SITE survey. APP

SITE SURVEY REPORT

# Loading and Unloading Check

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| Prepared for | Greenacre Builders Merchants Ltd |
| Date | 30 Sep 2026 |
| Site | Greenacre Builders Merchants, Taunton |
| Prepared by | J. Quinn |

FORM

# Loading and Unloading Check

## 1. Record details and scope

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| **Project** | Greenacre Builders Merchants, Taunton: steel delivery |
| **Site or premises address** | Greenacre Builders Merchants, Priory Bridge Road, Taunton |
| **Client or organisation** | Greenacre Builders Merchants Ltd |
| **Record date** | 30 Sep 2026 |
| **Person completing the record** | J. Quinn, yard supervisor |

This is a task readiness check, not a lift plan, dangerous-goods declaration, load-restraint design or automatic permission to move a vehicle.

HSE guidance covers segregation, stable vehicles, suitable load distribution, equipment and preventing premature movement during loading or unloading. Assess the actual load, site and people involved. Sources: HSE guidance HSG136, A guide to workplace transport safety, and The Workplace (Health, Safety and Welfare) Regulations 1992, regulation 17 (organisation of traffic routes).

## 2. Task and responsibilities

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| **Load, vehicle/trailer and bay reference** | Unloading steel lintels and mesh from a flatbed trailer, bay 2 in the side yard |
| **Driver, loading lead and equipment operators** | Driver: visiting haulier. Loading lead: J. Quinn. Forklift: B. Harris. |
| **Risk assessment and agreed loading method** | Yard risk assessment RA-GBM-04, unloading by forklift from the side with the driver in the waiting area |
| **Load mass, dimensions and handling information** | Six bundles of lintels, about 450 kg each, up to 3 m long. Eight packs of mesh, about 300 kg each. Delivery note gives weights. |

## 3. Before movement

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| **Area segregated and uninvolved people clear** | Acceptable |
| **Ground, bay and vehicle deck condition checked** | Acceptable |
| **Vehicle brakes, stabilisers and movement prevention arranged** | Acceptable |
| **Handling equipment and load compatibility confirmed** | Action needed |

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| **Action, limitation or reason not applicable** | Two lintel bundles longer than the forks reach comfortably. Fork extensions fitted before lifting those bundles. |
| **Driver waiting place and communication agreed** | Acceptable |
| **Loading sequence and safe unloading considered** | Action needed |
| **Action, limitation or reason not applicable** | One mesh pack had slipped against the headboard. Straps left on until the forklift was in position to take it. |
| **Acceptable** | 4 |
| **Action needed** | 2 |
| **Not checked** | 0 |

> At least one check needs action. Do not start loading or unloading until it is put right.

## 4. Completion and release

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| **Separate load security check reference** | Driver's load security check sheet on the delivery note |
| **Damage, instability or other concerns** | Mesh pack slipped in transit but no damage. Noted on the delivery note. |
| **Departure status** | Ready for authorised departure review |
| **Departure authority, person and time** | J. Quinn, 10:45 |

**Load and area evidence**



## 5. Actions and review

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| **Are further actions required?** | No |

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| **Outstanding limitations and information to pass on** | Slipped mesh pack noted on the delivery note for the haulier. |
| **Record status** | Ready for review |
| **Reviewed by** | L. Fisher, branch manager |
| **Review date** | 30 Sep 2026 |
| **Author signature** |  |

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