SITE survey. APP

SITE SURVEY REPORT

Construction Phase Plan

Prepared for	Weaver Valley Academies Trust
Date	21 Sep 2026
Site	St Anne's Primary School extension, Crewe (completed example)
Prepared by	K. Brennan

FORM

Construction Phase Plan

1. Record details and scope

Project	St Anne's Primary School extension, Crewe (completed example)
Site or premises address	St Anne's Primary School, Coppice Road, Crewe
Client or organisation	Weaver Valley Academies Trust
Record date	21 Sep 2026
Person completing the record	K. Brennan, project manager, Brennan and Shaw Construction Ltd

This is a planning record to be completed and maintained by the responsible contractor. It does not replace competent planning, task assessments, method statements or specialist designs.

Regulation 12 of the Construction (Design and Management) Regulations 2015 requires a construction phase plan for every construction project, drawn up before the construction site is set up (by the principal contractor, or by the contractor where there is only one). Regulation 12(2) says it must set out the health and safety arrangements and site rules, and, where applicable, specific measures for any work in Schedule 3 (work involving particular risks, such as risk of burial, falls from height, work near high voltage power lines, diving, or heavy prefabricated components). The plan must be reviewed, updated and revised as the work progresses. It should be proportionate to the work. CDM 2015 applies in Great Britain.

2. Project and team

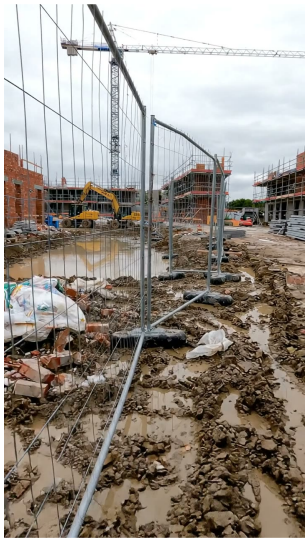
Description and extent of the construction work	Single-storey two-classroom extension on the east playground with link corridor to the existing building. School stays open throughout. Drawings A-100 to A-120 rev C; roof light detail still to be resolved.
Planned construction start	12 Oct 2026
Planned completion	26 Mar 2027
Contractor or principal contractor	Brennan and Shaw Construction Ltd (principal contractor)
Principal designer, where appointed	Ridgeline Architects Ltd
Site manager and contact	J. Lowe, site manager, site office mobile on the contact sheet
Client contact	A. Hussain, trust estates manager

3. Site arrangements

Site rules, induction and supervision	All workers and visitors inducted by the site manager before starting. No contact with pupils, no photos of the school, no smoking on the trust's land. Site manager on site whenever trades are working.

Welfare facilities and who maintains them	Welfare cabin with drying room, toilet and hot water hand wash in the site compound off Coppice Road. Maintained daily by the site manager; cleaning contractor twice a week.
Access, deliveries, segregation and security	Separate site entrance from Coppice Road. Heras fencing with hoarding facing the playground. Deliveries 09:30 to 14:30 only, outside school drop-off and pick-up, with a banksman.
How contractors coordinate activities and communicate changes	Weekly coordination meeting on Tuesdays with each subcontractor. Daily start-of-shift briefing. Changes to sequence or access agreed with the head teacher and recorded in the site diary.

Site layout and welfare plan photos





4. Significant risks

Significant risk 1: Deliveries and plant movement, Coppice Road entrance

Activity and location	Deliveries and plant movement, Coppice Road entrance
Hazard and who could be harmed	Vehicles reversing near the school gate. Pupils, parents and staff could be struck.
Control measures and planning references	Delivery window outside school run, banksman for every reversing movement, segregated pedestrian route. Traffic plan TMP-SA-01.
Person responsible	J. Lowe

Significant risk 2: Roof work, new classroom block

Activity and location	Roof work, new classroom block
Hazard and who could be harmed	Falls from the roof edge during steel deck and membrane work. Roofers at risk.

Control measures and planning references	Scaffold edge protection to full perimeter before roof work starts, inspected weekly. Method statement MS-RF-02.
Person responsible	Roofing subcontractor supervisor

Significant risk 3: Break-through into existing building for link corridor

Activity and location	Break-through into existing building for link corridor
Hazard and who could be harmed	Possible asbestos in existing wall linings and disturbance of occupied classrooms.
Control measures and planning references	Refurbishment survey AS-2026-114 for the link area before work; break-through in the half-term week only with dust screens.
Person responsible	K. Brennan

5. Emergencies and review

Emergency arrangements, assembly point and contacts	Assembly point at the compound gate on Coppice Road, separate from the school assembly point. Site manager calls emergency services and informs the school office. Contacts on the site notice board.
First aid arrangements and contact	First aid point at the welfare cabin; J. Lowe is the trained first aider
Changes that trigger a plan review	Change of sequence, new subcontractor, change to school term dates or access, or any incident.
Plan revision and document references	CPP-SA-01 rev 1, read with traffic plan TMP-SA-01 and method statements
Who was briefed and when	Subcontractor supervisors briefed at the pre-start meeting on 2026-09-21. Head teacher given a copy of the access and delivery arrangements.

6. Actions and review

Are further actions required?	Yes

Further action 1: Obtain the refurbishment asbestos survey for the link corridor wall before work is planned

Action and evidence reference	Obtain the refurbishment asbestos survey for the link corridor wall before work is planned
Person responsible	K. Brennan
Target date	9 Oct 2026
Action status	In progress

Further action 2: Confirm the roof light detail with the designer and add the work method to the plan

Action and evidence reference	Confirm the roof light detail with the designer and add the work method to the plan
Person responsible	Ridgeline Architects Ltd
Target date	16 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Asbestos survey for the link area outstanding; break-through not to be planned until it is received.
Record status	Further work needed
Reviewed by	A. Hussain, trust estates manager
Review date	23 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.