

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
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
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
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 <sup>nd</sup> 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
Woodland (continued)	16. Create new Conservation Area (9 <sup>th</sup> ) 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
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

Location	Annual Work Programme – April 2016 - March 2017	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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	Annual Work Programme – April 2016 - March 2017	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	Annual Work Programme – April 2016 - March 2017	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	Annual Work Programme – April 2016 - March 2017	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	Annual Work Programme – April 2016 - March 2017	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



# Highgate Wood

Registered Charity

Location	Annual Work Programme – April 2016 - March 2017	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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

Location	Proposed Annual Work Programme – April 2017 - March 2018	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



Highgate  
Wood

Registered Charity

Location	Proposed Annual Work Programme – April 2017 - March 2018	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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	Proposed Annual Work Programme – April 2017 - March 2018	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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	Proposed Annual Work Programme – April 2017 - March 2018	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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 <sup>nd</sup> 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
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

Location	Proposed Annual Work Programme – April 2017 - March 2018	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	Proposed Annual Work Programme – April 2017 - March 2018	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	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)



Highgate  
Wood

Registered Charity

Location	Proposed Annual Work Programme – April 2017 - March 2018	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	Proposed Annual Work Programme – April 2017 - March 2018	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	Proposed Annual Work Programme – April 2017 - March 2018	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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

Location	Proposed Annual Work Programme – April 2017 - March 2018	Timing of work	Frequency of work	Who is Responsible	Link to Policy
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