

SITE SURVEY REPORT

Quick Issue or Defect

Prepared for	Larchfield Road play area (fictional)
Date	13 Oct 2026
Site	Larchfield Road play area
Prepared by	S. Byrne

FORM

Quick Issue or Defect

1. The issue

Project	Larchfield Road play area: defect report (completed example)
Date found	13 Oct 2026
Reported by	S. Byrne, play area inspector, Elmfield Grounds
Where is it?	Larchfield Road play area, two-bay swing frame
Exact position	Swing frame · 53.487210, -2.247020 (SJ 83706 98972, ±5 m)
Category	Health and safety
What is wrong?	Top beam bracket on the left hand swing bay is cracked through one bolt hole and the beam has dropped slightly at that end. Found at the weekly routine inspection.

Photos



Height of the defect above ground (m) 2.58

Height of the defect above ground (m): measuring photo



How likely is it that someone is hurt or more damage is done? Possible

How bad would it be? Major

Risk score (1 to 9) 6

Suggested priority High or Urgent

Priority Urgent

Is anyone at risk? Yes

Make the area safe or keep people away, then tell the person responsible for the site now. Do not wait for this report.

What was done to make it safe? Both seats on the left hand bay lifted over the top beam and the bay taped off with a sign. Right hand bay checked and left in use.

Who was told, and when? Parks duty officer, by phone at 10:20 on 13 October

Assigned to Elmfield Grounds play repairs team

Target date 15 Oct 2026

Days allowed to fix 2

Status Fixed

Date fixed 14 Oct 2026

Fixed by T. Ashworth, Elmfield Grounds

Days from found to fixed 1

Fixed by the target date Yes

Photos after the fix