SITE survey. APP

SITE SURVEY REPORT

Site Safety Inspection

Prepared for	Millbrook Fields phase 2, Lincoln (fictional)
Date	29 Sep 2026
Site	Millbrook Fields phase 2, Lincoln
Prepared by	G. Holt

FORM

Site Safety Inspection

1. Inspection details

Project	Millbrook Fields phase 2, Lincoln: site safety inspection (completed example)
Report reference	SSI-MF2-031
Site name	Millbrook Fields phase 2, Hykeham Road, Lincoln
Name and address of the person the inspection is for	Ashdown Homes Ltd, Ashdown House, Lincoln
Date of the inspection	29 Sep 2026
Inspector name and position	G. Holt, site manager
Type of inspection	After bad weather or another event
What happened, and when?	Heavy rain overnight on 28 September. Checked fencing, ground conditions and welfare before work started. Scaffold to plots 20 to 24 re-inspected by the scaffold contractor at 07:30, base plates firm.

> Work equipment for work at height that is exposed to conditions that can cause deterioration must be inspected each time exceptional circumstances could have put its safety at risk. Include scaffolds and edge protection in this inspection. Work at Height Regulations 2005, regulation 12.

Weather on site

Observed on site	Rain
People on site	38
Were all working areas inspected?	Yes

2. Perimeter and access

> The principal contractor must make sure the necessary steps are taken to prevent access by unauthorised persons to the construction site. Construction (Design and Management) Regulations 2015 (CDM 2015), regulation 13(4)(b).

How is the perimeter marked?	Fenced or hoarded all round
Condition of the fence or hoarding	Loose, damaged or missing in places
Where is it loose, damaged or missing?	Heras panel by gate 2, coupler loose and held with tie wire only
Was it made secure during the walk?	Yes

Photos of the fence or hoarding



Are all gates staffed or locked?	Yes
Do members of the public pass close to the site?	Yes
Who?	People on a footpath or road, Neighbours

3. Work at height and edge protection

Is anyone working at height, or near an edge or opening?	Yes

> For construction work, the top guardrail must be at least 950 mm above the edge, and no gap between rails or toe board may be more than 470 mm. These are legal minimum and maximum sizes. Work at Height Regulations 2005, regulation 8 and Schedule 2.

Edge protection	Missing or incomplete in places
Where is it missing or incomplete?	Open column pocket on the first floor slab at plot 22, and one bay of edge protection missing over the front door at plot 24
Has work been stopped in that area?	Yes
Top guardrail height above the edge (mm)	1000
Largest gap between rails or toe board (mm)	420
Top guardrail, height above the 950 mm minimum (mm)	50

> These sizes meet the minimum height and maximum gap. Check that the rails are also strong, rigid and fixed so they cannot be knocked out of place.

Are there any open holes or pockets in the floor?	Yes

Where, and are they covered or guarded?	Column pocket at plot 22, first floor. Not covered. Now barriered off.
Is a scaffold or other working platform in use?	Yes
Which scaffold or platform, and who carried out its last inspection	Independent tied scaffold to plots 20 to 24. Last inspected by L. Ward, Fenland Scaffolding Ltd, at 07:30 on 29 September after the rain.
Could a person fall 2 metres or more from it?	Yes
Days since its last recorded inspection	0

> The last recorded inspection is within the previous 7 days. It must also be inspected again after any event that could have affected its safety.

Did you see the report of that inspection?	Yes

4. Welfare and first aid

Toilets	Provided, clean and working
Washing facilities have	Hot and cold, or warm, water, Soap or other means of cleaning, Towels or other means of drying
Are the washing facilities next to the toilets?	Yes
Is there a supply of drinking water?	Yes
Are there cups, or a jet to drink from?	Yes
The rest area has	Tables and seats with backs, A way to prepare and eat meals, A way to boil water, Heating
Is there a stocked first aid kit, with a sign?	Yes
Is a first aider or appointed person on site today?	Yes

5. Housekeeping, plant and excavations

Walkways and work areas	Obstructed, wet or untidy in places
What did you find?	Standing water or mud, Rubble or waste
Is mobile plant working on site?	Yes
Are people kept apart from moving plant?	Yes
Are there any open excavations?	No

6. Hazards and actions

Did you find any hazards?	Yes

> Score each hazard for likelihood and severity, from 1 to 5. The form multiplies them. 1 to 6 is low, 8 to 12 is medium and 15 to 25 is high. This scale is an example. Use your own organisation's scale.

Hazards 1: Perimeter and access

Which area is it in?	Perimeter and access
Hazard	Loose or missing fencing
Exact location	Gate 2, Hykeham Road side
Hazard position (GPS)	Gate 2, Hykeham Road · 53.200510, -0.574820 (SK 95930 69190, ±5 m)
What you can see, and who could be harmed	Panel coupler loose after the rain, held by tie wire. Panel could be pushed open from the footpath.

Photos of the hazard



Likelihood (1 unlikely, 5 very likely)	3
Severity (1 minor, 5 fatal)	3
Risk score	9
Was anything done on the walk?	Yes
What was done, and at what time?	New coupler and brace fitted by the labourer at 08:40
Is further action needed?	No

Hazards 2: Slab edge or work at height

Which area is it in?	Slab edge or work at height
Hazard	Open hole or excavation
Exact location	Plot 22, first floor slab
Hazard position (GPS)	Plot 22, first floor · 53.200700, -0.575300 (SK 95898 69211, ±8 m)
What you can see, and who could be harmed	Open column pocket with exposed reinforcement next to the walkway. A worker could step or fall into it.

Photos of the hazard



Likelihood (1 unlikely, 5 very likely)	3
Severity (1 minor, 5 fatal)	4
Risk score	12

> Medium risk. Give the action an owner and a due date.

Was anything done on the walk?	Yes
What was done, and at what time?	Area barriered and work on the slab stopped at 08:55
Is further action needed?	Yes
Further action	Fit a fixed, marked cover over the pocket until it is concreted.
Owner	Frame supervisor, R. Dale
Due date	29 Sep 2026
Closed on (date) and checked by	2026-09-29. Cover fixed and marked at 11:20, checked by G. Holt. Slab work restarted 11:30.

Hazards 3: Slab edge or work at height

Which area is it in?	Slab edge or work at height
Hazard	Missing guardrail or toe board
Exact location	Plot 24, first floor slab edge over the front door opening
Hazard position (GPS)	Plot 24, front elevation · 53.200650, -0.575120 (SK 95910 69205, ±7 m)
What you can see, and who could be harmed	One bay of edge protection missing over the front door opening, taken out for a block delivery and not put back. Anyone on the first floor slab could fall to the ground below.
Height someone could fall (m)	2.83

Height someone could fall (m): measuring photo



Photos of the hazard



Likelihood (1 unlikely, 5 very likely)	3

Severity (1 minor, 5 fatal)	5
Risk score	15

> High risk. Make it safe or stop the work before you move on.

Was anything done on the walk?	Yes
What was done, and at what time?	First floor slab at plot 24 cleared and access ladder removed at 09:10. Scaffolder called.
Is further action needed?	Yes
Further action	Refit the guardrail, mid rail and toe board to the open bay before anyone goes back on the slab.
Owner	L. Ward, Fenland Scaffolding Ltd
Due date	29 Sep 2026
Closed on (date) and checked by	2026-09-29. Bay refitted at 10:30, checked by G. Holt before the ladder went back.

Hazards 4: Welfare area

Which area is it in?	Welfare area
Hazard	Slip or trip
Exact location	Hand wash station by the welfare cabin
Hazard position (GPS)	Welfare cabin · 53.200820, -0.575460 (SK 95887 69224, ±9 m)
What you can see, and who could be harmed	Standing water and mud around the hand wash and cabin step. Paper towels on the ground.

Photos of the hazard



Likelihood (1 unlikely, 5 very likely)	3
Severity (1 minor, 5 fatal)	2
Risk score	6

> Low risk. Record the action and check it at the next inspection.

Was anything done on the walk?	No
Is further action needed?	Yes
Further action	Lay a stone path and duckboards to the welfare cabin. Add a bin by the hand wash.
Owner	T. Price, groundworks foreman
Due date	1 Oct 2026

7. Summary

Hazards recorded on the walk	4
High risk (score 15 or more)	1
Medium risk (8 to 12)	2
Needing further action	3
Closed on the walk, no further action	1
Share closed during the walk (%)	25
Was any work stopped?	Yes
Where, and what must happen before it restarts?	Work on the first floor slabs at plots 22 and 24 stopped until the column pocket has a fixed cover and the missing edge protection bay is refitted.
Report given to (name and position)	R. Dale, frame supervisor, and N. Shaw, project manager
Date and time given	2026-09-29, 12:30
Date of the next inspection	6 Oct 2026
Days to the next inspection	7

8. Sign-off

Name and position	G. Holt, site manager

Inspector signature

