthly | Monthly | HW Team | 3 |
| | 6. Supervise Work Experience Pupils | Throughout year | Ad hoc | HW Team | 3 |
| | 7. Supervise Heath Hands volunteers | Autumn / Winter | Monthly | HW Team | 3 |
| | 8. Supervision of Filming in Highgate Wood | Throughout year | Ad hoc | HW Supervisor | 3 |
| | 9. Daily display of bird nesting and wildlife watch | Throughout year | Daily | HW Team | 3 |
| | 10. Updating information on display board | Throughout year | Daily | HW Team | 3 |
| | 12. Hold Highgate Wood Community Day annually | September | Annually | HW Team | 1/3 |

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| Wildlife | 1. Encourage biodiversity with various woodland works (including habitat creation) | Throughout year | Weekly | HW Team | 2/3 |
| | 2. Surveying & monitoring of woodland wildlife | Throughout year | Monthly | HW Team | 2/3 |
| | 3. Promoting the use of Highgate Wood wildlife for education purposes | Throughout year | Ad hoc | HW Team | 3 |
| | 4. Control of certain pest species | Throughout year | Ad hoc /seasonal | HW Team | 2/3 |
| | 5. Replenish bird feeders weekly | Throughout year | Weekly | HW Team | 2 |
| | 6. Bird and bat box maintenance, construction and monitoring | Outside of hibernation and nesting/roosting | Ad hoc | HW Team | 2/3 |
| | 7. Bird surveys | Throughout year | Monthly | HW Team | 2 |
| | 8. Bat box surveys | September | Annually | HW Team | 2 |
| | 9. Update bird checklist | Monthly | Monthly | HW Team | 2 |
| | 10. Moth trapping sessions | Throughout year | Ad hoc | HW Team /Volunteer | 2/3 |
| | 11. Update of notable wildlife sightings | Throughout year | Ad hoc | HW Team | 2 |
| | 12. Creation of hibernation habitats | November | Annually | HW Team | 2 |

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| Heritage | 1. Protect the existing heritage features | Throughout year | Ad hoc | HW Team | 1 / 3 |
| | 2. Maintain heritage interpretation material in the wood | Throughout year | Ad hoc | HW Team | 1 / 3 |
| | 3. Hold Highgate Wood Community Day annually | September | Ad hoc | HW Team | 1 / 3 |

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| Stock Equipment & Machinery | 1. All stock machinery and equipment controlled by documentation and check daily | Throughout year | Daily | HW Team | 2 / 3 / 4 |
| | 2. Service and repairs when necessary | Throughout year | Ad hoc | HW Team | 2 / 3 / 4 |
| | 3. PPE maintained and inspected (including LOLER testing - biannual) | Throughout year | Biannual | HW Supervisor | 2 / 4 |

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| Admin Duties | 1. All correct admin documents completed and controlled as specified in corporate directives | Throughout year | Daily | HW Team | 1 / 2 / 3 / 4 |
| | 2. Control of contractors as per corporate policies | Throughout year | Daily | HW Supervisor | 1 / 2 / 3 / 4 |
| | 3. Answer email / telephone enquiries | Throughout year | Daily | HW Team | 1 / 2 / 3 / 4 |

Highgate Wood

Registered Charity

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| Projects | Electric gate installation at Onslow Gate | October 2016 | Annual | HW Manager /City Surveyors / HW Supervisor | 4 (c) (d) |
| | Reinstate Roman Kiln Working Group and seek external funding for project | March 2017 onwards | Quarterly Meetings | HW Team | 1/c |

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| Playing Field | 1. Overseed the field once annually | October | Annual | HW Supervisor | 3 |
| | 2. Remove leaves from lower end of field | Autumn | Weekly | HW Team | 3 |
| | 3. Aerating and roll field every two weeks when conditions are suitable | October to March | Ad hoc | HW Team | 3 |
| | 4. Repair damage caused by football games, including soil and seed applications | September to April | Weekly | HW Team | 3 |
| | 5. Weeding of Cricket Net area including synthetic surface | March/November | Bi-annual | HW Team | 3 |
| | 6. Preparation of football pitches for the season | September | Annual | HW Team | 3 |
| | 7. Trim trail inspected for damage, bark area maintained weekly | Throughout the year | Weekly | HW Team | 3 |
| | 8. Re-mark pitches weekly | September to March | Weekly | HW Team | 3 |
| | 9. Prepare and repair pitches for 5-a-side football coaching | School holidays except winter half term | Ad hoc | HW Team | 3 |
| | 10. Erect and dismantle goal posts and nets weekly | September to April | Weekly | HW Team | 3 |
| | 11. Application of fertilizer (spring/summer, autumn/winter) | April & September | Quarterly | HW Team | 3 |
| | 12. Purchase of & maintenance to goal posts and nets, goal slots and all football lines | September to April | Ad hoc | HW Team | 3 |
| | 13. Mowing of playing field once weekly | March to October | Weekly | HW Team | 3 |
| | 14. Strimming of benches and bins monthly | March to October | Monthly | HW Team | 3 |
| | 15. Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable) | March | Annual | HW Team | 3 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Playing Field | 16. Preparation of school athletic tracks | May to July | Weekly | HW Team | 3 |
| | 17. Re-measure bottom pitch and re-plot area with plastic markers and move goal slots | April | Annually | HW Team | 3 |
| | 18. Maintain irrigation system | Throughout the year | Ad hoc | HW Team | 3 |

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| Cricket Pitch | 1. Light scarification to remove dead grass in several directions | March | Bi-annual | HW Team | 3 |
| | 2. Cut grass at start of season to 15mm complete with light rolling | March | Annual | HW Team | 3 |
| | 3. Cut grass to 12mm complete with light rolling | April | Annual | HW Team | 3 |
| | 4. Brush daily | Throughout the year | Daily | HW Team | 3 |
| | 5. Hand weed/spot weed | April to September | Weekly | HW Team | 3 |
| | 6. Worm control if required | April to September | Monthly | HW Team | 3 |
| | 7. Light roll, adjusting weight as necessary | April to September | Weekly | HW Team | 3 |
| | 8. Repair to Cricket Nets as and when required | Throughout the year | Ad hoc | HW Team | 3 |
| | 9. Fine turf fertilizer application | April to September | Quarterly | HW Team | 3 |
| | 10. Maintain Cricket Score Hut | April to September | Ad hoc | HW Team | 3 |
| | 11. Install H&S signs for cricket games, remove after game | April to September | Weekly | HW Team | 3 |
| | 12. Remove & reinstall barrier rope and pins from cricket square weekly | April to September | Weekly | HW Team | 3 |
| | 13. Measure& mark out cricket pitches & boundary line before season commences | April | Annual | HW Team | 3 |
| | 14. Cut cricket square weekly | April to September | Weekly | HW Team | 3 |
| | 15. Prepare playing strips 3 times weekly | April to September | Weekly | HW Team | 3 |
| | 16. Roll cricket square weekly | April to September | Weekly | HW Team | 3 |

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| Cricket Pitch | 17. Irrigate cricket square when required | April to September | Ad hoc | HW Team | 3 |
| | 18. Repair cricket strips weekly | April to September | Weekly | HW Team | 3 |
| | 19. Receive cricket teams twice weekly | April to September | Weekly | HW Team | 3 |
| | 20. Scarify cricket square monthly | April to September | Monthly | HW Team | 3 |
| | 21. End of season renovation | September | Annual | HW Supervisor | 3 |
| | 22. Installation of cricket screens | April | Annual | HW Team | 3 |
| | 23. Repair of cricket screens | September | Ad hoc | HW Team | 3 |
| | 24. Re-mark cricket boundary during cricket season | Weekly | Weekly | HW Team | 3 |
| | 25. Spike cricket square every 2 nd month | October to February | Ad hoc | HW Team | 3 |
| | 26. Renovate cricket square at the end of the season | September | Annual | HW Supervisor | 3 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Playground | 1. Playground opened at 7.30am and closed 45 mins before dusk | Throughout year | Daily | HW Team | 3 / 4 |
| | 2. All playground items inspected daily for defects | Throughout year | Daily | HW Team | 3 / 4 |
| | 3. Playground toilets cleaned daily & regularly inspected | Throughout year | Daily | HW Team | 3 / 4 |
| | 4. Weekly equipment inspection with a checklist filled out | Throughout year | Weekly | HW Team | 3 / 4 |
| | 5. Maintenance or repairs to and replacement of equipment when required | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 6. Sweeping of surfaces, raking of bark daily | Throughout year | Daily | HW Team | 3 / 4 |
| | 7. Sandpits forked weekly | Throughout year | Weekly | HW Team | 3 / 4 |
| | 8. New playbark installed | When required annually | Annually | HW Team / HW Supervisor | 3 / 4 |
| | 9. Litter bins serviced daily | Throughout year | Daily | HW Team | 3 / 4 |
| | 10. Supervise the playground daily particularly during busy periods | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 11. Mowing and strimming of grass areas | April to October | Ad hoc | HW Team | 3 / 4 |
| | 12. Any major refurbishment to playground required | January | Annually | HW Team / HW Supervisor / HW Manager | 3 / 4(f) |
| | 13. Tree inspections in the playground | Twice yearly | Bi-annual | HW Team / Arb Team | 2(a) (b) (f) (h) / 3 / 4 |
| | 14. Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground | Daily | Weekly | HW Team | 1(d) / 3 |
| | 15. Annual ROSPA inspection and report | June | Annual | HW Supervisor | 3 / 4 |

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| Café Garden | 1. Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly | Throughout year | Ad hoc | HW Team | 3 / 4 |
| | 2. Cut back Wisteria twice | January & July | Bi-annual | HW Team | 3 / 4 |
| | 3. Maintain paved area | Throughout year | Ad hoc | HW Team | 4 |
| | 4. Hedge maintenance | April to October | Ad hoc | HW Team | 4 |
| | 5. Service waste bins | Daily | Daily | HW Team | 3 / 4 |
| | 6. Replace sections of shrubbery when required with drought tolerant species | November | Ad hoc | HW Team | 2 / 3 / 4 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
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| Woodland | 1. Recording / monitoring / mapping of conservation areas | Throughout year | Monthly | HW Team | 2 |
| | 2. Silvicultural & arboricultural planned works | October to March | Weekly | HW Team | 2 |
| | 3. Emergency silvicultural & arboricultural works | Throughout year | Ad Hoc | HW Team | 2 |
| | 4. Tree safety inspections & surveys throughout the wood Paths and zone 1 after high winds | Biannual & annual according to zone | Up to Biannual according to zone / ad hoc | JM/CB/RH/DOB HW Team | 2 |
| | 5. Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood | October to March | Ad hoc | HW Supervisor /Arb Team | 2 |
| | 6. Transplant Wild Service Tree suckers and young WS trees from the Heath | November | Annually | HW Team | 2 |
| | 7. Pond work to compartment no 2 (refer to compartment map) | January | Annually | HW Team | 2 |
| | 8. Muswell Hill Ditch maintenance | Throughout year | Monthly | HW Team | 2 |
| | 9. Hollies and exotics control throughout the wood | Nov to December | Monthly | HW Team | 2 |
| | 10. Wildflower planting on field | March | Annually | HW Team /Ecologists | 2 |
| | 11. Litter clearance & maintenance of woodland ditches | Throughout year | Weekly | HW Team | 2/3 |
| | 12. Bramble and weed control in conservation areas | September to March | Weekly | HW Team | 1/2/3 |
| | 13. General maintenance of certain areas with volunteers | September to December | Monthly | HW Team | 1/2/3 |
| | 14. Maintenance of dead hedges around the wood | Throughout year | Weekly | HW Team | 1/2/3 |
| | 15. Keep woodpile for wood burning stoves stocked up | Throughout year | Monthly | HW Team | 4(e) |

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| Highgate Wood Area | 1. Litter pick daily | Throughout year | Daily | HW Team | 2/3 |
| | 2. Uniformed security patrol daily | Throughout year | Daily | HW Team | 3 |

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| Built Environment furniture & paths | 1. Open the woodland gates at 07.30 & lock them closed at dusk every day | Throughout year | Daily | HW Team | 3 |
| | 2. Litter bins emptied twice weekly & maintained (daily on field area in summer) | Throughout year | Weekly/Daily | HW Team | 3 |
| | 3. Benches repaired and maintained | Throughout year | Weekly | HW Team | 3/4 |
| | 4. Toilets cleaned daily or when necessary | Throughout year | Daily | HW Team | 3 |
| | 5. Showers & changing rooms cleaned & maintained weekly | Throughout year | Weekly | HW Team | 3 |
| | 6. Fence lines throughout the wood including the playground maintained and repaired | Throughout year | Ad hoc | HW Team | 3/4 |
| | 7. Paths and entrances repaired & maintained when required | Throughout year | Ad hoc | HW Team | 3/4 |
| | 8. Paths cleared of leaf debris during Autumn | Autumn | Weekly | HW Team | 3/4 |
| | 9. Steps maintained & repaired (including for visually impaired) | Throughout year | Ad hoc | HW Team | 3/4 |
| | 10. Drains maintained and repaired when required | Throughout year | Ad hoc | HW Team | 4 |
| | 11. Information hut and surrounding area maintained | Throughout year | Daily | HW Team | 1/3/4 |
| | 12. Signage maintained & repaired when required | Throughout year | Ad hoc | HW Team | 1/3/4 |
| | 13. Drinking fountains maintained & repaired when required | Throughout year | Ad hoc | HW Supervisor /City Surveyors | 1/3/4 |
| | 14. Minor repairs & maintenance to buildings, urinals, toilets etc. | Throughout year | Daily | HW Team | 1/3/4 |
| | 15. Servicing of nature trail posts and healthy walks posts | Throughout year | Monthly | HW Team | 3 |

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| Built Environment furniture & paths | 16. Clearing of gutters on information hut, lodges, buildings & playground hut | Throughout year & Autumn | Biannual | HW Team | 4 |
| | 17. Changing Rooms decoration and maintenance | March and throughout year | Weekly | HW Team | 3/4 |
| | 18. Boundary fence to be renewed and maintained | April and throughout year | Ad hoc | HW Team/City Surveyors | 3/4 |

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|-----------|------------------------------------------------------------------------------|-----------------|-------------------|-----------------------------|----------------|
| Education | 1. Participate in one day weekly school walks and educational establishments | Throughout year | Weekly | HW Team / OS Education Team | 3 |
| | 2. Participate in and supervise events on the Highgate Wood Diary of Events | Throughout year | Ad hoc | HW Team | 1/3 |
| | 3. Servicing of and preparation of displays in the information hut | Throughout year | Ad hoc | HW Team | 1/3 |
| | 4. Preparation of What's New /HW website | Monthly | Monthly | HW Team | 3 |
| | 6. Supervise Work Experience Pupils | Throughout year | Ad hoc | HW Team | 3 |
| | 7. Supervise Heath Hands volunteers | Autumn / Winter | Monthly | HW Team | 3 |
| | 8. Supervision of Filming in Highgate Wood | Throughout year | Ad hoc | HW Supervisor | 3 |
| | 9. Daily display of bird nesting and wildlife watch | Throughout year | Daily | HW Team | 3 |
| | 10. Updating information on display board | Throughout year | Daily | HW Team | 3 |
| | 12. Hold Highgate Wood Community Day annually | September | Annually | HW Team | 1/3 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|----------|------------------------------------------------------------------------------------|---------------------------------------------|-------------------|--------------------|----------------|
| Wildlife | 1. Encourage biodiversity with various woodland works (including habitat creation) | Throughout year | Weekly | HW Team | 2/3 |
| | 2. Surveying & monitoring of woodland wildlife | Throughout year | Monthly | HW Team | 2/3 |
| | 3. Promoting the use of Highgate Wood wildlife for education purposes | Throughout year | Ad hoc | HW Team | 3 |
| | 4. Control of certain pest species | Throughout year | Ad hoc /seasonal | HW Team | 2/3 |
| | 5. Replenish bird feeders weekly | Throughout year | Weekly | HW Team | 2 |
| | 6. Bird and bat box maintenance, construction and monitoring | Outside of hibernation and nesting/roosting | Ad hoc | HW Team | 2/3 |
| | 7. Bird surveys | Throughout year | Monthly | HW Team | 2 |
| | 8. Bat box surveys | September | Annually | HW Team | 2 |
| | 9. Update bird checklist | Monthly | Monthly | HW Team | 2 |
| | 10. Moth trapping sessions | Throughout year | Ad hoc | HW Team /Volunteer | 2/3 |
| | 11. Update of notable wildlife sightings | Throughout year | Ad hoc | HW Team | 2 |
| | 12. Creation of hibernation habitats | November | Annually | HW Team | 2 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|----------|----------------------------------------------------------|-----------------|-------------------|--------------------|----------------|
| Heritage | 1. Protect the existing heritage features | Throughout year | Ad hoc | HW Team | 1 / 3 |
| | 2. Maintain heritage interpretation material in the wood | Throughout year | Ad hoc | HW Team | 1 / 3 |
| | 3. Hold Highgate Wood Community Day annually | September | Ad hoc | HW Team | 1 / 3 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|-----------------------------|----------------------------------------------------------------------------------|-----------------|-------------------|--------------------|----------------|
| Stock Equipment & Machinery | 1. All stock machinery and equipment controlled by documentation and check daily | Throughout year | Daily | HW Team | 2 / 3 / 4 |
| | 2. Service and repairs when necessary | Throughout year | Ad hoc | HW Team | 2 / 3 / 4 |
| | 3. PPE maintained and inspected (including LOLER testing - biannual) | Throughout year | Biannual | HW Supervisor | 2 / 4 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|--------------|----------------------------------------------------------------------------------------------|-----------------|-------------------|--------------------|----------------|
| Admin Duties | 1. All correct admin documents completed and controlled as specified in corporate directives | Throughout year | Daily | HW Team | 1 / 2 / 3 / 4 |
| | 2. Control of contractors as per corporate policies | Throughout year | Daily | HW Supervisor | 1 / 2 / 3 / 4 |
| | 3. Answer email / telephone enquiries | Throughout year | Daily | HW Team | 1 / 2 / 3 / 4 |

| Location | Proposed Annual Work Programme – April 2017 - March 2018 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|----------|----------------------------------------------------------|--------------------|--------------------|----------------------|----------------|
| Projects | Sustain and support Roman Kiln Project | March 2017 onwards | Quarterly Meetings | HW Manager / HW Team | 1/c |