SITE survey. APP

SITE SURVEY REPORT

Hazard Report Form

Prepared for	Brackenhurst Primary School
Date	7 Oct 2026
Site	Brackenhurst Primary School, Kettering
Prepared by	C. Doyle

FORM

Hazard Report Form

1. Report details

Project	Brackenhurst Primary School, Kettering: hazard report (completed example)
Workplace address	Brackenhurst Primary School, 22 Orchard Way, Kettering NN15 9XE
Organisation	Brackenhurst Primary School
Location (GPS)	52.3921, -0.7158
Date reported	7 Oct 2026
Time	08:20
Your name on this report	Give my name
Your name	R. Malik
Your role	Employee
How to give you feedback	Year 2 team, or ask at the office
Where is the hazard?	Admin corridor, ground floor, between the school office and the staff room
Country	UK (England, Scotland, Wales)

> A hazard report records one thing that could cause harm, raised by anyone, and what the manager did about it. If someone was hurt or nearly hurt, fill in an incident report as well.

2. The hazard

What kind of hazard?	Slip, trip or fall
Describe the hazard	Extension lead and four-way adaptor left on the corridor floor by the office socket, with the lead looped across the walkway to the laminator table outside the staff room. Staff and children walk this way to the hall.

Photos



Who could be harmed?	Employees, Pupils, patients or residents, Visitors or the public
How often are people exposed?	Every day
Could it hurt someone right now?	Yes
What did you do straight away?	Kept people away, Told my supervisor or manager
Who did you tell, and when?	C. Doyle, school business manager, at 08:25
How serious do you think it is?	Medium
What would fix it?	Move the laminator into the office next to a socket so no lead crosses the corridor.

3. Manager's response

Received by	C. Doyle, school business manager
Date received	7 Oct 2026
Has the manager looked at the hazard?	Yes
What did the manager find?	Hazard confirmed: action needed
Risk, on your organisation's scale	Medium
Is it covered by a risk assessment?	Yes, and the controls are adequate
Risk assessment reference	Slips and trips risk assessment SR-03
Manager's notes	Lead unplugged and coiled at 08:30. The risk assessment already says no leads across walkways; it was not followed because the office table was full. Walked the hall and kitchen the same morning.

4. Hazard identification walk-round (optional)

Add a hazard identification walk-round of the area?	Yes

Areas walked 1: Admin corridor

Area	Admin corridor
Type	Corridor or stairs
Floors and walkways free of trip hazards and obstructions	Acceptable
Floor surfaces in good repair	Acceptable
Stairs and steps sound, with handrails	Not applicable
Lighting adequate, no failed lights	Acceptable
Electrical equipment, leads and sockets undamaged	Acceptable
Storage stable, heavy items low	Acceptable
Fire exits and escape routes clear, fire doors not wedged open	Acceptable
Fire extinguishers and alarm call points in place and not blocked	Acceptable
Hazardous substances stored and labelled	Not applicable
Machinery and equipment guards in place	Not applicable
Temperature and ventilation reasonable	Acceptable
Waste and housekeeping under control	Acceptable
Hazards found in this area	0
Not checked	0
Notes	Checked after the lead was removed. Nothing else found.

Areas walked 2: School hall

Area	School hall
Type	Hall
Floors and walkways free of trip hazards and obstructions	Acceptable
Floor surfaces in good repair	Acceptable

Stairs and steps sound, with handrails	Action needed
What needs doing, or why not checked	Second tread of the timber stage steps split along the front edge and loose when stood on. Taken out of use with tape and a sign at 09:10.
Lighting adequate, no failed lights	Acceptable
Electrical equipment, leads and sockets undamaged	Acceptable
Storage stable, heavy items low	Acceptable
Fire exits and escape routes clear, fire doors not wedged open	Acceptable
Fire extinguishers and alarm call points in place and not blocked	Acceptable
Hazardous substances stored and labelled	Not applicable
Machinery and equipment guards in place	Not applicable
Temperature and ventilation reasonable	Acceptable
Waste and housekeeping under control	Acceptable
Hazards found in this area	1
Not checked	0

Photos



Notes	Stage steps taped off and the PE store side used for access until the tread is repaired.

Areas walked 3: Kitchen

Area	Kitchen

Type	Kitchen
Floors and walkways free of trip hazards and obstructions	Acceptable
Floor surfaces in good repair	Acceptable
Stairs and steps sound, with handrails	Not applicable
Lighting adequate, no failed lights	Acceptable
Electrical equipment, leads and sockets undamaged	Acceptable
Storage stable, heavy items low	Acceptable
Fire exits and escape routes clear, fire doors not wedged open	Acceptable
Fire extinguishers and alarm call points in place and not blocked	Acceptable
Hazardous substances stored and labelled	Acceptable
Machinery and equipment guards in place	Acceptable
Temperature and ventilation reasonable	Acceptable
Waste and housekeeping under control	Acceptable
Hazards found in this area	0
Not checked	0
Notes	Kitchen manager on site. Floor dry, cleaning chemicals in the locked cupboard.
Areas walked	3
Hazards found on the walk-round	1

5. Actions, feedback and sign-off

Hazards needing action	2
Result	Open: actions still to finish

Actions 1: Move the laminator into the office beside a socket and take the extension lead out of the corridor.

Action	Move the laminator into the office beside a socket and take the extension lead out of the corridor.
Priority	Now: keep people away until fixed

Who will do it	C. Doyle
Due by	7 Oct 2026
Status	Done, checked

Actions 2: Repair or replace the split tread on the hall stage steps. Keep the steps taped off until then.

Action	Repair or replace the split tread on the hall stage steps. Keep the steps taped off until then.
Priority	Within a week
Who will do it	T. Byrne, site manager
Due by	14 Oct 2026
Status	In progress

Actions 3: Remind staff at Friday briefing: no leads across walkways, ask the office for a socket.

Action	Remind staff at Friday briefing: no leads across walkways, ask the office for a socket.
Priority	Within a week
Who will do it	C. Doyle
Due by	9 Oct 2026
Status	Done, checked
Actions still open	1
Decision	Open: actions in progress
Date to look at it again	15 Oct 2026
Has the reporter been told what was done?	Yes
Date of feedback	8 Oct 2026
How	In person
What they were told	Thanked R. Malik. Laminator moved into the office and the lead removed; the broken stage step found on the walk-round is taped off and booked for repair.
Summary	Trailing lead across the admin corridor removed the same morning. Walk-round of the hall and kitchen found a split tread on the stage steps, now out of use until repaired. Staff reminded at briefing.
Manager name	C. Doyle

Manager signature	
Health and safety adviser or safety representative name	A. Fenwick, staff safety representative
Health and safety adviser or safety representative signature	