Sample Education Technical Site Assurance Report

Education Redevelopment, Gosford Hill

Anonymised website sample based on a live Clerk of Works site visit diary format

Report reference	Sample GHS-20	**Inspection period**	March 2026
Project	Gosford Hill	**Sector**	Education
Report type	Clerk of Works / Technical Site Assurance	**Project stage**	Temporary school accommodation and live site works
Primary focus	Temporary works, modular construction, firestopping and fit-out progress	**Status**	Anonymised sample
Prepared by	ITSA Ltd	**Public issue**	Names, appointment details and sensitive data redacted

Redaction note: This public sample has been rebuilt and anonymised for customer viewing. Personal names, project team details, direct appointment particulars, addresses, contact details, signatures and original company branding have been removed or generalised. The content is intended to demonstrate ITSA reporting structure, technical commentary and evidence-based assurance rather than reproduce the full original project record. Where applicable standard DfE template formats will be used.
This is an example of reporting on a current project.

Executive Summary

This sample report reflects a live education redevelopment during the temporary school accommodation phase. The works included modular unit installation, below-ground service connections, external formation works, internal fit-out, firestopping, mechanical and electrical coordination and preparation for future commissioning.

The project was being delivered in a live school environment, requiring careful attention to safeguarding, access control, pedestrian and vehicle segregation, temporary works, boundary management and the safe coordination of plant operations alongside progressing fit-out activities.

Temporary modular accommodation was progressing, with a significant number of cabins delivered and installed. Remaining units were programmed for follow-on installation, with internal works moving through decoration, services integration, fire alarm installation, life safety coordination and readiness for occupation.

A key technical focus was the treatment of fire-resisting junctions between modular units, including cavity closures, fire-rated board, mineral wool fire barriers and intumescent sealant. These details require ongoing inspection and supporting evidence before final closure and handover.

Overall site control and welfare arrangements were generally well maintained. The report demonstrates proactive Clerk of Works review of construction quality, temporary works, firestopping interfaces, programme risk and handover readiness.

Inspection Priorities

- Confirm temporary works, excavations, access routes and trench bridging remain safe, recorded and inspected.
- Review modular unit installation against approved layouts, fire strategy, compartmentation lines and service interfaces.
- Check firestopping at inter-module junctions, fire doors, service penetrations and roof or ceiling interfaces before closure.
- Monitor internal fit-out progress, M&E coordination, floor finishes, fire alarm installation and commissioning readiness.
- Maintain evidence-based reporting through clear narrative, photographs, follow-up actions and close-out tracking.

Health, Safety and Site Control Overview

The following table summarises the style of safety and site-control commentary used within the report. The wording has been generalised for public issue.

Area	Observation	Assurance response
Working at height	Operatives involved with modular roof-level activity were observed using appropriate PPE and fall restraint measures.	Continue monitoring high-level activities, lifting operations and access arrangements as modular works progress.
Slips, trips and falls	External areas presented inherent risks due to open trenches, uneven ground and active excavation works. Internal areas were generally clean and free from obstruction.	Maintain segregated routes, barrier protection and regular housekeeping as site levels and access routes change.
Pedestrian and vehicle segregation	Defined pedestrian routes and physical barriers were in place to separate operatives from plant and delivery movements.	Keep routes under review as plant operations, deliveries and temporary accommodation interfaces evolve.
Temporary works	Excavations, barriers and temporary bridging arrangements were observed. These appeared serviceable, but formal inspection and temporary works control remain important.	Confirm temporary works are captured within the site procedure, inspected and maintained in accordance with the relevant design and risk controls.
Welfare and security	Welfare facilities, access control, turnstiles, signage and site security were observed to be suitable for the current workforce and stage of works.	Maintain access control and welfare standards through the remaining fit-out, commissioning and handover period.

Technical Observations

The following observations have been edited for confidentiality while preserving the technical substance of the original reporting approach.

Observation 1 - Temporary Modular Accommodation Progress

Observation	Works to the temporary modular school accommodation were progressing, with modular unit installation, rainwater goods, perimeter skirting and internal fit-out works advancing in sequence. Mechanical and electrical installations were taking shape internally, with decoration commencing in selected areas and further work expected as remaining modules were delivered.
Risk / implication	Incomplete verification can affect safeguarding, safe occupation, compartmentation integrity, compliance evidence and handover readiness.
Recommended action	Continue cross-checking installation against the approved layout, fire strategy, service integration requirements and handover programme.

Observation 2 - Firestopping to Inter-Module Junctions

Observation	Firestopping to cavities and junctions between modular units was reviewed. The inspected approach included mineral wool fire barrier material, fire-rated board and intumescent sealant. The principle appeared appropriate, but final compliance depends on continuity, correct product use, installation quality and supporting manufacturer or specialist evidence.
Risk / implication	Incomplete verification can affect safeguarding, safe occupation, compartmentation integrity, compliance evidence and handover readiness.
Recommended action	Require the approved detail, photographic records and installation sign-off before closure. Monitor completed firestopping to ensure it is not disturbed by follow-on trades.

Observation 3 - Fire Door and Fire Curtain Interfaces

Observation	Fire door and fire curtain interface works were progressing as part of the developing compartmentation strategy. Where doors, curtains or surrounding cavity closures form part of the fire strategy, surrounding construction must be complete before the element is treated as compliant or ready for handover.
Risk / implication	Incomplete verification can affect safeguarding, safe occupation, compartmentation integrity, compliance evidence and handover readiness.
Recommended action	Confirm door set, cavity closure and fire curtain details against approved information and retain product evidence as part of the golden thread record.

Observation 4 - Below-Ground Services and Temporary Works

Observation	Groundworkers were progressing below-ground services, including ducting and drainage within open trenches. Temporary barriers and bridging arrangements were used to maintain safe access. These arrangements appeared controlled, but temporary access over excavations should be verified for stability, load capacity and inspection requirements.
Risk / implication	If groundworkers progress below-ground services using an uncertified temporary bridge without an approved temporary works design, incomplete verification can compromise site safety and increase risk of injury.
Recommended action	Ensure temporary works are captured within the temporary works register and that trench protection, barriers, bridge supports and access routes remain inspected and suitable.

Observation 5 - M&E Coordination and Internal Fit-Out

Observation	Mechanical and electrical works were advancing through the modular units, with service routes, penetrations, fire alarm interfaces and finishing works progressing in tandem. As fit-out intensifies, service penetrations and follow-on work create a risk of disturbing previously completed firestopping.
Risk / implication	Incomplete verification can affect safeguarding, safe occupation, compartmentation integrity, compliance evidence and handover readiness.
Recommended action	Coordinate M&E installation with firestopping close-out. Any disturbed fire-critical work should be identified, reinstated and re-inspected before final closure.

Observation 6 - Programme, Commissioning and Handover Readiness

Observation	The reporting period identified continued progress toward modular installation completion, service integration, internal finishes, fire alarm installation, compliance checks and commissioning. The next stage requires focused management of testing, certification, snagging and handover evidence.
Risk / implication	Incomplete verification can affect safeguarding, safe occupation, compartmentation integrity, compliance evidence and handover readiness.
Recommended action	Maintain a forward-looking close-out programme covering commissioning, fire/life safety systems, final inspections, QA evidence and handover documentation.

Photographic Evidence Extract

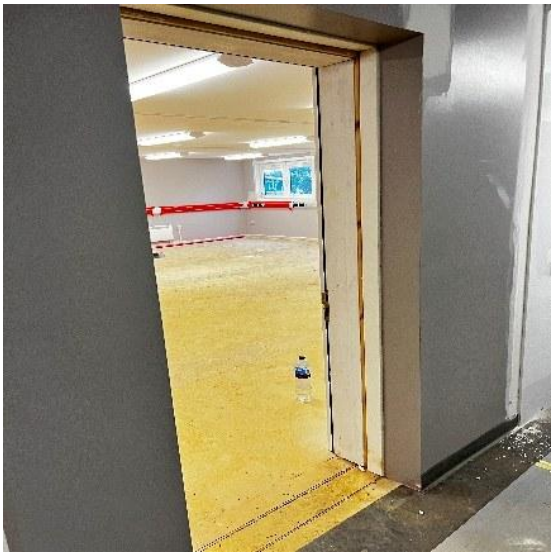
Representative images have been included to demonstrate evidence-based reporting. Images have been stripped of metadata and selected to avoid sensitive personal or appointment information.

Temporary modular accommodation and external works interface

Below-ground services and segregated excavation zone

Fire barrier installation at modular roof interface

Fire door and modular junction interface under review



Inter-module cavity and fire resisting closure detail

Second fix services and fire stopping coordination zone

Internal fit-out progress within temporary accommodation

Temporary fire provision within active work area

Close-Out and Assurance Requirements

Requirement	Assurance expectation
Temporary works control	Temporary bridging, excavations, hoarding, barriers and temporary access arrangements should be captured, inspected and maintained.
Firestopping evidence	Inter-module firestopping, service penetrations, fire door interfaces and cavity closures should be evidenced before final closure.
Follow-on trade control	Previously completed firestopping should be protected. Any disturbed areas should be recorded, reinstated and re-inspected.
Commissioning readiness	Fire alarm, emergency lighting, electrical systems, domestic services, ventilation, drainage and water services should progress into formal testing and certification.
Handover quality	Snagging, quality records, certificates and close-out evidence should be coordinated before areas are presented as ready for occupation.

Limitations of Sample Report

- This document is an anonymised sample prepared for public/customer viewing.
- It does not reproduce the full original project diary and should not be relied upon as a complete project record.
- Observations are based on visual inspection of accessible areas only.
- The sample does not constitute fire strategy approval, temporary works certification, commissioning certification or statutory compliance sign-off.
- Project team names, contact details, project numbers, addresses, signatures and original company branding have been removed or generalised.

Prepared by	ITSA Ltd
Role	Independent Technical Site Assurance
Issue status	Website sample - anonymised