

## Queen's Park - Cyclical Works

| Ref       | Location           | Details of Proposed Work: Apr 2018 - Mar 2019                          | Timing of work    | Who is Responsible | Link to Mgmt Plan |
|-----------|--------------------|--|-------------------|--------------------|-------------------|
| QP - CW1  | Flower beds        | Remove Litter/ Debris, evidence of fouling                             | Daily             | All Staff          | 2.4, 5.33, 3.6    |
| QP - CW2  |                    | Apply Farm Yard Manure   | October           | Grounds Person     | 6.3, 5.33, 2.10   |
| QP - CW3  |                    | Dig over/rake beds   | May - Oct         | All Staff          | 6.3, 5.33, 2.10   |
| QP - CW4  |                    | Plant spring bulbs   | October           | Grounds Person     | 5.33 6.3          |
| QP - CW5  |                    | Plant Summer Bedding   | October           | Grounds Person     | 5.33 6.3          |
| QP - CW6  |                    | Hoe/hand weed beds   | May - October     | All Staff          | 5.33              |
| QP - CW7  |                    | Remove Spring Bulbs  | May               | Grounds Person     | 5.33              |
| QP - CW8  |                    | Remove Summer Bedding  | May               | Grounds Person     | 5.33              |
| QP - CW9  |                    | Leaf Clearance   | October - January | All Staff          | 5.33              |
| QP - CW10 |                    | Water using sprinkler system   | May - October     | Grounds Person     | 5.33              |
| QP - CW11 |                    | Edge Beds with long handle sheers                                      | May - October     | All Staff          | 5.33              |
| QP - CW12 |                    | Clip box hedging   | June - September  | Grounds Person     | 5.33              |
| QP - CW13 |                    | Dead Head Summer Bedding   | July              | Grounds Person     | 2.4 5.33          |
| QP - CW14 |                    | Grass has been uniformly and evenly cut including edges and obstacles. | April - October   | Grounds Person     |                   |
| QP - CW15 |                    | including edges and obstacles.   | October           | Grounds Person     | 2.4 2.10          |
| QP - CW16 | Herbaceous Bedding | Remove Litter/ Debris, evidence of fouling                             | Daily             | All Staff          | 2.4 5.33 3.6      |
| QP - CW17 |                    | Leaf Clearance   | October - January | All Staff          | 5.33              |

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| QP - CW18 |                            | Apply Farm Yard Manure                        | March               | All Staff          | 6.3 5.33          |
| QP - CW19 |                            | Dig over/rake beds                            | March               | All Staff          | 6.3 5.33          |
| QP - CW20 |                            | Prune/cut back bedding                        | October - February  | Grounds Person     | 6.3 5.33          |
| QP - CW21 |                            | Hoe/hand weed beds                            | May - September     | All Staff          | 5.33              |
| QP - CW22 |                            | Stake/tie bedding                             | May - April         | Grounds Person     | 5.33              |
| QP - CW23 | <b>Rose beds</b>           | Remove Litter/ Debris, evidence of fouling    | Daily               | All Staff          | 2.4 5.33 3.6      |
| QP - CW24 |                            | Leaf Clearance, evidence of fouling           | October to January  | All Staff          | 5.33              |
| QP - CW25 |                            | Apply Farm Yard Manure                        | March               | All Staff          | 6.3 5.33          |
| QP - CW26 |                            | Dig over/rake beds                            | March               | All Staff          | 6.3 5.33          |
| QP - CW27 |                            | Prune / Dead Head                             | October to February | Grounds Person     | 6.3 5.33          |
| QP - CW28 |                            | Hoe/hand weed beds                            | May to September    | All Staff          | 5.33              |
| QP - CW29 |                            | Stake/tie bedding                             | May and March       | Grounds Person     | 5.33              |
| QP - CW30 | <b>Amenity Grass Areas</b> | Remove Litter/ Debris                         | Throughout Year     | All Staff          | 2.4 5.33 3.6      |
| QP - CW31 |                            | Mow Grass                                     | May to October      | Grounds Person     | 2.4 5.33          |
| QP - CW32 |                            | Edge grass areas with edging machine          | October and March   | All Staff          | 2.4 5.33 6.3      |
| QP - CW33 |                            | Over Seed, Spike & feed                       | October and March   | Grounds Person     | 6.3 5.33          |
| QP - CW34 |                            | Strim Around Trees/Bins/posts                 | October and March   | All Staff          | 6.3 5.33          |

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| QP - CW35 |                       | Circle Young Trees, apply FYM                 | October and March   | All Staff          | 6.3 2.4           |
| QP - CW36 |                       | Clear Leaves                                  | October to January  | All Staff          | 5.33              |
| QP - CW37 |                       | Mark out Tag Rugby Pitches (x2)               | April to August     | Grounds Person     | 6.7               |
| QP - CW38 | Pitch and putt greens | Remove Litter/ Debris                         | Throughout Year     | All Staff          | 2.4 5.33 3.6      |
| QP - CW39 |                       | Brush Greens                                  | Throughout Year     | Grounds Person     | 2.4 5.33          |
| QP - CW40 |                       | Mow Greens                                    | March to October    | Grounds Person     | 2.4 5.33          |
| QP - CW41 |                       | Apply Spring/Summer Fertiliser                | March               | Grounds Person     | 6.3 5.33          |
| QP - CW42 |                       | Apply Winter/Spring Fertiliser                | October             | Grounds Person     | 6.3 5.33          |
| QP - CW43 |                       | Apply Herbicide (worms & Leather Jackets)     | September and March | Grounds Person     | 6.3 5.33          |
| QP - CW44 |                       | Scarify Greens                                | Mar to October      | Grounds Person     | 6.3 5.33          |
| QP - CW45 |                       | Solid Tine Greens                             | March               | Grounds Person     | 6.3 5.33          |
| QP - CW46 |                       | Hollow Tine Greens                            | October             | Grounds Person     | 6.3 5.33          |
| QP - CW47 |                       | Top Dress Greens                              | October             | Grounds Person     | 6.3 5.33 6.4      |
| QP - CW48 |                       | Clear Leaves                                  | October to January  | All Staff          | 5.33              |
| QP - CW49 |                       | Change Holes                                  | Throughout Year     | All Staff          | 5.33              |
| QP - CW50 |                       | Clean Tee Off Mats                            | Throughout Year     | All Staff          | 2.4 5.33          |
| QP - CW51 |                       | Mow Bunkers                                   | Mar to October      | All Staff          | 5.33              |

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| QP - CW52 |            | Mow Fairways   | Mar to October   | All Staff                    | 5.33              |
| QP - CW53 |            | Cut long grass areas   | September        | Grounds Person               | 6.3 5.33          |
| QP - CW54 |            | Serve Customers  | Throughout Year  | All Staff                    | 2.4               |
| QP - CW55 | Playground | Playground opened at 7.00am and closed 30 mins before main park      | Throughout Year  | All Staff                    | 6.3               |
| QP - CW56 |            | All playground items inspected daily for defects                     | Throughout Year  | All Staff                    | 6.3 6.25          |
| QP - CW57 |            | Playground toilets cleaned daily & regularly inspected               | Throughout Year  | All Staff                    | 2.4 5.33 3.6      |
| QP - CW58 |            | Monthly equipment inspection with a checklist filled out             | Throughout Year  | Team Leader                  | 6.3 6.25          |
| QP - CW59 |            | Maintenance or repairs to and replacement of equipment when required | Throughout Year  | Team Leader                  | 3.6 6.3 6.25      |
| QP - CW60 |            | Sweeping of surfaces, raking of bark daily                           | Throughout Year  | All Staff                    | 3.6 6.3           |
| QP - CW61 |            | Sandpits Raked weekly  | Throughout Year  | All Staff                    | 3.6 6.3           |
| QP - CW62 |            | New play-bark installed  | Throughout Year  | All Staff                    | 3.6 6.3           |
| QP - CW63 |            | Litter bins emptied daily/ daily litter pick                         | Throughout Year  | All Staff                    | 5.33              |
| QP - CW64 |            | Mowing and strimming of grass areas                                  | April to October | All Staff                    | 5.33              |
| QP - CW65 |            | Any major refurbishment to playground required                       | January          | Manager and Team Leader      | 6.6               |
| QP - CW66 |            | Tree inspections in the playground                                   | Throughout Year  | Team Leader and Tree Officer | 6.3               |
| QP - CW67 |            | Clean Benches/tables/Bins  | Throughout Year  | All Staff                    | 2.4 5.33 3.6      |
| QP - CW68 |            | Annual ROSPA inspection and report                                   | July             | Team Leader                  | 6.25              |

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| QP - CW69 | Padding Pool | Remove Litter/ Debris                         | Throughout Year     | All Staff          | 2.4 5.33 3.6      |
| QP - CW70 |              | Drain/Fill Pool                               | May to September    | All Staff          | 6.3               |
| QP - CW71 |              | Clean Hoover Pool                             | May to September    | All Staff          | 6.3               |
| QP - CW72 |              | Clean/Sweep pool Surround                     | May to September    | All Staff          | 6.3               |
| QP - CW73 |              | Test Chlorine Levels/ Back wash pool          | May to September    | All Staff          | 6.3               |
| QP - CW74 |              | Man Pool During opening Times                 | May to September    | All Staff          | 6.2               |
| QP - CW75 |              | Hose Down Pool Area                           | May to September    | All Staff          | 2.4 5.33 3.6      |
| QP - CW76 |              | Purchase Chemicals                            | April               | Team Leader        | 6.3               |
| QP - CW77 |              | Commission Pool                               | April               | Team Leader        | 6.3               |
| QP - CW78 |              | Jet Wash Pool Area                            | April               | Team Leader        | 2.4 5.33 3.6      |
| QP - CW79 |              | De-Commission Pool                            | October             | Team Leader        | 6.3               |
| QP - CW80 |              | Cover Pool Over                               | October             | All Staff          | 2.4 5.33 3.6      |
| QP - CW81 |              | Remove Pool Cover                             | April               | All Staff          | 6.3               |
| QP - CW82 | Woodland     | Remove Litter/ Debris                         | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW83 |              | Cut/ Lay Hedgerow                             | February            | Grounds Person     | 2.1               |
| QP - CW84 |              | Maintain/Sweep Pathway                        | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW85 |              | Cut Back foliage from pathways                | May-Sept            | All Staff          | 2.4 5.33 3.6      |

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| QP - CW86  |                       | Close off to public during high winds         | Ad hoc              | All Staff          | 6.2               |
| QP - CW87  |                       | Hoe/Strim Fence line                          | May-Sept            | All Staff          | 5.33              |
| QP - CW88  |                       | Plant bulbs                                   | October             | Grounds Person     | 5.33 6.3          |
| QP - CW89  |                       | Maintain/ Repair Gates & Fence                | January             | Team Leader        | 6.25              |
| QP - CW90  |                       | Cut Back Hedge on Chevening Road              | September           | All Staff          | 5.33              |
| QP - CW91  | <b>Formal Gardens</b> | Remove Litter/ Debris                         | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW92  |                       | Mow Lawns                                     | Mar – Oct           | Grounds Person     | 5.33              |
| QP - CW93  |                       | Apply Spring/Summer Fertiliser                | March               | Grounds Person     | 6.3 5.33          |
| QP - CW94  |                       | Apply Winter/Spring Fertiliser                | October             | Grounds Person     | 6.3 5.33          |
| QP - CW95  |                       | Apply Herbicide (worms & Leather Jackets)     | March & Sept        | Grounds Person     | 6.3 5.33          |
| QP - CW96  |                       | Scarify Lawns                                 | Mar – Oct           | Grounds Person     | 5.33              |
| QP - CW97  |                       | Solid Tine Lawns                              | March               | Grounds Person     | 5.33              |
| QP - CW98  |                       | Hollow Tine Lawns                             | October             | Grounds Person     | 5.33              |
| QP - CW99  |                       | Top Dress Lawns                               | October             | Grounds Person     | 6.3 5.33 6.4      |
| QP - CW100 |                       | Clear Leaves                                  | Oct-Jan             | All Staff          | 5.33              |
| QP - CW101 |                       | Clean Lytch Gate                              | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW102 |                       | Hoe/Weed Pathways                             | Mar – Oct           | All Staff          | 5.33              |

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| QP - CW103 |          | Cut Back/Shape Yew Trees                      | Mar, May & Sep      | Grounds Person                 | 6.3 5.33          |
| QP - CW104 |          | Cut Back Privet Hedge                         | Mar, May, Aug       | Grounds Person                 | 6.3 5.33          |
| QP - CW105 |          | Cut Back Long Grass Area                      | October             | All Staff                      | 6.3 5.33          |
| QP - CW106 |          | Cut Back Hawthorne Hedge                      | Mar, May & Sep      | Grounds Person                 | 6.3 5.33          |
| QP - CW107 | Farm     | Remove Litter/ Debris                         | Throughout the year | All Staff                      | 2.4 5.33 3.6      |
| QP - CW108 |          | Litter bins emptied twice weekly              | Throughout the year | All Staff                      | 2.4 5.33 3.6      |
| QP - CW109 |          | Blow/Sweep Paths                              | Throughout the year | All Staff                      | 2.4 5.33 3.6      |
| QP - CW110 |          | Let Animals Out                               | Throughout the year | All Staff                      | 6.3               |
| QP - CW111 |          | Put Animals Away                              | Throughout the year | All Staff                      | 6.3               |
| QP - CW112 |          | Clean Animal Enclosures                       | Throughout the year | All Staff                      | 6.3               |
| QP - CW113 |          | Cut Grass                                     | Mar - Oct           | All Staff                      | 5.33              |
| QP - CW114 |          | Cut Hedges                                    | September           | All Staff                      | 6.3 5.33          |
| QP - CW115 |          | Replenish Food & Water                        | Throughout the year | All Staff                      | 6.3               |
| QP - CW116 |          | Clean Food/Bedding Stores                     | Throughout the year | All Staff                      | 5.33 3.6          |
| QP - CW117 |          | Order food & Bedding                          | Throughout the year | Team Leader and Grounds Person | 6.3               |
| QP - CW118 |          | Ethics Vet Visits                             | March & October     | Team Leader and Grounds Person | 6.3 6.2           |

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| QP - CW119 |                       | Clean Pond Filters                            | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW120 |                       | Re-lay Grass Areas                            | March               | Team Leader        | 5.33              |
| QP - CW121 | <b>Tennis Courts</b>  | Remove Litter/ Debris                         | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW122 |                       | Litter bins emptied twice weekly              | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW123 |                       | Clear Leaves                                  | Oct - Jan           | All Staff          | 5.33              |
| QP - CW124 |                       | Sweep/Blow Courts                             | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW125 |                       | Check Nets, height & wear & tear              | Throughout the year | All Staff          | 6.3 6.25          |
| QP - CW126 |                       | Serve Customers                               | Throughout the year | All Staff          | 2.4               |
| QP - CW127 |                       | Cut Hedges                                    | September           | All Staff          | 6.3 6.25          |
| QP - CW128 |                       | Hoe & Weed Under Hedges                       | Mar - Oct           | All Staff          | 5.33              |
| QP - CW129 |                       | Check Fencing & Gates                         | Throughout the year | All Staff          | 6.3 6.25          |
| QP - CW130 |                       | Jet Wash Treat Courts                         | March               | All Staff          | 2.4 5.33 3.6      |
| QP - CW131 |                       | Clean Public Huts                             | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW132 |                       | Clean Tennis Hut                              | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW133 | <b>Public Toilets</b> | Repairs/maintenance                           | Throughout the year | All Staff          | 6.3 6.25          |
| QP - CW134 |                       | Clean Sinks, toilets, floors                  | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW135 |                       | Check toilet paper & refill                   | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW136 |                       | Check Soap & refill                           | Throughout the year | All Staff          | 2.4 5.33 3.6      |



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| QP - CW137 |                         | Clean middle block  | Throughout the year | All Staff                      | 2.4 5.33 3.6      |
| QP - CW138 |                         | Clean storage cupboard (café)                                       | Throughout the year | All Staff                      | 5.33 3.6          |
| QP - CW139 |                         | Open/Close  | Throughout the year | All Staff                      | 6.3               |
| QP - CW140 |                         | Deep Clean  | March               | All Staff                      | 2.4 5.33 3.6      |
| QP - CW141 |                         | Check lights/hand driers  | Throughout the year | All Staff                      | 6.3 6.25          |
| QP - CW142 | <b>Wildlife</b>         | Encourage biodiversity with hedge laying creating habitats          | February            | Grounds Person                 | 2.4 2.10          |
| QP - CW143 |                         | Promote the use of Queen's Park for wildlife education with RSPB    | May-Aug             | Team Leader                    | 2.4 2.10 5.33     |
| QP - CW144 |                         | Control eradicate knotweed, convolvulus etc.                        | Throughout year     | Team Leader and Grounds Person | 5.33              |
| QP - CW145 |                         | Report sightings of OPM   | Throughout year     | All Staff                      | 5.33              |
| QP - CW146 |                         | Allow perimeter of park and Pitch & Putt Fairways to grow naturally | Throughout year     | Team Leader                    | 6.3               |
| QP - CW147 |                         | Cut hedges after bird nesting season                                | September           | All Staff                      | 2.10              |
| QP - CW148 |                         | Allow tree logs to decay naturally on woodland walk                 | Throughout year     | All Staff                      | 2.10              |
| QP - CW149 |                         | Maintain sustainable planting to encourage wild life                | Throughout year     | Team Leader and Grounds Person | 2.10              |
| QP - CW150 |                         | Maintain log piles on woodland                                      | Throughout year     | All Staff                      | 2.10              |
| QP - CW151 | <b>Body of the Park</b> | Remove Litter/ Debris   | Throughout the year | All Staff                      | 2.4 5.33 3.6      |
| QP - CW152 |                         | Empty Litter Bins   | Throughout the year | All Staff                      | 2.4 5.33 3.6      |

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| QP - CW153 |                                      | Litter Pick  | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW154 |                                      | Wash Down Litter & Doggy Bins                                | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW155 |                                      | Empty Doggy Bins   | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW156 |                                      | Empty recycling bins   | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW157 |                                      | Inspect/repair fences/gates/walls                            | Throughout the year | All Staff          | 3.6 6.3 6.25      |
| QP - CW158 |                                      | Inspect/repair signage                                       | Throughout the year | All Staff          | 3.6 6.3 6.25      |
| QP - CW159 |                                      | Clean/Repair benches   | Throughout the year | All Staff          | 3.6 6.3 6.25      |
| QP - CW160 |                                      | Clean/weed Gullies   | Nov -Jan            | All Staff          | 2.4 5.33 3.6      |
| QP - CW161 |                                      | Inspect/ Clean/Repair trim trail                             | Mar – Sept          | All Staff          | 3.6 6.3 6.25      |
| QP - CW162 |                                      | Erect Hanging Baskets  | May                 | All Staff          | 5.33 6.3          |
| QP - CW163 |                                      | Water Hanging Baskets & tubs                                 | May - Oct           | All Staff          | 5.33 6.3          |
| QP - CW164 | <b>Staff Yard and Park Buildings</b> | Remove Litter/ Debris  | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW165 |                                      | Clean Bothy including toilets, changing room and farm office | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW166 |                                      | Remove weeds/leaves/straw                                    | Throughout the year | All Staff          | 2.4 5.33 3.6      |
| QP - CW167 |                                      | Monthly H&S Checks   | Throughout the year | Team Leader        | 6.3 6.25          |
| QP - CW168 |                                      | First Aid Boxes Checked                                      | Throughout the year | Team Leader        | 6.3 6.25          |
| QP - CW169 |                                      | Barn swept & tidied  | Throughout the year | All Staff          | 2.4 5.33 3.6      |

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| QP - CW170 |                                      | Staff Yard swept/blown  | Throughout the year | All Staff               | 2.4 5.33 3.6      |
| QP - CW171 |                                      | Work Shop Swept/Tidied  | Throughout the year | All Staff               | 2.4 5.33 3.6      |
| QP - CW172 |                                      | Sweep around Compactor  | Throughout the year | All Staff               | 2.4 5.33 3.6      |
| QP - CW173 |                                      | Open metal Gates  | Throughout the year | All Staff               | 6.3               |
| QP - CW174 |                                      | Close metal gates 15 minutes before park  | Throughout the year | All Staff               | 6.3               |
| QP - CW175 | <b>Stock equipment and machinery</b> | All stock machinery and equipment controlled by documentation and check daily             | Throughout the year | Team Leader             | 6.3 6.25          |
| QP - CW176 |                                      | Service and repairs when necessary  | Throughout the year | Team Leader             | 6.3 6.25          |
| QP - CW177 |                                      | PPE maintained and inspected (including LOLER testing - biannual)                         | Throughout the year | Team Leader             | 6.3 6.25          |
| QP - CW178 | <b>Admin duties</b>                  | All correct admin documents completed and controlled as specified in corporate directives | Throughout the year | Team Leader             |                   |
| QP - CW179 |                                      | Control of contractors as per corporate policies  | Throughout the year | Team Leader             |                   |
| QP - CW180 |                                      | Answer email / telephone enquiries  | Throughout the year | Team Leader             |                   |
| QP - CW181 |                                      | Prepare paperwork for green flag/Heritage judging   | June                | Manager and Team Leader |                   |
| QP - CW182 |                                      | Prepare paperwork for London in Bloom Judging   | July                | Manager and Team Leader |                   |
| QP - CW183 |                                      | Report Faults to PSD  | Throughout the year | Team Leader             |                   |
| QP - CW184 |                                      | Raise Orders  | Throughout the year | Team Leader             |                   |
| QP - CW185 |                                      | Report Faults to PSD  | Throughout the year | Team Leader             |                   |
| QP - CW186 |                                      | Collate Money   | Throughout the year | Team Leader             |                   |

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| QP - CW187 |                      | Weekly Timesheets                             | Throughout the year | Team Leader             |                   |
| QP - CW188 |                      | Absence Management                            | Throughout the year | Team Leader             |                   |
| QP - CW189 |                      | Book Bandstand Parties                        | Throughout the year | Team Leader             |                   |
| QP - CW190 |                      | Stock Checks – petrol/diesel/consumables      | Throughout the year | Team Leader             |                   |
| QP - CW191 | <b>Miscellaneous</b> | Set up/take down children's shows             | Aug-Sept            | All Staff               | 6.7 2.4           |
| QP - CW192 |                      | Set up Bands                                  | June - Aug          | All Staff               | 6.7 2.4           |
| QP - CW193 |                      | Set up children's parties                     | Mar - Oct           | All Staff               | 6.7 2.4           |
| QP - CW194 |                      | Queen's Park Day                              | September           | All Staff               | 6.7 2.4           |
| QP - CW195 |                      | Queen's Park Day Preparation                  | August              | Manager and Team Leader | 6.7 2.4           |
| QP - CW196 |                      | Winter 'Christmas' Gathering                  | December            | Manager and Team Leader | 6.7 2.4           |
| QP - CW197 |                      | Collect Christmas Trees for recycling         | January             | All Staff               | 6.43              |
| QP - CW198 |                      | Remove Café Rubbish                           | Throughout Year     | All Staff               | 2.4 5.33 3.6      |