

## HEALTH AND SAFETY POLICY

**Incorporating the Local Health and Safety Arrangements for:**


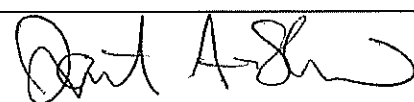
- **Oswaldtwistle School**
- **Alternative Provision (Pupil Referral Unit)**
- **11/142**
- **Union Road, Oswaldtwistle, Lancashire BB5 3DA**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Community or Voluntary Controlled School, the county council is the employer. The governing body is responsible for the use of the premises. The headteacher is responsible for the implementation and management of health, safety and welfare within the school. The county council, the governing body and the headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5-yearly review of this template by the county council;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".</li> </ul> |
|---|--|

Signed: 	Signed:  On behalf of the Governing Body
Headteacher's name: Sandra McKenna	Chair of Governors name: David Shaw
Date: 19/09/2024	Proposed Review date: 19/09/2025



<p><b>Responsibilities</b></p> <p>The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. headteacher:</p>	<p><b>Management Committee</b></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is e.g. school business manager, health and safety co-ordinator etc:</p>	<p><b>Sandra McKenna -Headteacher</b></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><b>K Stevenson – Premises</b></p> <p><b>K Stevenson – Fire Safety &amp; other emergencies</b></p> <p><b>K Stevenson – Emergency Plans</b></p> <p><b>Jaccs Barker-Rourke &amp; Jackie Shove (Tib Services) – Out of Hours arrangements – Site Supervisors</b></p> <p><b>James Doran Educational visits</b></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><b>Sandra McKenna – Headteacher</b></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><b>Location - within the School Development Plan.</b></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk;</li> </ol>	

4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement)
5. The Conditions of Employment of Teachers provides that teachers professional duties Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
6. A revised file and procedures have been created for dealing with contractors visiting school and linked to the Asbestos survey. All contractors will be asked to look at floor plan which will be advise them where asbestos is known within school, complete a Contractor Induction checklist & Asbestos Register Record and be issued with an updated copy of Site Rules for Contractors. They will be asked to sign in and out and acknowledge the fire evacuation procedures.
7. Health and Safety awareness has been raised by using the County Councils - learning courses to update all staff records. H&S Awareness, H&S Fire Procedure, Personal safety and Driving at Work have all been completed

## Health and safety risks arising from work activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><b>Karen Stevenson- Business Manager – H&amp;S</b>  <b>Karen Stevenson – Business Manager – Workstation</b>  <b>Amanda Corns – DSL – Pupils</b></p> <p><b>Curriculum Areas:</b>  <b>Michael Todd – PE</b>  <b>Larissa Palmieri – Science</b>  <b>Larissa Palmieri – Food Technology</b>  <b>Leesa Amin – Duke of Edinburgh</b>  <b>Kathleen Watkinson- Art /Pottery</b>  <b>James Doran – Technology</b>  <b>James Doran – Educational Visits</b></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><b>Sandra McKenna – Headteacher</b>  <b>Karen Stevenson – Business Manager</b></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><b>Sandra McKenna – Headteacher</b></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><b>All Staff Members</b></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><b>Sandra McKenna – Headteacher</b>  <b>Karen Stevenson – Business Manager</b></p>
<p>Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><b>Sandra McKenna – Headteacher – Audit (Whole School)</b>  <b>Karen Stevenson – Business manager – Office, DSE, General School, Audit review (CAR's)</b>  <b>Amanda Corns – DSL/Child Protection Officer – Pupils</b>  <b>LCC H&amp;S Team – Fire Technical</b>  <b>Karen Stevenson – Business Manager – Fire Non-Technical</b></p>

## School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<b>Michael Todd</b> <b>Sinead Parr (Adoption Leave)</b>
Consultation with employees is provided via:	<b>Circulation of draft documents for consultation.</b>

## Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

## Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<b>Karen Stevenson – Business Manager</b>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<b>Property Group – LCC Surveyor Karen Stevenson – Business Manager</b>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<b>Jacs Barker-Rourke/ Jackie Shove (Tib Services) Site Supervisors Karen Stevenson – Business Manager</b>
Any problems found with equipment should be reported to:	<b>Karen Stevenson- Business Manager Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisors</b>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<b>Sandra McKenna - Headteacher</b>

## Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<p><b>Staff Room</b> <b>Reception</b> <b>Personal Leaflet on Induction</b></p>
<p>Health and safety advice is available from:</p>	<p><b>LCC School Portal</b> <b>Headteacher</b> <b>Business Manager</b> <b>Health Safety &amp; Wellbeing Team</b> <b>01772 538877</b></p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p><b>Karen Stevenson – Business Manager</b></p>
<p>Health and safety in shared premises (where applicable) is managed by:</p>	<p><b>The Heys – LET Trust</b> <b>Harvey St – Sea Cadets</b></p>

## Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p><b>LCC- H&amp;S E-Learning via the Schools Portal</b></p>
<p>Job specific training will be provided by:</p>	<p><b>Sandra McKenna – Headteacher</b> <b>Paul Bridge -Deputy Headteacher</b> <b>K Stevenson – Business Manager</b> <b>JACS Barker -Rourke/Jackie Shove (Tib Services) – Site Supervisors</b></p>



Jobs requiring specific health and safety training are:	<b>Asbestos Inspection &amp; awareness</b> <b>Legionella and water monitoring</b> <b>Management of contractors</b> <b>DSE</b> <b>Ladder Safety</b> <b>Manual Handling</b> <b>Lone Working</b> <b>Driving at Work</b> <b>Personal Safety</b> <b>School Security – Induction</b>
Training records are kept by:	<b>These all will be achieved via eLearning/on the job training.</b> <b>Karen Stevenson – Business Manager</b> <b>Amie Wild – School Administrator – Office (Maternity Leave)</b>
Training will be identified, arranged and monitored by:	<b>Sandra McKenna – Headteacher</b> <b>Karen Stevenson – Business Manager</b>

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<b>Workroom upstairs</b> <b>Deputy Head Office</b> <b>Longridge Classroom</b>
The first aider(s) and appointed person(s) is/are:	<b>1<sup>st</sup> Aiders:</b> <b>Amanda Corns</b> <b>Gemma Cook</b>  <b>Outdoor Education 1<sup>st</sup> Aiders</b> <b>James Doran</b> <b>Michael Todd</b>

	<b>Up to date list displayed in school office</b>
All accidents and cases of work-related ill health are to be reported to:	<b>Staff Members - LCC via Oracle Fusion</b> <b>Pupils – via Accident/Incident Form</b> <b>Visitors – via Accident/Incident Form</b>
Health surveillance is not required for any job roles within the school.	<b>N/A</b>

## Performance monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<b>Sandra McKenna – Headteacher</b> <b>Karen Stevenson – Business Manager</b>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	<b>Sandra McKenna Headteacher – Audit/Review</b> <b>Karen Stevenson Headteacher – Review</b> <b>Stacey Gregory – Senco – Pupil Review</b>
Responsible person(s) for investigating accidents e.g. road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<b>Sandra McKenna - Headteacher</b>
Responsible person(s) for investigating work-related causes of sickness absences:	<b>Sandra McKenna - Headteacher</b>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<b>Sandra McKenna – Headteacher</b>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<b>Sandra McKenna - Headteacher</b>

## Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p><b>Karen Stevenson – Business Manager</b>  <b>Jacs Barker- Rourke/Jackie Shove (Tib Services) – Site Supervisor</b></p>
<p>Escape routes are checked by/every:</p> <p>Fire Doors are checked by/every:</p> <p>Emergency Lighting checked by/every:</p>	<p><b>Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly:</b></p> <p><b>Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly</b></p> <p><b>Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly</b></p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p><b>JLA- Annually</b></p> <p><b>Jacs Barker-Rourke /Jackie Shove- Site Supervisors – bi-annually</b></p>
<p>Alarms are tested by/every:</p>	<p><b>EFT – bi-annually</b></p> <p><b>Jacs Barker-Rourke/Jackie Shove (Tib Services) -Site Supervisors- weekly test of fire call points in rotation</b></p>
<p>The emergency evacuation procedure is tested by/every:</p>	<p><b>Termly</b></p> <p><b>Sandra McKenna – headteacher</b>  <b>Karen Stevenson – Business Manager</b></p>
<p>Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:</p>	<p><b>Sandra McKenna – Headteacher</b>  <b>Karen Stevenson – Business Manager</b></p> <p><b>School Emergency Plan</b></p>

**Table of occupational health and safety topics/activities that apply**

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the <a href="#">Health, Safety and Quality team website</a> .	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident reporting, recording and investigation	✓	O://health&safety/accident & incident reporting
Asbestos management plan	✓	O://health& safety/risk assessments Asbestos File -Business Managers Office
Bodily fluids (urine, blood, faeces, vomit) and biological agents	✓	O://health& safety/risk assessments
Catering	✓	O://health& safety/risk assessments
Cleaning/caretaking tasks	✓	O://health& safety/risk assessments
Control of contractors	✓	O://health& safety/risk assessments Control of Contractors File -Business Manager Office
Control of substances hazardous to health (COSHH)	✓	O://health& safety/risk assessments COSHH File -Business Managers Office
Covid 19	✓	O://health& safety/risk assessments Covid Compliance File -Business Manager Office
Disability access (health and safety implications)	✓	O://health& safety/risk assessments
Display screen equipment and eye tests	✓	O://health& safety/risk assessments
Driving at work	✓	O://health& safety/risk assessments
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	O://health& safety/risk assessments Health & safety Compliance File – Business Managers Office
Emergency procedures other than fire, for example flood, services failure	✓	O://health& safety/risk assessments Evacuation Procedure Emergency Evacuation File – Business Manager Office & home
Extended school and community use	N/A	N/A
Finger traps (internal and external)	✓	O://health& safety/risk assessments
Fire safety	✓	O://health& safety/risk assessments

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the <a href="#">Health, Safety and Quality team website</a> .	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
First aid	✓	Fire Action Notices Fire Safety Log Book – Business manager office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	O://health& safety/risk assessments 1st Aid Notices
Health and safety induction (a checklist is available on the health safety and quality website)	✓	O://health& safety/risk assessments Health & Safety Compliance File – Business Managers Office
Infection control, including needles and needlestick injuries	N/A	Health & Safety Competency training & Induction (Staff & Supply) Files – Business Managers Office
Lettings to non-school groups	N/A	N/A
Manual handling	✓	O://health& safety/risk assessments/employee issues/manual handling
Minibuses	✓	Health & Safety Competency Training & Induction File (Staff & Supply) – Business Managers Office
Monitoring	✓	O://health& safety/risk assessments
Mobile phones (the use of)	✓	Health & Safety Monitoring Book
Personal safety including lone working and violence and aggression	✓	Fire Safety Log Book Health & Safety Compliance
Play equipment installations inspections	✓	O://health& safety/risk assessments
Playgrounds and external areas	N/A	O://health& safety/risk assessments/lone working & home visits
Ponds and water features	N/A	Health & Safety Competency Training & Induction Files (Staff & Supply) – Business Managers Office
Premises management (see premises management guidance on the	N/A	N/A

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the <a href="#">Health, Safety and Quality team website</a> : Health, Safety and Quality team's website)	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Pupil moving and handling (special needs)	N/A	N/A
Pregnant employees and nursing mothers	✓	O://health& safety/risk assessments/new & expectant mothers
Reporting of health and safety concerns/faults	✓	Report to Site Supervisor /Business Manager Item on Staff Meeting Agenda weekly
Severe weather including winter gritting	✓	O://health& safety/risk assessments
Shared use of buildings	✓	O://health& safety/risk assessments
Sharps, for example, broken glass in the school building or external grounds	✓	O://health& safety/risk assessments
Stress	✓	O://health& safety/risk assessments/employee issues/stress
Swimming pools	N/A	N/A
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	O://health& safety/risk assessments/site
Visitor and volunteers' safety	✓	O://health& safety/visitors
Waste storage and disposal	✓	O://health& safety/risk assessments
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premise's management arrangements	✓	O://health& safety/legionella water
Work equipment and machinery	✓	O://health& safety/risk assessments
Working at height – ladders, access equipment etc	✓	O://health& safety/risk assessments/ladder safety

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the Health, Safety and Quality team website:	Applicable (✓)	Details of where information about the school's arrangements can be found
Workplace inspection (internal and external)	✓	Health & Safety Competency Training & Induction File – Business Managers Office O://health& safety/risk assessments/workplace inspections

**Table of non-occupational health and safety topics/activities that apply**

<b>Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)</b>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	✓	CPOMS - Administration of Medication
*Educational visits	✓	O://health& safety/risk assessments/Evolve
Food safety and hygiene	✓	O://health& safety/risk assessments/Food Safety & Hygiene File
Outdoor activities	✓	O://health& safety/risk assessments/Evolve
PE equipment	✓	O://health& safety/risk assessments/PE
Pupil handling and restraint	✓	O://health& safety/risk assessments
Grounds maintenance activities	✓	O://health& safety/site
Pupil movement and flow	✓	O://health& safety/risk assessments
School transport	✓	O://health& safety/risk assessments
Science (only where not covered by curriculum safety procedures set down in CLEARSS)	✓	O://health& safety/risk assessments
Smoking	✓	O://health& safety/risk assessments
Special needs of pupils (health and safety issues)	✓	O://health& safety/risk assessments
Stage and drama activities	N/A	N/A
Supervision of pupils	✓	O://health& safety/risk assessments
Technology rooms and equipment	✓	O://health& safety/risk assessments/technology
Wearing of jewellery	✓	O://health& safety/risk assessments/PE
Work experience	✓	T://health& safety/risk assessments/Young persons Work Experience File -Careers Office

The school will also consider the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

\*Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).



Oswaldtwistle - works required

From Moriarty, Lewis <Lewis.Moriarty@lancashire.gov.uk>

Date Tue 9/24/2024 2:27 PM

To robert@pilkingtonbros.com <robert@pilkingtonbros.com>

Cc Karen Stevenson <karen.stevenson@oswaldtwistle.org>

Hi Rob,

Thanks for meeting this morning. As discussed please see items below we need to get sorted:

- Re-use previously removed galvanised fencing to form new bin store as per discussions on site. Add black coloured solid metal panel all round.
- Supply and fit mesh single gate to side of new building adjacent to the 9m cabin. Coloured black. (no solid panels)
- To opposite corner between 5m unit and existing galvanised fence, supply and install black mesh panel and posts to close off gap to side of unit.
- To link corridor, supply and install black mesh panel and posts finishing flush with 5m unit to close off inlet area. All to the be same height as cabins.
- Remove pins to cabins

Please provide quote for works to fencing at RHS of building:

- Removing front run of palisade fencing
- Clear out all bushes,brambles,bath,shed etc to wasteland area right back to soil/curb edging level and remove from site
- Utilise sections of previously removed palisade fencing and install in front of wall at the top end of the wasteland and a section between corner of outdoor classroom building back to existing palisade.
- Utilise existing palisade gate on site and install to opposite corner of outdoor classroom to close off gap to rear of building.
- Remove existing iron railing/fence section and existing plywood sheets and install previously removed palisade fencing section in its place.
- Grind spikes off all palisade fencing and remove from site.

Thanks

**Lewis Moriarty | BSc (Hons) | MCIQB |**  
Project Building Surveyor (East)  
Asset Management Service  
Lancashire County Council  
m. 07833483397  
w. www.lancashire.gov.uk

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