SITE survey. APP

SITE SURVEY REPORT

Safety Observation Report

Prepared for	Cherwell Vale Homes Ltd (principal contractor)
Date	13 Oct 2026
Site	Larkhill Fields Phase 2, Banbury
Prepared by	S. Adeyemi

FORM

Safety Observation Report

1. Observation details

Project	Larkhill Fields Phase 2, Banbury: safety observation (completed example)
Site address	Larkhill Fields Phase 2, Wardington Lane, Banbury
Client or principal contractor	Cherwell Vale Homes Ltd (principal contractor)
Location (GPS)	52.0712, -1.3289
Date observed	13 Oct 2026
Observed by	S. Adeyemi
Time observed	08:20
Observer's role	Site manager or engineer
Observer's company	Cherwell Vale Homes Ltd
Where on site	Haul route between plots 30 and 31, at the water connection pit for plot 31
Country	UK (England, Scotland, Wales)

A safety observation records one thing seen on site, good or at risk, and what was done about it. It is not an incident report, a risk assessment or an inspection of the whole site.

2. What was seen

Type of observation	At-risk condition
Category	Excavation
Company observed	Hartwell Groundworks Ltd
Trade or activity	Groundworks: water service connections
People exposed or involved	6
What did you see?	Service connection pit about 1.2 m deep left open overnight with no barrier or edge protection on any side, beside the haul route used by the dumper and by bricklayers walking to plots 30 to 34. Water main exposed in the bottom.

Photos



Was anyone hurt, or nearly hurt?	No

3. Immediate action and potential severity

What was done straight away?	Made the area or equipment safe, Told the supervisor or site manager, Spoke to the person or crew, Barriered off or kept people away
How was it made safe?	Four interlocking pedestrian barriers placed round the pit from the compound stock, and the dumper driver told to use the other side of the road until the groundworks gang arrived.
Who did you tell, and at what time?	R. Kettle, groundworks foreman, by phone at 08:25
What did the person or crew say?	The gang ran out of barriers late on Monday and meant to backfill first thing. Agreed: no pit is left open at the end of a shift without barriers on all sides.

Photo after it was made safe



Is the hazard under control now?	Yes: made safe
Potential severity if it had carried on	High
Why do you think it happened?	Equipment missing or damaged, Rushing or a shortcut
Anything else about why	Barriers for the service pits were not on the groundworks order for this phase.

4. Follow-up, close-out and sign-off

At-risk observations	1
Result	At risk: no open actions

Actions 1: Bring enough barriers to site to guard every open service pit, and check each pit at the end of the shift.

Action	Bring enough barriers to site to guard every open service pit, and check each pit at the end of the shift.
Priority	Today
Who will do it	R. Kettle (Hartwell Groundworks)
Due by	13 Oct 2026
Status	Done, checked

Actions 2: Add open pits and barriers to the groundworks end-of-day check and brief it at Thursday's toolbox talk.

Action	Add open pits and barriers to the groundworks end-of-day check and brief it at Thursday's toolbox talk.
Priority	This week
Who will do it	S. Adeyemi
Due by	15 Oct 2026
Status	Done, checked
Actions still open	0
Decision	Closed: made safe and checked
Date to check it again	20 Oct 2026
Date closed out	15 Oct 2026
Closed out by	S. Adeyemi

Evidence it was put right	Barriers on all four sides of the open pits at plots 33 and 34 on 13 October, checked at 11:40; plot 31 pit backfilled after the connection that afternoon. End-of-day pit check briefed at the toolbox talk on 15 October.

Close-out photos



Share at the next briefing or toolbox talk?	Yes
Shared with the employer of the people observed?	Yes
Summary	Unguarded service pit beside the haul route, made safe on discovery. Barriers supplied for all open pits the same morning and the end-of-day check briefed on 15 October.
Observer name	S. Adeyemi

Observer signature

S. Adeyemi

Supervisor or site manager name	R. Kettle

Supervisor or site manager signature

R. Kettle