

# Annex A – Stage Plan for Activity

Serial No	Time/ Date	Event	Description	Actioner	Comment
Stage 1: Publicity					
1	1 Oct 22	Publicity for Activity	Publicise the activity through newsletter, website and social media.	Committee	
2	6 Nov 22	Publicity for Instruction for Activity	Place document on Trust website.	Secretary/ Treasurer	
Stage 2: Gathering Volunteers					
3	2pm (1400hrs) 13 Nov 22	Gather Volunteers	Volunteers requested to gather at Green Lane Pond.	All	Volunteers requested to dress for working in and around water and to suit the weather
	10:30am (1030hrs) 20 Nov 22				
	10:30am (1030hrs) 26 Nov 22				
4	5 mins after Serial 3	Briefing of Volunteers	Volunteers to be briefed on the tasks, risks and risk management, shown images of newts and New Zealand Pygmy Weed so they might identify them 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					
5a	2:15pm (1415hrs) 13 Nov 22	Carry Out Tasks (Green Lane Pond)	Two or three volunteers will be asked to enter the water of the pond. 50% of the bulrushes and other vegetation in the water is to be removed and laid along the		All equipment should be disinfected after use with diluted disinfectant supplied by the Trust in a spray bottle

			bank between the road and ditch. Those entering the pond should enter in waders and pass cut vegetation to other volunteers for laying on the bank using minimal access points so the majority of vegetation on the banks remains undisturbed. 50% of the bankside vegetation will be lowered to 15 cm and waste piled on the verge between the road and ditch for a minimum of 24 hours to allow invertebrates to move to the out of the waste.		
5b	10:45am (1045hrs) 20 Nov 22	Carry Out Tasks (Green Lane pond if not completed earlier then Middle Green Pond)	Prior to work on Middle Green Pond sheets of polythene are to be laid to the north of the pond and pegged down. Two or three volunteers will be asked to enter the water of the pond. 50% of the bulrushes and other vegetation in the water is to be removed. All New Zealand Pygmy Weed is to be removed, Removed vegetation from Green Lane Pond is to be laid along the bank between the road and ditch. Vegetation from Middle Green Pond is to be laid out on the polythene sheeting, especially the New Zealand Pygmy Weed. Those entering the pond should enter in waders and pass cut vegetation to other volunteers for laying on the banks using minimal access points so the majority of vegetation on the banks remains undisturbed. 50% of the bankside vegetation will be lowered to 15cm		All equipment should be disinfected after use, or moving to the Middle Green Pond. Diluted disinfectant supplied by the Trust in a spray bottle should be applied.

			<p>leaving a margin to discourage dogs from entering the ponds.</p> <p>Once vegetation has been removed as described and if conditions and time permit a central area of the pond should be dredged of silt to increase the water depth to 1 m in an area ideally 1m square. The silt should be placed directly in the skip on site.</p>		
5c	10:45am (1045hrs) 26 Nov 22	Carry Out Tasks (Middle Green Pond)	If there is vegetation still to be removed from the pond the instruction above at Serial 5 b should be followed. Likewise, if dredging has not been completed.		All equipment should be disinfected after use, or moving to the Middle Green Pond. Diluted disinfectant supplied by the Trust in a spray bottle should be applied.
Stage 4: Tidy Up					
6	Minimum of 24 hours after Serials 5a, b or c	Tidy Up	All vegetation laid on the banks should be moved to the skip on site and polythene removed and pegs collected. The Trust members will deal with the polythene and pegs. All other vegetable matter or silt is to be placed in the skip on site.		Wheelbarrows may be required. All equipment should be disinfected after use, or moving to the Middle Green Pond. Diluted disinfectant supplied by the Trust in a spray bottle should be applied.
7	Completion of Serials 5 a, b or c and 6	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