

Annex A – Stage Plan for Activity

Serial No	Time/Date	Event	Description	Actioner	Comment
Stage 1: Publicity					
1	16 Jan 22	Publicity for Activity	Publicise the activity through newsletter, website and social media.	Committee	
2	24 Jan 22	Publicity for Instruction for Activity	Place document on Trust website.	Secretary/ Treasurer	
Stage 2: Gathering Volunteers					
3	10:25 am 29 Jan 22 26 Feb 22	Gather Volunteers	Volunteers requested to gather at benches in centre of Green Gardens.	All	Volunteers requested to dress for gardening and the weather
4	10:30 am 29 Jan 22 26 Feb 22	Briefing of Volunteers	Volunteers to be briefed on the tasks, risks and risk management and sign the register. Committee members will be identified so injuries, if they occur, can be reported and managed.	Secretary	Volunteers asked to confirm they have no symptoms of Covid.
Stage 3: Carry Out Tasks					
5	10:40 am 29 Jan 22 26 Feb 22	Carry Out Tasks	Starting to the left and right of each entrance to the Gardens volunteers will be asked to trim back hedging to sides for entrances to ensure space for some summer growth. After this is complete volunteers will be asked to cut the inside hedging parallel to the fencing. Each group will be asked to tidy up clippings and move them to the southernmost corner where grass clippings are placed. If possible, the undergrowth should be cut back in line with the cut hedge.		Volunteers with thornproof gloves may be asked to help with the removal of clippings.

6	10:40 am 26 Feb 22	Additional/Alternative Tasks	With ladders provided bird boxes will be wired in place in previously selected locations. No member should climb to a height greater than 2m to establish a box.		Ladders will be required with a safety person as per risk assessment
Stage 4: Tidy Up					
7	Noon (Approx) 29 Jan 22 26 Feb 22	Tidy Up	If all the hedging is cut by noon then the volunteers will be asked to make sure the paths are clear of debris, especially any thorny or trip hazard material. All debris and cuttings to be moved to the southernmost corner where grass clippings are placed.		Wheel barrows will be required
8	12:15 29 Jan 22 26 Feb 22	Close Activity	Volunteers asked to assemble at start point. Committee members will thank all and ensure any very minor injuries are adequately recorded and managed.	Committee	Committee Members will be available throughout for safety purposes