

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 1	Playing Field	Over-seed the field once annually	October	DOB	3
HW - CW 2		Aerating and roll field every two weeks when conditions are suitable	October to March	All Staff	3
HW - CW 3		Repair damage caused by football games, including soil and seed applications	September to April	All Staff	3
HW - CW 4		Weeding of Cricket Net area including synthetic surface	March/November	All Staff	3
HW - CW 5		Preparation of football pitches for the season	September	All Staff	3
HW - CW 6		Trim trail inspected for damage, bark area maintained weekly	Throughout the year	All Staff	3
HW - CW 7		Re-mark pitches weekly	September to March	All Staff	3
HW - CW 8		Prepare and repair pitches for 5-a-side football coaching	School holidays except winter half	All Staff	3
HW - CW 9		Erect and dismantle goal posts and nets weekly	September to April	All Staff	3
HW - CW 10		Application of fertilizer (spring/summer, autumn/winter)	April & September	All Staff	3
HW - CW 11		Purchase of & maintenance to goal posts and nets, goal slots and all football lines	September to April	All Staff	3
HW - CW 12		Mowing of playing field once weekly	March to October	All Staff	3
HW - CW 13		Strimming of benches and bins monthly	March to October	All Staff	3
HW - CW 14		Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable)	March	All Staff	3
HW - CW 15		Preparation of school athletic tracks	May to July	All Staff	3
HW - CW 16		Re-measure bottom pitch and re-plot area with plastic markers and move goal slots	April	All Staff	3

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HW - CW 17		Maintain irrigation system	Throughout the year	All Staff	3
HW - CW 18	Cricket Pitch	Light scarification to remove dead grass in several directions	March	All Staff	3
HW - CW 19		Cut grass at start of season to 15mm complete with light rolling	March	All Staff	3
HW - CW 20		Cut grass to 12mm complete with light rolling	April	All Staff	3
HW - CW 21		Brush daily	Throughout the year	All Staff	3
HW - CW 22		Hand weed/spot weed	April to September	All Staff	3
HW - CW 23		Worm control if required	April to September	All Staff	3
HW - CW 24		Light roll, adjusting weight as necessary	April to September	All Staff	3
HW - CW 25		Repair to Cricket Nets as and when required	Throughout the year	All Staff	3
HW - CW 26		Fine turf fertilizer application	April to September	All Staff	3
HW - CW 27		Maintain Cricket Score Hut	April to September	All Staff	3
HW - CW 28		Install H&S signs for cricket games, remove after game	April to September	All Staff	3
HW - CW 29		Remove & reinstall barrier rope and pins from cricket square weekly	April to September	All Staff	3
HW - CW 30		Measure & mark out cricket pitches & boundary line before season commences	April	All Staff	3
HW - CW 31		Cut cricket square weekly	April to September	All Staff	3
HW - CW 32		Prepare playing strips 3 times weekly	April to September	All Staff	3
HW - CW 33		Roll cricket square weekly	April to September	All Staff	3
HW - CW 34		Irrigate cricket square when required	April to September	All Staff	3

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HW - CW 35		Repair cricket strips weekly	April to September	All Staff	3
HW - CW 36		Receive cricket teams twice weekly	April to September	All Staff	3
HW - CW 37		Scarify cricket square monthly	April to September	All Staff	3
HW - CW 38		End of season renovation	September	DOB	3
HW - CW 39		Installation of cricket screens	April	All Staff	3
HW - CW 40		Repair of cricket screens	September	All Staff	3
HW - CW 41		Re-mark cricket boundary during cricket season	Weekly	All Staff	3
HW - CW 42		Spike cricket square every 2nd month	October to February	All Staff	3
HW - CW 43		Renovate cricket square at the end of the season	September	DOB	3
HW - CW 44	Playground	Playground opened at 7.30am and closed 45 mins before dusk	Throughout year	All Staff	3, 4
HW - CW 45		All playground items inspected daily for defects	Throughout year	All Staff	3, 4
HW - CW 46		Playground toilets cleaned daily & regularly inspected	Throughout year	All Staff	3, 4
HW - CW 47		Weekly equipment inspection with a checklist filled out	Throughout year	All Staff	3, 4
HW - CW 48		Maintenance or repairs to and replacement of equipment when required	Throughout year	All Staff	3, 4
HW - CW 49		Sweeping of surfaces, raking of bark daily	Throughout year	All Staff	3, 4
HW - CW 50		Sandpits forked weekly	Throughout year	All Staff	3, 4
HW - CW 51		New play-bark installed	When required annually	All Staff	3, 4
HW - CW 52		Litter bins serviced daily	Throughout year	All Staff	3, 4
HW - CW 53		Supervise the playground daily particularly during busy periods	Throughout year	All Staff	3, 4
HW - CW 54		Mowing and strimming of grass areas	April to October	All Staff	3, 4
HW - CW 55		Any major refurbishment to playground required	January	All Staff	3, 4 (f)
HW - CW 56		Tree inspections in the playground	Yearly	Arborists	2 (a) (b) (f) (h), 3, 4
HW - CW 57		Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground	Weekly	All Staff	1(d), 3
HW - CW 58		Annual ROSPA inspection and report	June	DOB	3, 4

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HW - CW 59	Café Garden	Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly	Throughout year	All Staff	3, 4
HW - CW 60		Cut back Wisteria twice	January & July	All Staff	3, 4
HW - CW 61		Maintain paved area	Throughout year	All Staff	4
HW - CW 62		Hedge maintenance	April to October	All Staff	4
HW - CW 63		Service waste bins	Daily	All Staff	3, 4
HW - CW 64		Replace sections of shrubbery when required with drought tolerant species	November	All Staff	2, 3, 4
HW - CW 65	Woodland	Recording / monitoring / mapping of conservation areas	Throughout year	All Staff	2
HW - CW 66		Silvicultural & arboricultural planned works	October to March	All Staff	2
HW - CW 67		Emergency silvicultural & arboricultural works	Throughout year	DOB/CB/RH/GC	2
HW - CW 68		Tree safety inspections & surveys throughout the wood / Paths and zone 1 after high winds	Biannual & annual according to zone	All Staff	2
HW - CW 69		Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood	October to March	CB/DOB/Arborists	2
HW - CW 70		Transplant Wild Service Tree suckers and young WS trees from the Heath	November	All Staff	2
HW - CW 71		Pond work to compartment no 2 (refer to compartment map)	January	All Staff	2
HW - CW 72		Muswell Hill Ditch maintenance	Throughout year	All Staff	2
HW - CW 73		Hollies and exotics control throughout the wood	November to December	All Staff	2
HW - CW 74		Wildflower planting on field	March	CB / Ecologists	2
HW - CW 75		Litter clearance & maintenance of woodland ditches	Throughout year	All Staff	2, 3
HW - CW 76		Bramble and weed control in conservation areas	September to March	All Staff	1, 2, 3
HW - CW 77		General maintenance of certain areas with volunteers	September to December	CB/RH/DOB	1, 2, 3
HW - CW 78		Maintenance of dead hedges around the wood	Throughout year	All Staff	1, 2, 3
HW - CW 79		Keep woodpile for wood burning stoves stocked up	Throughout year	All Staff	4e

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HW - CW 80	Highgate Wood Area	Litter pick daily	Throughout year	All Staff	2, 3
HW - CW 81		Uniformed security patrol daily	Throughout year	All Staff	3
HW - CW 82	Built environment, furniture and paths	Open the woodland gates at 07.30 & lock them closed at dusk every day	Throughout year	HW Team	3
HW - CW 83		Litter bins emptied twice weekly & maintained (daily on field area in summer)	Throughout year	HW Team	3
HW - CW 84		Benches repaired and maintained	Throughout year	HW Team	3, 4
HW - CW 85		Toilets cleaned daily or when necessary	Throughout year	HW Team	3
HW - CW 86		Showers & changing rooms cleaned & maintained weekly	Throughout year	HW Team	3
HW - CW 87		Fence lines throughout the wood including the playground maintained and repaired	Throughout year	HW Team	3, 4
HW - CW 88		Paths and entrances repaired & maintained when required	Throughout year	HW Team	3, 4
HW - CW 89		Paths cleared of leaf debris during Autumn	Autumn	HW Team	3, 4
HW - CW 90		Steps maintained & repaired (including for visually impaired)	Throughout year	HW Team	3, 4
HW - CW 91		Drains maintained and repaired when required	Throughout year	HW Team	4
HW - CW 92		Information hut and surrounding area maintained	Throughout year	HW Team	1, 3, 4
HW - CW 93		Signage maintained & repaired when required	Throughout year	HW Team	1, 3, 4
HW - CW 94		Drinking fountains maintained & repaired when required	Throughout year	DOB/RH/City Surveyors	1, 3, 4
HW - CW 95		Minor repairs & maintenance to buildings, urinals, toilets etc.	Throughout year	HW Team	1, 3, 4
HW - CW 96		Servicing of nature trail posts and healthy walks posts	Throughout year	HW Team	3
HW - CW 97		Clearing of gutters on information hut, lodges, buildings & playground hut	Throughout year & Autumn	HW Team	4
HW - CW 98		Changing Rooms decoration and maintenance	March and throughout year	HW Team	3, 4
HW - CW 99		Boundary fence to be renewed and maintained	April and throughout year	HW Team/City Surveyors	3, 4
HW - CW 100	Education	Participate in one day weekly school walks and educational establishments	Throughout year	DOB/RH/CB/FH/GC/OS Education Team	3

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HW - CW 101		Participate in and supervise events on the Highgate Wood Diary of Events	Throughout year	HW Team, DOB/RH/CB/JM	1, 3
HW - CW 102		Servicing of and preparation of displays in the information hut	Throughout year	HW Team	1, 3
HW - CW 103		Preparation of What's New /HW website	Monthly	HW Team / CB	3
HW - CW 104		Supervise Work Experience Pupils	Throughout year	HW Team	3
HW - CW 105		Supervise Heath Hands volunteers	Autumn / Winter	HW Team	3
HW - CW 106		Supervision of Filming in Highgate Wood	Throughout year	DOB/RH	3
HW - CW 107		Daily display of bird nesting and wildlife watch	Throughout year	HW Team	3
HW - CW 108		Updating information on display board	Throughout year	HW Team	3
HW - CW 109		Hold Highgate Wood Community Day annually	September	HW Team	1, 3
HW - CW 110	Wildlife	Encourage biodiversity with various woodland works (including habitat creation)	Throughout year	HW Team	2, 3
HW - CW 111		Surveying & monitoring of woodland wildlife	Throughout year	HW Team	2, 3
HW - CW 112		Promoting the use of Highgate Wood wildlife for education purposes	Throughout year	HW Team	3
HW - CW 113		Control of certain pest species	Throughout year	HW Team	2, 3
HW - CW 114		Replenish bird feeders weekly	Throughout year	HW Team	2
HW - CW 115		Bird and bat box maintenance, construction and monitoring	Outside of hibernation and nesting/roosting	HW Team	2, 3
HW - CW 116		Bird surveys	Throughout year	CB	2
HW - CW 117		Bat box surveys	September	CB	2
HW - CW 118		Update bird checklist	Monthly	CB	2
HW - CW 119		Moth trapping sessions	Throughout year	HW Team /Mike Hammerson	2, 3
HW - CW 120		Update of notable wildlife sightings	Throughout year	CB	2
HW - CW 121		Creation of hibernation habitats	November	HW Team	2
HW - CW 122	Heritage	Protect the existing heritage features	Throughout year	HW Team	1, 3
HW - CW 123		Maintain heritage interpretation material in the wood	Throughout year	HW Team	1, 3
HW - CW 124		Hold Highgate Wood Community Day annually	September	HW Team	1, 3

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 125	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout year	HW Team	2, 3, 4
HW - CW 126		Service and repairs when necessary	Throughout year	HW Team	2, 3, 4
HW - CW 127		PPE maintained and inspected (including LOLER testing - biannual)	Throughout year	DOB	2, 4
HW - CW 128	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout year	DOB/RH/ HW Team	1 / 2 / 3 /4
HW - CW 129		Control of contractors as per corporate policies	Throughout year	DOB	1 / 2 / 3 /4
HW - CW 130		Answer email / telephone enquiries	Throughout year	DOB/RH/JM	1 / 2 / 3 /4