SITE survey. APP

SITE SURVEY REPORT

Safety Audit

Prepared for	Unit 4, Calder Park, Wakefield (fictional)
Date	29 Sep 2026
Site	Unit 4, Calder Park, Wakefield
Prepared by	H. Clarke

FORM

Safety Audit

1. Audit details

Project	Unit 4, Calder Park, Wakefield
Audit reference	SA-2026-14
Site	Unit 4, Calder Park distribution centre
Date of the audit	29 Sep 2026
Type of audit	Internal audit

> Internal audit. The auditor should not audit their own work.

Does the auditor work in the area being audited?	No
Areas in scope	Warehouse aisles, First aid points, Offices and kitchen, Records
Audit criteria	Company health and safety standard HS-02, the site fire risk assessment (reviewed March 2026) and the first aid needs assessment.
Auditor name and role	H. Clarke, group health and safety adviser
Auditee name and role	P. Walsh, warehouse manager
Was an opening meeting held?	Yes
Were all areas in scope audited?	Yes

2. Walkways and exits

W1. Routes to fire exits are clear	Conforms
W2. Fire exits are marked with signs	Conforms
W3. Exit doors open easily from inside	Conforms
How many exit doors were tried?	4
W4. Floors and walkways are free from obstruction	Observation
What was seen, and where?	Loose shrink wrap and a broken pallet board on the floor at the end of aisle 6.
Was it removed during the audit?	Yes

W5. Racking end frames and guards are undamaged	Nonconformity
What was seen, and where?	Aisle 7, bay 3: front upright dented and bent just above the base plate. Bay still loaded.
Walkways and exits: conforming (%)	60

3. First aid provision

A1. First aid box is marked, easy to reach and stocked	Conforms
A2. Contents and eyewash are in date	Conforms
Is any item past its expiry date?	No
Is mains tap water close by for washing eyes?	No
Sealed sterile eyewash at this point (litres)	1
A3. Checks of the box are recorded	Conforms
A4. First aiders are trained and named on the notice	Nonconformity
What was seen, and where?	First aiders notice by goods-in still names a first aider who left in August, and only one of the two current first aiders is named. Both current first aiders hold in-date certificates.
First aid: conforming (%)	75

4. Fire equipment

E1. Extinguishers are in place, signed and easy to reach	Conforms
Extinguishers on site	14
Extinguishers checked in this audit	6
Share of extinguishers checked (%)	43
E2. Gauge in the green, pin and seal in place	Conforms
E3. Annual service is in date	Nonconformity
What was seen, and where?	Staff kitchen extinguisher: service label dated August 2025. The other five checked were serviced in March 2026.
Longest time since a service, from the labels (months)	13

> More than 12 months since the last service. Government guidance for factories and warehouses says extinguishers should be maintained by a competent person each year. This is guidance.

E4. Fire blanket is in place and easy to reach	Conforms
E5. Monthly visual checks are recorded	Nonconformity
What was seen, and where?	Monthly visual check sheet for the kitchen and office extinguishers has no entry for June or August 2026.
How many monthly checks are missing from the last 12?	2
Fire equipment: conforming (%)	60

5. Records

R1. First aid needs assessment is current	Conforms
R2. Fire risk assessment has been reviewed	Conforms
R3. Actions from the previous audit are closed	Conforms
Actions raised at the previous audit	5
Actions closed with evidence	5
Actions still open	0
R4. Induction and fire drill records are kept	Conforms
Records: conforming (%)	100

6. Summary of results

Requirements checked	18
Conforms	13
Nonconformities	4
Observations	1
Share conforming (%)	72
Target for this site (%)	90
Result	Red

> Red. The share conforming is more than 15 points below the target, or there is a major nonconformity. Make sure the person in charge knows today.

Share conforming at the last audit of this site (%)	78
Change since the last audit (points)	-6
Lowest section (%)	60
Lowest section	Walkways and exits

How the result works. The share conforming counts each requirement checked once; Not checked is left out. Green meets your target, Amber is up to 15 points below it and Red is further below, or any major nonconformity. These bands are this form's method for comparing sites and audits, not a legal standard.

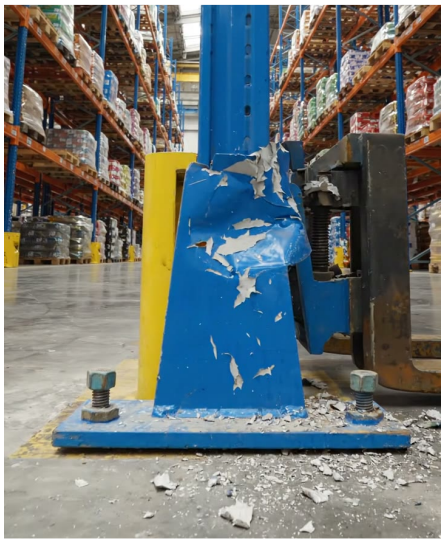
Audit conclusion	The site is generally well run. Exits and routes were clear and first aid provision is in place. One major nonconformity (damaged racking upright, made safe during the audit) and three minor (kitchen extinguisher overdue its annual service, two monthly extinguisher checks not recorded, first aiders notice out of date). One observation (loose shrink wrap at aisle 6, cleared during the audit). Share conforming 72% against the site target of 90% (Red), down 6 points on the last audit, with walkways and exits and fire equipment the lowest sections at 60%. The major nonconformity on the aisle 7 upright stays open until the bay is repaired.

7. Findings and corrective actions

Findings 1: Walkways and exits

Which area does the finding belong to?	Walkways and exits
Exact location	Aisle 7, bay 3, front upright
Requirement checked	W5. Racking end frames and guards are undamaged
Grade	Major nonconformity
What was done to make it safe, and who was told?	Bay offloaded by the shift leader during the audit and cordoned off with a do-not-use tag. P. Walsh told at 10:40.
What was found	Front upright dented and bent just above the base plate, probably struck by a truck. Bay was still loaded with two pallets.
Evidence	Seen by the auditor, Photograph, What a person said

Photographs

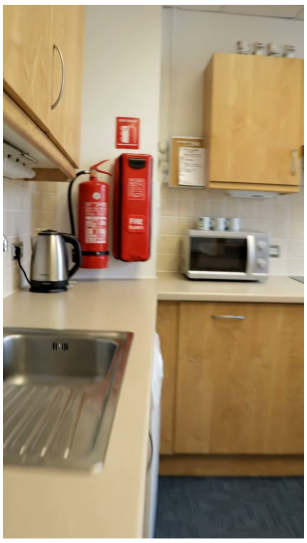


Corrective action	Racking inspected by a competent person and the upright replaced before the bay is used again. Fit an upright guard to aisle 7 ends.
Owner	P. Walsh, warehouse manager
Target date	10 Oct 2026
Action status	Open
Has the auditee seen and agreed the finding?	Yes

Findings 2: Fire equipment

Which area does the finding belong to?	Fire equipment
Exact location	Staff kitchen, ground floor
Requirement checked	E3. Annual service is in date
Grade	Minor nonconformity
What was found	Extinguisher by the kitchen door has a service label dated August 2025. It was missed at the March 2026 service visit.
Evidence	Photograph, Equipment label

Photographs



Corrective action	Book the service company to service the kitchen extinguisher and check every unit is on their asset list.
Owner	R. Iqbal, facilities coordinator
Target date	17 Oct 2026
Action status	Open
Has the auditee seen and agreed the finding?	Yes

Findings 3: Fire equipment

Which area does the finding belong to?	Fire equipment
Exact location	Extinguisher check sheet, office and staff kitchen
Requirement checked	E5. Monthly visual checks are recorded
Grade	Minor nonconformity
What was found	No monthly visual check recorded for June or August 2026 on the office and kitchen extinguishers. The warehouse sheet is complete.
Evidence	Record or document seen, What a person said
Which record or document?	Extinguisher monthly check sheet, office and kitchen, 2026
Corrective action	Add the office and kitchen extinguishers to the warehouse monthly check round so one person checks them all.
Owner	R. Iqbal, facilities coordinator
Target date	16 Oct 2026

Closed on	1 Oct 2026
Action status	Closed
Has the auditee seen and agreed the finding?	Yes

Findings 4: First aid

Which area does the finding belong to?	First aid
Exact location	First aiders notice, goods-in office
Requirement checked	A4. First aiders are trained and named on the notice
Grade	Minor nonconformity
What was found	Notice names a first aider who left in August. Of the two current first aiders, both trained and in date, only one is named, so staff may not know who to call.
Evidence	Record or document seen, What a person said
Which record or document?	First aiders notice and first aid training records
Corrective action	Replace the notice with both current first aiders and where to find them, and add the notice to the monthly first aid check.
Owner	P. Walsh, warehouse manager
Target date	6 Oct 2026
Closed on	29 Sep 2026
Action status	Closed
Has the auditee seen and agreed the finding?	Yes

Findings 5: Walkways and exits

Which area does the finding belong to?	Walkways and exits
Exact location	End of aisle 6
Requirement checked	W4. Floors and walkways are free from obstruction
Grade	Observation

> Observation. The requirement is met. Record the improvement so it can be looked at again at the next audit.

What was found	Loose shrink wrap and a broken pallet board on the floor at the end of aisle 6. Cleared by the shift leader during the audit. Consider a waste bin at each aisle end.

Evidence	Seen by the auditor
Has the auditee seen and agreed the finding?	Yes
Major nonconformities	1
Minor nonconformities	3
Observations	1
Corrective actions still open	2
Major still open	1

> A major nonconformity is still open. Agree the corrective action and the date with the auditee before the closing meeting ends.

8. Closing meeting and sign-off

Was a closing meeting held?	Yes
Auditee response to the findings	All findings accepted
Is a follow-up check needed?	Yes
Follow-up date	20 Oct 2026
Auditor name	H. Clarke, group health and safety adviser
Auditor signature	
Auditee name	P. Walsh, warehouse manager
Auditee signature	