SITE survey. APP

SITE SURVEY REPORT

Workplace Electrical Safety Checklist

Prepared for	Harlow and Keane Print Ltd
Date	26 Oct 2026
Site	Harlow and Keane Print, Northampton
Prepared by	R. Bassi

FORM

Workplace Electrical Safety Checklist

1. Premises and fixed installation

Project	Harlow and Keane Print, Northampton: workplace electrical safety check (completed example)
Premises address	Unit 6, Brookfield Trade Park, Northampton NN3 6XX
Client or employer	Harlow and Keane Print Ltd
Location (GPS)	52.2617, -0.8452
Inspection date	26 Oct 2026
Inspected by	R. Bassi
Role or company	Health and safety adviser, Brightwater Safety Ltd
Type of workplace	Factory or workshop
Rules you work to	Great Britain: Electricity at Work Regulations 1989
Areas covered and anything left out	Press hall, pre-press office and canteen. Plate-making room locked and not seen; to be added at the next visit.

> What this is. A visual workplace electrical safety check of boards, sockets, leads, equipment and cables, by a manager or other competent person. It does not test the installation or appliances, and it is not an EICR, a PAT record or a certificate.

> The law in Great Britain. The Electricity at Work Regulations 1989 reg 4(2): electrical systems are maintained, as necessary, to prevent danger so far as reasonably practicable. HSE advises user checks of equipment, more formal inspection or testing by a competent person where needed, and inspection and testing of the fixed installation often enough that there is little chance of deterioration leading to danger.

Last fixed installation inspection and test	15 Mar 2022
Done by (company)	Weston Electrical Contractors Ltd
Overall result on that report	Satisfactory
Next inspection due	15 Mar 2027
Days until it is due (minus means overdue)	140
Fixed installation inspection	In date

2. Areas, boards and equipment

Areas inspected 1: Press hall

Area	Press hall
Type of area	Production or workshop

Distribution boards and panels in this area 1: DB-2 press hall

Board or panel	DB-2 press hall
Type	Distribution board or consumer unit
Access clear: nothing stored in front, door opens fully	Action needed
What needs doing, or why not checked	Two pallets of paper stock and a pallet truck parked against the board door. Door only opens a hand's width. Pallets moved during the visit; floor in front needs marking out and the area kept clear.
Door or cover closed, locked where possible	Acceptable
No missing blanks or covers, no live parts exposed	Acceptable
Circuit chart or directory present and readable	Acceptable
No damage, burn or heat marks, burning smell or buzzing	Acceptable
RCDs or GFCI devices in this board?	Yes
How many tested with the test button	4
How many did not trip or would not reset	0

Photos (door open and closed, circuit chart, any damage)



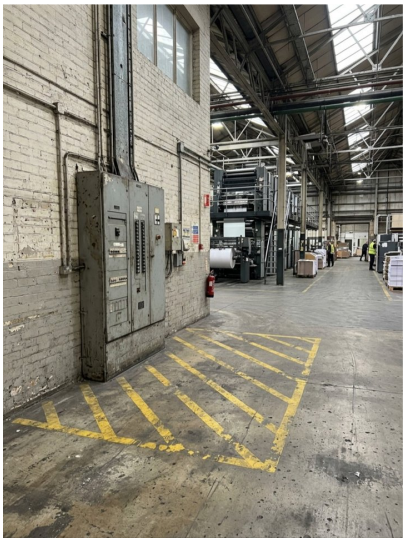
Board result	Action needed

Distribution boards and panels in this area 2: Press 1 control panel

Board or panel	Press 1 control panel
Type	Machine control panel
Access clear: nothing stored in front, door opens fully	Acceptable
Door or cover closed, locked where possible	Acceptable
No missing blanks or covers, no live parts exposed	Acceptable
Circuit chart or directory present and readable	Acceptable
No damage, burn or heat marks, burning smell or buzzing	Acceptable
RCDs or GFCI devices in this board?	No
Board result	No problems seen
Sockets and switches: none cracked, loose, scorched or missing a faceplate	Acceptable
Enough sockets; none overloaded with unfused adaptors or leads plugged into each other	Acceptable
Extension leads undamaged and not used as permanent wiring	Acceptable

Cables and leads: no trailing leads across walkways, none run through doors or holes or fixed to walls	Acceptable
Portable equipment: plugs, leads and cases undamaged, no taped repairs, no burn marks	Acceptable
Wet or damp areas: equipment suitable, sockets protected, RCD or GFCI protection where needed	Not applicable
Machines have an accessible switch or isolator to cut the power quickly	Acceptable
Electrical cupboards and plant rooms kept clear, signed and locked where needed	Acceptable
Portable items taken out of use here	0

Photos of what you found



Area result	Action needed

Areas inspected 2: Pre-press office

Area	Pre-press office
Type of area	Office

Distribution boards and panels in this area 1: DB-1 office

Board or panel	DB-1 office
Type	Distribution board or consumer unit
Access clear: nothing stored in front, door opens fully	Acceptable

Door or cover closed, locked where possible	Acceptable
No missing blanks or covers, no live parts exposed	Acceptable
Circuit chart or directory present and readable	Acceptable
No damage, burn or heat marks, burning smell or buzzing	Acceptable
RCDs or GFCI devices in this board?	Yes
How many tested with the test button	2
How many did not trip or would not reset	0
Board result	No problems seen
Sockets and switches: none cracked, loose, scorched or missing a faceplate	Acceptable
Enough sockets; none overloaded with unfused adaptors or leads plugged into each other	Action needed
What needs doing, or why not checked	Under the proofing desk: a 4-way lead plugged into a second 4-way lead, fed through an unfused cube adaptor, running the proofing printer, two monitors, a fan heater and a kettle.
Extension leads undamaged and not used as permanent wiring	Action needed
What needs doing, or why not checked	The second 4-way lead in that chain has its sheath split at the plug with the inner cores showing.
Cables and leads: no trailing leads across walkways, none run through doors or holes or fixed to walls	Acceptable
Portable equipment: plugs, leads and cases undamaged, no taped repairs, no burn marks	Acceptable
Wet or damp areas: equipment suitable, sockets protected, RCD or GFCI protection where needed	Not applicable
Machines have an accessible switch or isolator to cut the power quickly	Not applicable
Electrical cupboards and plant rooms kept clear, signed and locked where needed	Acceptable
Portable items taken out of use here	3

Photos of what you found



Area result	Action needed

Areas inspected 3: Canteen

Area	Canteen
Type of area	Kitchen or welfare
Sockets and switches: none cracked, loose, scorched or missing a faceplate	Acceptable
Enough sockets; none overloaded with unfused adaptors or leads plugged into each other	Acceptable
Extension leads undamaged and not used as permanent wiring	Acceptable
Cables and leads: no trailing leads across walkways, none run through doors or holes or fixed to walls	Acceptable
Portable equipment: plugs, leads and cases undamaged, no taped repairs, no burn marks	Acceptable
Wet or damp areas: equipment suitable, sockets protected, RCD or GFCI protection where needed	Acceptable
Machines have an accessible switch or isolator to cut the power quickly	Not applicable
Electrical cupboards and plant rooms kept clear, signed and locked where needed	Acceptable
Portable items taken out of use here	0

Area result	No problems seen
Areas inspected	3
Boards and panels checked	3
RCDs or GFCIs tested	6
RCDs or GFCIs that failed	0
Portable items taken out of use	3
Problems at boards and in areas	3

3. Isolation and management

Locks, hasps and tags available for isolating equipment	Acceptable
People know where the main switch and boards are, and the way to them is clear	Acceptable
Staff know to stop using faulty equipment and report it	Acceptable
Equipment brought in by staff, hired or borrowed is checked before use	Acceptable
Electrical repairs and work done only by competent people	Acceptable
Portable equipment inspection and testing arranged as the client decided	Acceptable
Last portable appliance inspection or test round, if known	9 Feb 2026
Management items needing action	0

4. Findings, actions and sign-off

Items needing action	3
Result	Action needed before the next check

Actions 1: Mark a keep-clear zone on the floor in front of DB-2 and tell the warehouse team not to park stock or the pallet truck there.

Action	Mark a keep-clear zone on the floor in front of DB-2 and tell the warehouse team not to park stock or the pallet truck there.
Priority	Within a week
Who will do it	D. Keane, works manager

Due by	2 Nov 2026
Status	In progress

Actions 2: Have two more double sockets fitted at the proofing desk by a competent electrician so no extension leads are needed.

Action	Have two more double sockets fitted at the proofing desk by a competent electrician so no extension leads are needed.
Priority	Within a week
Who will do it	D. Keane, works manager
Due by	6 Nov 2026
Status	Open

Actions 3: Leads and cube adaptor from the proofing desk chain taken out of use and binned; fan heater and kettle moved to the canteen.

Action	Leads and cube adaptor from the proofing desk chain taken out of use and binned; fan heater and kettle moved to the canteen.
Priority	Now: isolate or take out of use
Who will do it	R. Bassi
Due by	26 Oct 2026
Status	Done, checked
Actions still open	2
Decision	Safe to continue: actions listed
Next check or re-inspection date	25 Jan 2027
Summary for the client	Boards, sockets, leads and equipment in the press hall, pre-press office and canteen were checked by eye. Two problems: stock blocking DB-2 in the press hall, cleared during the visit, and an overloaded chain of extension leads and an unfused adaptor at the proofing desk, now taken out of use. RCD test buttons on DB-1 and DB-2 all tripped and reset. The fixed installation report is in date until March 2027.
Inspector name	R. Bassi
Inspector signature	

Client or manager name	D. Keane
Client or manager signature	