COMPLIANCE P☑D
CHECK, LOG AND REPORT

697. Sustainability & Climate Action - Biodiversity & Ecology - Biodiversity & Habitat Enhancement Project Monitoring

Category:	Sustainability & Climate Action
Subcategory:	Biodiversity & Ecology
Status:	PPM
Type:	Competent Person
Priority:	Optional
Commonality:	Occasional

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your regular monitoring of biodiversity projects ensures these valuable habitats continue to thrive and provide educational benefits while remaining safe for pupil use. By tracking project progress and ecological outcomes, you support sustainable development that enhances the learning environment, contributes to climate resilience, and builds confidence in the organisation's environmental commitment while recognising the vital role facilities staff play in maintaining nature-rich spaces that foster both ecological health and educational enrichment.

Task Summary

PPM: This task requires a six-monthly monitoring review of biodiversity projects such as pond creation, tree planting, or pollinator-friendly planting schemes. The monitoring should assess project establishment, ecological success, maintenance requirements, and safety considerations. Staff should use systematic checklists to evaluate plant survival, wildlife usage, habitat development, and integration with educational activities. The process should include photographic documentation, progress logging, and identification of maintenance or enhancement needs. Findings should inform ongoing project management and contribute to the Climate Action Plan. This regular monitoring

ensures biodiversity projects remain effective, safe, and educationally valuable while supporting continuous improvement and adaptation based on observed outcomes.

Relevant Legislation & Guidance

- **Wildlife and Countryside Act 1981**: Ensures biodiversity projects protect and enhance wildlife habitats.
- **Natural Environment and Rural Communities Act 2006**: Supports biodiversity enhancement initiatives.
- **DfE guidance on outdoor learning**: Encourages biodiversity projects that support curriculum objectives.
- **Biodiversity 2020 Strategy**: Provides framework for habitat enhancement and monitoring.
- **Health and Safety at Work Act 1974**: Requires safe management of biodiversity projects.

Typical Frequency

This task should be completed every 6 months, aligned with growing seasons and project development stages. The frequency could vary based on project type, establishment timeline, or if monitoring indicates issues requiring more frequent attention. In education settings, bi-annual monitoring provides regular oversight of project development and safety.

Applicability

This task is optional and occasional, applying to schools and colleges with active biodiversity enhancement projects. It is particularly relevant for establishments undertaking habitat creation, tree planting, or wildlife gardening initiatives. The task applies when specific biodiversity projects are underway and require monitoring to ensure success. Schools and colleges with such projects should consider this essential for project management and safety assurance.

Responsible Persons

- **Task Type**: This is a Competent Person task that can be carried out by facilities or grounds staff with project monitoring training.

- **Contractor Requirements**: Not applicable as this is a Competent Person task.

- **In-House Requirements**: Staff should have basic training in biodiversity monitoring and project evaluation. Familiarity with the specific projects and their objectives is essential.

- **Permit to Work**: No permit to work is normally required for this task.

- **Delivery Model**: This task is normally completed in-house by trained staff, making it cost-effective for regular project oversight.

Key Considerations

Important factors include coordinating monitoring with seasonal changes, ensuring safe access to project areas, and involving pupils where appropriate for educational value. The task should be planned to avoid disrupting normal site operations. Consider the educational benefits of monitoring activities and integration with curriculum work. Risk assessment should focus on safety implications of accessing project areas and potential wildlife encounters.

Task Instructions

Prerequisites & Safety

- Access to project documentation and baseline data
- Understanding of project objectives and success criteria
- Basic biodiversity monitoring skills
- Knowledge of safe access to project areas

Tools & Materials

- Project monitoring checklist
- Camera for photographic evidence
- Measuring tools for growth assessment
- Safety equipment for accessing project areas
- Progress logging sheets

Method (Step-by-Step)

1. **Preparation**: Review project objectives and previous monitoring data.

2. **Site Inspection**: Conduct systematic assessment of project areas.

3. **Ecological Monitoring**: Evaluate plant establishment, wildlife usage, and habitat development.

4. **Safety Assessment**: Check for safety issues and maintenance needs.

5. **Progress Documentation**: Record findings with photos and measurements.

6. **Recommendations**: Identify maintenance or enhancement requirements.

Measurements & Acceptance Criteria

Projects should show measurable progress towards biodiversity objectives with successful plant establishment and wildlife usage. Monitoring should identify any safety or maintenance issues requiring attention.

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. If monitoring identifies project failure, immediate actions should include consulting biodiversity specialists and developing corrective measures.

Reinstatement & Housekeeping

No reinstatement required. Ensure project areas remain secure after monitoring.

Completion Checks

Confirm that systematic monitoring has been completed, checklists filled, and evidence uploaded to Compliance Pod.

Record-Keeping & Evidence

- **Upload Process**: Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence**: No statutory evidence is required for this task.
- **Supporting/Good Practice Evidence**: Monitoring checklists, annotated photos, and progress logs.

Common Pitfalls & Best Practice Tips

Common mistakes include inconsistent monitoring schedules, failing to document changes properly, or not acting on monitoring findings. Best practices include establishing standard monitoring protocols, maintaining historical data for trend analysis, and involving pupils in appropriate monitoring activities. In educational settings, use monitoring data to inform curriculum activities and celebrate project successes. Warning signs include poor plant survival, lack of wildlife usage, or safety issues in project

areas.

Quick Reference Checklist

- [ ] Review project objectives and baseline data
- [ ] Conduct systematic site inspection
- [ ] Assess ecological success and development
- [ ] Check safety and maintenance requirements
- [ ] Document findings with photos and measurements
- [ ] Log progress and identify issues
- [ ] Upload evidence to Compliance Pod

Grouped Tasks

Grouping is feasible; align with related tasks of the same frequency and contractor visit.

Related Tasks

- Sustainability & Climate Action - Biodiversity & Ecology - School Grounds Biodiversity Audit
- Sustainability & Climate Action - Biodiversity & Ecology - Biodiversity & Green Space Maintenance Plan Review
- Sustainability & Climate Action - Carbon, Energy & Resources - Energy Efficiency Visual Check

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