

| Location | Details of Proposed Work - 2016/17 | Timing of work | Frequency of work | Who is Responsible | Link to Policy |
|--|---------------------------------------|---|--------------------------------------|--------------------|----------------|
| Flower Beds | 1. Remove Litter/ Debris | Throughout the year | 2 x M | All Staff | 2.4 5.33 3.6 |
| | 2. Apply Fertiliser | May & October | 2 x Y | IW | 6.3 5.33 2.10 |
| | 3. Apply Farm Yard Manure | October | 1 x Y | IW | 6.3 5.33 2.10 |
| | 4. Dig over/rake beds | May & October | 2 x Y | All Staff | 6.3 5.33 2.10 |
| | 5. Plant spring bulbs | October | 1 x Y | IW | 5.33 6.3 |
| | 6. Plant Summer Bedding | May | 1 x Y | IW | 5.33 6.3 |
| | 7. Hoe/hand weed beds | May to October | 2 x M, May – Aug. 1 x M Sept- Nov | All Staff | 5.33 |
| | 8. Remove Spring Bulbs | May | 1 x Y | IW | 5.33 |
| | 9. Remove Summer Bedding | October | 1 x Y | IW | 5.33 |
| | 10. Leaf Clearance | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 11. Water using sprinkler system | May - Oct | 1 x D | IW/DE | 5.33 |
| | 12. Edge Beds with long handle sheers | May - Oct | 1 x W | All Staff | 5.33 |
| | 13. Clip box hedging | June - Sept | 1 x M | IW | 5.33 |
| | 14. Dead Head Summer Bedding | July | 1 x Y | IW | 2.4 5.33 |
| | 15. Cut back Sustainable Bedding | October | 1 x Y | IW | 2.4 2.10 |
| All Staff = directed by weekly work plan | | IW – Ian Walker De – Dave Eales MG- Mick Guerin LF – Laura Fergie RG – Richard Gentry RL – Richard Lewis | | | |

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| Herbaceous Bedding | 1. Remove Litter/ Debris | Throughout the year | 1 X D | All Staff | 2.4 5.33 3.6 |
| | 2. Leaf Clearance | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 3. Apply Farm Yard Manure | March | 1 x Y | All Staff | 6.3 5.33 |
| | 4. Dig over/rake beds | March | 1 x Y | All Staff | 6.3 5.33 |
| | 5. prune /cut back bedding | Feb & Oct | 2 x Y | IW | 6.3 5.33 |
| | 6. Hoe/hand weed beds | May - Sept | 1 x M | All Staff | 5.33 |
| | 7. Stake/tie bedding | April & May | 1 x M | IW | 5.33 |

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| Rose Beds | 1. Remove Litter/ Debris | Throughout the year | 1 X D | All Staff | 2.4 5.33 3.6 |
| | 2. Leaf Clearance | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 3. Apply Farm Yard Manure | March | 1 x Y | All Staff | 6.3 5.33 |
| | 4. Dig over/rake beds | March | 1 x Y | All Staff | 6.3 5.33 |
| | 5. prune / Dead Head | Feb & Oct | 2 x Y | IW | 6.3 5.33 |
| | 6. Hoe/hand weed beds | May - Sept | 1 x M | All Staff | 5.33 |
| | 7. Stake/tie bedding | April & May | 1 x M | IW | 5.33 |

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| Amenity Grass Areas | 1. Remove Litter/ Debris | Throughout the year | 1 X D | All Staff | 2.4 5.33 3.6 |
| | 2. Mow Grass | May to Oct | 2 x M, May – Aug. 1 x M Sept- Nov | DE/RL/IW | 2.4 5.33 |
| | 3. Edge grass areas with edging machine | March & Oct | 2 x Y | All Staff | 2.4 5.33 6.3 |
| | 4. Over Seed, Spike & feed | April & Oct | 2 x Y | DE | 6.3 5.33 |
| | 5. Strim Around Trees/Bins/posts | May to Oct | 2 x M, May – Aug. 1 x M Sept- Nov | All Staff | 6.3 5.33 |
| | 6. Circle Young Trees, apply FYM | April & Oct | 2 x Y | All Staff | 6.3 2.4 |
| | 7. Clear Leaves | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 8. Mark out Tag Rugby Pitches x 2 | Apr - Aug | 1 x W | DE | 6.7 |

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| Pitch & Putt Greens | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Brush Greens | Jan - Dec | 1 x D | DE | 2.4 5.33 |
| | 3. Mow Greens | Mar – Oct | 2 x W | DE | 2.4 5.33 |
| | 4. Apply Spring/Summer Fertiliser | March | 1 x Y | DE | 6.3 5.33 |
| | 5. Apply Winter/Spring Fertiliser | October | 1 x Y | DE | 6.3 5.33 |
| | 6. Apply Herbicide (worms & Leather Jackets) | March & Sept | 2 x Y | DE | 6.3 5.33 |
| | 7. Scarify Greens | Mar – Oct | 1 x M | DE | 6.3 5.33 |
| | 8. Solid Tine Greens | March | 1 x Y | DE | 6.3 5.33 |
| | 9. Hollow Tine Greens | October | 1 x Y | DE | 6.3 5.33 |
| | 10. Top Dress Greens | October | 1 x Y | DE | 6.3 5.33 6.4 |
| | 11. Clear Leaves | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 12. Change Holes | Throughout the year | 2 x M | All Staff | 5.33 |
| | 13. Clean Tee Off Mats | Throughout the year | 1 x M | All Staff | 2.4 5.33 |
| | 14. Mow Bunkers | Mar – Oct | 1 x W | All Staff | 5.33 |
| | 15. Mow Fairways | Mar – Oct | 1 x W | All Staff | 5.33 |
| | 16. Cut long grass areas | September | 1 x Y | RL | 6.3 5.33 |
| | 17. Serve Customers | Daily | | All Staff | 2.4 |

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| Playground | 1. Playground opened at 7.00am and closed 30 mins before main park | Throughout year | Daily | All Staff | 6.3 |
| | 2. All playground items inspected daily for defects | Throughout year | Daily | All Staff | 6.3 6.25 |
| | 3. Playground toilets cleaned daily & regularly inspected | Throughout year | Daily | All Staff | 2.4 5.33 3.6 |
| | 4. Monthly equipment inspection with a checklist filled out | Throughout year | 1 x M | MG | 6.3 6.25 |
| | 5. Maintenance or repairs to and replacement of equipment when required | Throughout year | | MG | 3.6 6.3 6.25 |
| | 6. Sweeping of surfaces, raking of bark daily | Throughout year | 1 X D | All Staff | 3.6 6.3 |
| | 7. Sandpits Raked weekly | Throughout year | 1 x W | All Staff | 3.6 6.3 |
| | 8. New playbark installed | When required | | All Staff | 3.6 6.3 |
| | 9. Litter bins Emptied daily/ daily litter pick | Throughout year | 1 x D | All Staff | 5.33 |
| | 10. Mowing and strimming of grass areas | April to October | 1 x W | All Staff | 5.33 |
| | 11. Any major refurbishment to playground required | January | 1 x Y | RG/MG | 6.6 |
| | 12. Tree inspections in the playground | Twice yearly | 2 x Y | MG/DH | 6.3 |
| | 13. Clean Benches/tables/Bins | Throughout year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 14. Annual ROSPA inspection and report | July | 1 x Y | MG | 6.25 |

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| Paddling Pool | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Drain/Fill Pool | May - Sept | 1 x D | All Staff | 6.3 |
| | 3. Clean Hoover Pool | May - Sept | 1 x D | All Staff | 6.3 |
| | 4. Clean/Sweep pool Surround | May - Sept | 1 x D | All Staff | 6.3 |
| | 5. Test Chlorine Levels/ Back wash pool | May - Sept | 4 x D | All Staff | 6.3 |
| | 6. Man Pool During opening Times | May - Sept | 1 x D | All Staff | 6.2 |
| | 7. Hose Down Pool Area | May - Sept | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 8. Purchase Chemicals | April | 1 x Y | MG | 6.3 |
| | 9. Commission Pool | April | 1 x Y | MG | 6.3 |
| | 10. Jet Wash Pool Area | April | 1 x Y | MG | 2.4 5.33 3.6 |
| | 11. De-Commission Pool | October | 1 x Y | MG | 6.3 |
| | 12. Cover Pool Over | October | 1 x Y | All Staff | 2.4 5.33 3.6 |
| | 13. Remove Pool Cover | April | 1 x Y | All Staff | 6.3 |
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| Woodland | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Cut/ Lay Hedgerow | February | 1 x Y | IW/RL | 2.10 |
| | 3. Maintain/Sweep Pathway | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 4. Cut Back foliage from pathways | May-Sept | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 5. Close off to public during high winds | As and when required | | All Staff | 6.2 |
| | 6. Hoe/Strim Fence line | May-Sept | 1 x M | All Staff | 5.33 |
| | 7. Plant bulbs | October | 1 x Y | IW | 5.33 6.3 |
| | 8. Maintain/ Repair Gates & Fence | January | 1 x Y | MG | 6.25 |
| | 9. Cut Back Hedge on Chevening Road | September | 1 x Y | All Staff | 5.33 |
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| Formal Gardens | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Mow Lawns | Mar – Oct | 2 x W | DE | 5.33 |
| | 3. Apply Spring/Summer Fertiliser | March | 1 x Y | DE | 6.3 5.33 |
| | 4. Apply Winter/Spring Fertiliser | October | 1 x Y | DE | 6.3 5.33 |
| | 5. Apply Herbicide (worms & Leather Jackets) | March & Sept | 2 x Y | DE | 6.3 5.33 |
| | 6. Scarify Lawns | Mar – Oct | 1 x Qrt | | 5.33 |
| | 7. Solid Tine Lawns | March | 1 x Y | DE | 5.33 |
| | 8. Hollow Tine Lawns | October | 1 x Y | DE | 5.33 |
| | 9. Top Dress Lawns | October | 1 x Y | DE | 6.3 5.33 6.4 |
| | 10. Clear Leaves | Oct-Jan | 1 x M | All Staff | 5.33 |
| | 11. Clean Lytch Gate | Throughout the year | 1 x W | All Staff | 2.4 5.33 3.6 |
| | 12. Hoe/Weed Pathways | Mar – Oct | 1 x M | All Staff | 5.33 |
| | 13. Cut Back/Shape Yew Trees | Mar, May & Sep | 3 x Y | IW | 6.3 5.33 |
| | 14. Cut Back Privet Hedge | Mar, May, Aug | 3 x Y | IW | 6.3 5.33 |
| | 15. Cut Back Long Grass Area | October | 1 x Y | All Staff | 6.3 5.33 |
| | 16. Cut Back Hawthorne Hedge | Mar, May & Sep | 3 x Y | IW | 6.3 5.33 |

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| Farm | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Litter bins emptied twice weekly | Throughout the year | 2 x W | All Staff | 2.4 5.33 3.6 |
| | 3. Blow/Sweep Paths | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 4. Let Animals Out | Throughout the year | 1 x D | All Staff | 6.3 |
| | 5. Put Animals Away | Throughout the year | 1 x D | All Staff | 6.3 |
| | 6. Clean Animal Enclosures | Throughout the year | 1 x D | All Staff | 6.3 |
| | 7. Cut Grass | Mar - Oct | 1 x W | All Staff | 5.33 |
| | 8. Cut Hedges | September | 1 x Y | All Staff | 6.3 5.33 |
| | 9. Replenish Food & Water | Throughout the year | 1 x D | All Staff | 6.3 |
| | 10. Clean Food/Bedding Stores | Throughout the year | 1 x M | All Staff | 5.33 3.6 |
| | 11. Order food & Bedding | Throughout the year | 1 x M | LF/MG | 6.3 |
| | 12. Ethics Vet Visits | March & October | 2 x Y | MG/LF | 6.3 6.2 |
| | 13. Clean Pond Filters | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 14. Re-lay Grass Areas | March | 1 x Y | MG | 5.33 |

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| Tennis Courts | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Litter bins emptied twice weekly | Throughout the year | 2 x W | All Staff | 2.4 5.33 3.6 |
| | 3. Clear Leaves | Oct - Jan | 1 x W | All Staff | 5.33 |
| | 4. Sweep/Blow Courts | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 5. Check Nets, height & wear & tear | Throughout the year | 1 x M | All Staff | 6.3 6.25 |
| | 6. Serve Customers | Throughout the year | 1 x D | All Staff | 2.4 |
| | 7. Cut Hedges | September | 1 x Y | All Staff | 6.3 5.33 |
| | 8. Hoe & Weed Under Hedges | Mar - Oct | 1 x M | All Staff | 5.33 |
| | 9. Check Fencing & Gates | Throughout the year | 1 x M | All Staff | 6.3 6.25 |
| | 10. Jet Wash Treat Courts | March | 1 x Y | All Staff | 2.4 5.33 3.6 |
| | 11. Clean Public Huts | Throughout the year | 1 x W | All Staff | 2.4 5.33 3.6 |
| | 12. Clean Tennis Hut | Throughout the year | 1 x W | All Staff | 2.4 5.33 3.6 |
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| Public Toilets x 4 | 1. Repairs/maintenance | Throughout the year | 1 x M | All Staff | 6.3 6.25 |
| | 2. Clean Sinks, toilets, floors | Throughout the year | 3-4 x D | All Staff | 2.4 5.33 3.6 |
| | 3. Check toilet paper & refill | Throughout the year | 3 x D | All Staff | 2.4 5.33 3.6 |
| | 4. Check Soap & refill | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 5. Clean middle block | Throughout the year | 1 x W | All Staff | 2.4 5.33 3.6 |
| | 6. Clean storage cupboard (café) | Throughout the year | 1 x W | All Staff | 5.33 3.6 |
| | 7. Open/Close | Throughout the year | 1 x D | All Staff | 6.3 |
| | 8. Deep Clean | March | 1 x Y | All Staff | 2.4 5.33 3.6 |
| | 9. Check lights/hand driers | Throughout the year | 1 x D | All Staff | 6.3 6.25 |
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| Wildlife | 1. Encourage biodiversity with hedge laying creating habitats | February | 1 x Y | RL/IW | 2.4 2.10 |
| | 2. Promote the use of Queen's Park for wildlife education with RSPB | May-Aug | 28 x D | MG | 2.4 2.10 5.33 |
| | 3. Control eradicate knotweed, convolvulus etc. | Throughout year | | MG/IW | 5.33 |
| | 4. Report sightings of OPM | Throughout year | | All Staff | 5.33 |
| | 5. Allow perimeter of park and Pitch & Putt Fairways to grow naturally | Throughout year | | MG | 6.3 |
| | 6. Cut hedges after bird nesting season | September | 1 x Y | All Staff | 2.10 |
| | 7. Allow tree logs to decay naturally on woodland walk | Throughout year | | All Staff | 2.10 |
| | 8. Maintain sustainable planting to encourage wild life | Throughout year | | IW/MG | 2.10 |
| | 9. Maintain log piles on woodland | Throughout year | | All Staff | 2.10 |
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| General Body of the park | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Empty Litter Bins | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 3. Litter Pick | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 4. Wash Down Litter & Doggy Bins | Throughout the year | 2 x M | All Staff | 2.4 5.33 3.6 |
| | 5. Empty Doggy Bins | Throughout the year | 2 x W | All Staff | 2.4 5.33 3.6 |
| | 6. Empty recycling bins | Throughout the year | 1 x W | All Staff | 2.4 5.33 3.6 |
| | 7. Inspect/repair fences/gates/walls | Throughout the year | 1 x W | All Staff | 3.6 6.3 6.25 |
| | 8. Inspect/repair signage | Throughout the year | 1 x W | All Staff | 3.6 6.3 6.25 |
| | 9. Clean/Repair benches | Nov - Jan | 1 x W | All Staff | 3.6 6.3 6.25 |
| | 10. Clean/weed Gullies | Mar – Sept | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 11. Inspect/ Clean/Repair trim trail | Throughout the year | 1 x M | All Staff | 3.6 6.3 6.25 |
| | 12. Erect Hanging Baskets | May | 1 x Y | All Staff | 5.33 6.3 |
| | 13. Water Hanging Baskets & tubs | May - Oct | 1 x D | All Staff | 5.33 6.3 |

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| Staff Yard & Park Buildings | 1. Remove Litter/ Debris | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 2. Clean Bothy including toilets, changing room and farm office | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 3. Remove weeds/leaves/straw | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 4. Monthly H&S Checks | Throughout the year | 1 x M | MG | 6.3 6.25 |
| | 5. First Aid Boxes Checked | Throughout the year | 1 x M | MG | 6.3 6.25 |
| | 6. Barn swept & tidied | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 7. Staff Yard swept/blown | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 8. Work Shop Swept/Tidied | Throughout the year | 1 x M | All Staff | 2.4 5.33 3.6 |
| | 9. Sweep around Compactor | Throughout the year | 1 x D | All Staff | 2.4 5.33 3.6 |
| | 10. Open metal Gates | Throughout the year | 1 x D | All Staff | 6.3 |
| | 11. Close metal gates 15 minutes before park | Throughout the year | 1 x D | All Staff | 6.3 |

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| Stock Equipment & Machinery | 1. All stock machinery and equipment controlled by documentation and check daily | Throughout year | | MG | 6.3 6.25 |
| | 2. Service and repairs when necessary | Throughout year | | MG | 6.3 6.25 |
| | 3. PPE maintained and inspected (including LOLER testing - biannual) | Throughout year | | MG | 6.3 6.25 |

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| Admin Duties | 1. All correct admin documents completed and controlled as specified in corporate directives | Throughout year | Daily | MG | |
| | 2. Control of contractors as per corporate policies | Throughout year | Daily | MG | |
| | 3. Answer email / telephone enquiries | Throughout year | Daily | MG | |
| | 4. Prepare paperwork for green flag/Heritage judging | June | 1 x Y | MG | |
| | 5. Prepare paperwork for London in Bloom Judging | July | 1 x Y | MG | |
| | 6. Report Faults to PSD | Throughout year | Daily | MG | |
| | 7. Raise Orders | Throughout year | Daily | MG | |
| | 8. Collate Money | Throughout year | Weekly | MG | |
| | 9. Weekly Timesheets | Throughout year | 1 x W | MG | |
| | 10. Absence Management | Throughout year | Daily | MG | |
| | 11. Book Bandstand Parties | Throughout year | Daily | MG | |
| | 12. Stock Checks – petrol/diesel/consumables | Throughout year | Monthly | MG | |

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| Projects | 1. Sandpit Area Refurbishment | Dec - Mar 2017 | In Progress | Park Supervisor | WM4, B1 |
| | 2. Refurbishment of Tennis Courts | Jan – Mar 2017 | | Surveyors Dept. | |
| | 3. Develop Volunteer Group | Jan – Mar 2017 | In progress | Park Supervisor | CH2 |
| | 4. Review Signage | January 2017 – June 2017 | | Park Supervisor | WP1 |
| | 5. Undertake Review of Children's Farm | April 2017 – Mar 2018 | | Zoo Team Leader | WM5 |
| | 6. Feasibility of Education Hub | April 2017 – March 2018 | | Park Supervisor | M2 |
| | 7. Increase Outreach to Schools | April 2017 | | Head of Learning | C3 |
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| Miscellaneous | 1. Set up/take down children's shows | Aug-Sept | 2 x W | All Staff | 6.7 2.4 |
| | 2. Set up Bands | June - Aug | 1 x W | All Staff | 6.7 2.4 |
| | 3. Set up children's parties | Mar - Oct | | All Staff | 6.7 2.4 |
| | 4. Queens Park Day | September | 1 x Y | All Staff | 6.7 2.4 |
| | 5. Queen's Park Day Preparation | August | 1 x Y | MG/RG | 6.7 2.4 |
| | 6. Winter Wonderland | December | 1 x Y | MG/RG | 6.7 2.4 |
| | 7. Collect Christmas Trees for recycling | January | 2 x D | All Staff | 6.43 |
| | 8. Remove Café Rubbish | Throughout year | 1 x D | All Staff | 2.4 5.33 3.6 |
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