

SITE SURVEY REPORT

Retail Store Audit

Prepared for	Fenmoor Home Stores Ltd
Date	2 Oct 2026
Site	Fenmoor Home Stores, Peterborough
Prepared by	P. Delaney

FORM

Retail Store Audit

1. Record details and scope

Project	Fenmoor Home Stores, Peterborough: store 112 audit
Site or premises address	Store 112, Riverside Retail Park, Peterborough PE2
Client or organisation	Fenmoor Home Stores Ltd
Record date	2 Oct 2026
Person completing the record	P. Delaney

This is an operational store review, not a complete legal, food safety, fire or pricing compliance audit. Apply the retailer’s current procedures and separate specialist checks.

HSE identifies manual handling, slips and trips, violence and workplace transport as common retail risks. Include relevant observations in the store audit and refer significant hazards into the responsible safety process.

2. Store and standards

Store ID and manager	Store 112, store manager K. Bright
Operating standard and version	Store operating standard SOS-2026 version 3.1
Visit type	Routine audit
Departments and exclusions	Sales floor, tills, stockroom and goods-in. Garden centre excluded, closed for refit.

3. Operations

Entrance and customer routes are ready	Acceptable
Displays, labels and promotions match the approved brief	Action needed
Action, limitation or reason not applicable	Autumn promotion bay in aisle 14 had two shelf-edge labels still showing last week's prices. Replaced during the visit.
Stock rotation, damage and quarantine arrangements checked	Acceptable
Service desk and till readiness checked	Acceptable
Delivery and back-of-house arrangements reviewed	Action needed

Action, limitation or reason not applicable	Goods-in door open with nobody there, roll cages across the route to the rear fire exit. Cages moved and door closed during the visit.
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Visible trip hazards and spill response addressed	Acceptable
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Supporting photos



4. Exceptions and follow-up

Operational exception 1: Aisle 14, autumn promotion bay

Department or location	Aisle 14, autumn promotion bay
Requirement reference	SOS-2026 section 4.2, pricing
Observed deviation and evidence	2 of 12 shelf-edge labels showed old prices, about £2 above the till price.
Responsible manager	K. Bright, store manager

Operational exception 2: Goods-in

Department or location	Goods-in
Requirement reference	SOS-2026 section 7.1, back of house
Observed deviation and evidence	Door open and unattended at 10:20, roll cages blocking the route to the rear fire exit.
Responsible manager	Goods-in team leader, N. Carver
Immediate controls and escalation	Labels replaced, cages moved and goods-in door closed. Store manager told at 10:35.
Previous audit and action references	Previous audit SA-112-0626, actions 3 and 5 closed

5. Actions and review

Are further actions required? Yes

Further action 1: Brief the goods-in team on keeping the fire route clear and the door closed when unattended.

Action and evidence reference	Brief the goods-in team on keeping the fire route clear and the door closed when unattended.
Person responsible	K. Bright
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Briefing held 2 October, sign sheet GI-1002.

Further action 2: Add a shelf-edge label check to the promotion changeover checklist.

Action and evidence reference	Add a shelf-edge label check to the promotion changeover checklist.
Person responsible	K. Bright
Target date	9 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Garden centre not audited, closed for refit.
Record status	Ready for review
Reviewed by	S. Ahmed, area manager
Review date	5 Oct 2026
Author signature	

P. Delaney

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