

FoTF: Lynford Arboretum Group Programme of Tasks for 2016		Most tasks are Weather Depend; therefore the programme is subject to alteration. Working sessions are from 09:00 to 12:30, with a refreshment break around 10:30.	
January H&S Cold Weather	Sun 24 th Sun 31 st	Wed 20 st Wed 27 th	Tree & Shrub planting, weather permitting. Tree & Shrub pruning as per pruning schedule. Check Tree & Shrub cages. Tree labels – check fixings. Check Way Marker signage & Odd Jobs. OoSMC .
	Admin: Monthly & Quarterly checks of First Aid, H&S Equipment also Tools & Equipment.		
February H&S Cold Weather WL Birds starting to Nest	Sun 7 th Sun 14 th Sun 28 th	Wed 3 rd Wed 10 th Wed 24 th	Tree & Shrub planting, weather permitting. Tree & Shrub pruning as per pruning schedule. Maintenance in sections 1 to 4. Check all seating & tables around arboretum. OoSMC .
	Admin: Monthly H&S checks. Redeploy 'Tinytag' Data Loggers (if not sooner).		
March H&S Cold Weather WL Birds starting to nest	Sun 6 th Sun 13 th Sun 27 th	Wed 2 nd Wed 16 th Wed 30 th	Tree & Shrub planting, weather permitting. Tree & Shrub pruning as per pruning schedule. 'Shine the Signs' & associated Odd Jobs. Check Tree & Shrub cages. Tree labels – check fixings. Possible start of Mowing and Strimming or OoSMC .
	Admin: Monthly H&S checks. Annual review of H & S Risk Assessments.		
April H&S Cold Weather or Stings & Bites WL Birds Nesting	Sun 3 rd Sun 10 th Sun 24 th	Wed 6 th Wed 13 th Wed 27 th	Start of Bracken & Nettle control (including Sec 7) Tree & Shrub pruning as per pruning schedule. Mowing & Strimming. Tree labels check fixings. Check Streamside Path & Butterfly Glade. Hamamelis Glade & maintenance in sections 5 & 6. Check Dog Agility Trail & maintain as required.
	Admin: Monthly & Quarterly checks of First Aid, & H&S Equipment, also Tools & Equipment		
May H&S Stings & Bites WL Birds Nesting	Sun 1 st Sun 8 th Sun 29 th	Wed 4 th Wed 11 th Wed 25 th	Bracken & Nettle control and Mowing & Strimming. Check Wildflower Meadow and Tree & Shrub cages. Check 'Walk for Life' 1 mile walking route signage. Tree & Shrub pruning as per pruning schedule. Check section 7 pathway, seats & views.
	Admin: Monthly H&S checks. Annual Test of Fire Extinguishers.		
June H&S Stings & Bites WL Birds Nesting	Sun 5 th Sun 12 th Sun 26 th	Wed 1 st Wed 15 th Wed 29 th	Check path head heights & seasonal pruning. Bracken & Nettle control and Mowing & Strimming. Streamside Path & Butterfly Glade. Ascertain autumn tree planting & plan sites. Service tools & equipment as required.
	Admin: Monthly H&S checks. Uplift 'Tinytag' Data Loggers for downloading.		
July H&S Stings & bites WL Birds Nesting	Sun 3 rd Sun 10 th Sun 31 st	Wed 6 th Wed 13 th Wed 27 th	Check path head heights & seasonal pruning. Bracken & Nettle control and Mowing & Strimming. Lakeside Vistas maintenance & Hamamelis Glade. 'Shine the Signs'. Tree labels – check fixings. Maintenance in Sec's 7 to 12. Check all 'Way Marking' signs and posts (pre Holidays).
	Admin: Monthly & Quarterly checks of First Aid, & H&S Equipment also Tools & Equipment		
August H&S Stings & bites WL - Birds Nesting Fungi Season	Sun 7 th Sun 14 th Sun 28 th	Wed 3 rd Wed 17 th Wed 31 st	Prepare Tree & Shrub planting sites. Bracken & Nettle control and Mowing & Strimming. Check Streamside Path and Wild Flower Meadow. Check all seating & tables around arboretum. Tree & Shrub pruning as per pruning schedule.
	Admin: Monthly H&S checks. Redeploy 'Tinytag' Data Loggers (if not sooner).		
September H&S Stings & Bites WL Fungi Season	Sun 4 th Sun 11 th Sun 25 th	Wed 7 th Wed 14 th Wed 28 th	Prepare Tree & Shrub planting sites. Mowing & Strimming. Tree labels – check fixings. Cut & Clear or Cut Wild Areas at east end of Sec'. 12 (#) Cathedral Oaks. Water Tower compound. Check Dog Agility Trail & maintain as required.
	Admin: Monthly H&S checks. Replace Smoke Detector Batteries (🔋).		
October H&S Stings & Bites WL Fungi Season	Sun 2 nd Sun 9 th Sun 30 th	Wed 5 th Wed 12 th Wed 26 th	Tree & Shrub planting as required. Section 7 - Annual tidy-up & prune for views. Hedge Pruning sec', 6 & clear banks in Hamamelis Glade. Lakeside undergrowth formative control. Salix Plot & Wildflower Dell. Wash down Entrance Banners.
	Admin: Monthly & Quarterly checks of First Aid, & H&S Equipment also Tools & Equipment		
November H&S Cold Weather	Sun 6 th Sun 13 th Sun 27 th	Wed 2 nd Wed 16 th Wed 30 th	Tree & Shrub planting, weather permitting. Tree & Shrub pruning as per pruning schedule. Cut & Clear or Cut Wild Areas under trees (#). Tree labels – check fixings. OoSMC .
	Admin: Monthly H&S Checks.		
December H&S Cold Weather	Sun 4 th Sun 11 th	Wed 7 th Wed 14 th	Tree & Shrub planting, weather permitting. Tree & Shrub pruning as per pruning schedule. Other Odd Jobs & tidy Old Pump House. Service tools & equipment as required. Annual Service of all Mowing Equipment.
	Admin: Monthly H&S checks. Upload 2017 dates to Websites. Uplift 'Tinytag' Data Loggers for downloading.		

H&S = Health & Safety considerations, *Some of Many*. Note: Bottled Water is available in Hot Weather.

WL = Wildlife considerations. (#) Bi-annual cycle. [OoSMC = Out of Season Mower Checks \(Start-up, Run & Generally Check Machines.\)](#)

After **High Winds**, walk the Arboretum and check for **Unsafe Trees**. **These must be 'roped off' & reported to FC – ASAP.**

Smoke Detector Batteries (🔋) Follow written procedure which can be found on inside of front cover of the Health & Safety File.