SITE survey. APP

SITE SURVEY REPORT

Park and Open Space Inspection

Prepared for	Riverbank Town Council
Date	6 Oct 2026
Site	Riverside Park
Prepared by	H. Bell

FORM

Park and Open Space Inspection

1. Site

Project	Riverside Park: monthly inspection (completed example)
Client	Riverbank Town Council
Site	Riverside Park
Site address	River Walk, Bewdley
Inspection date	6 Oct 2026
Inspector	H. Bell, parks officer
Inspection	Routine

> Under section 2 of the Occupiers' Liability Act 1957, an occupier owes visitors a duty to take such care as is reasonable in all the circumstances to see that they will be reasonably safe. A dated record of each inspection and the action taken shows what was checked and done.

2. Checks

Paths and steps free of trip hazards	Defect
What is wrong?	Slabs lifted by tree roots on the riverside path by bench 4.
Benches, bins and tables	OK
Signs and notices	OK
Fencing, gates and walls	OK
Trees: no obvious hazards	Defect
What is wrong?	Hanging branch over the car park entrance.
Ponds and water features	OK
Lighting	Not applicable
Litter, dog fouling and sharps	OK
Checks OK	5
Defects	2
Not applicable	1

Issues found 1: Hanging branch over the car park entrance

Issue	Hanging branch over the car park entrance
Location	Car park entrance
Where it is (GPS)	Car park entrance, oak T12 · 52.376120, -2.315880 (SO 78593 75389, ±6 m)
Risk	High: make safe now
Made safe on site?	Yes

Photos



Issues found 2: Two slabs lifted by tree roots, 25 mm upstand

Issue	Two slabs lifted by tree roots, 25 mm upstand
Location	Riverside path by bench 4
Where it is (GPS)	Riverside path by bench 4 · 52.375480, -2.315020 (SO 78651 75317, ±5 m)
Risk	Medium
Length or size affected (m)	0.61

Length or size affected (m): measuring photo



Photos



Issues found 3: Split end buffer on the cableway

Issue	Split end buffer on the cableway
Location	Play area by the car park
Where it is (GPS)	Play area by the car park · 52.375900, -2.316200 (SO 78571 75364, ±6 m)
Risk	Medium

Photos



High-risk issues	1
Medium	2
Low	0
High risk, not made safe	0

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Tree surgeon to remove the hanging branch; relay the two lifted slabs by bench 4 and assess the roots.

What needs doing?	Tree surgeon to remove the hanging branch; relay the two lifted slabs by bench 4 and assess the roots.
Who will do it?	Grounds team
Due date	9 Oct 2026
Status	Open

Further actions 2: Report the cableway buffer to the play area inspector for replacement.

What needs doing?	Report the cableway buffer to the play area inspector for replacement.
Who will do it?	H. Bell
Due date	7 Oct 2026
Status	Completed

Actions open or in progress	1
Inspector name	H. Bell
Position or company	Parks officer
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.