

SITE SURVEY REPORT

Site Safety Inspection

Prepared for	Millbrook Fields phase 2, Lincoln (fictional)
Date	29 Sept 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 and address	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
Time started	08:15
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.

Weather	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.

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.

Edge protection Missing or incomplete in places

Where is it missing or incomplete? Open column pocket on the first floor slab, beside the walkway at plot 22

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
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

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: Welfare area

Which area is it in?

Welfare area

Hazard

Slip or trip

Exact location

Hand wash station by the welfare cabin

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 raised

3

Closed during the walk, with no further action

1

Hazards with actions still open

2

Share closed during the walk (%)

33.3

Was any work stopped?

Yes

Where, and what must happen before it restarts?	Work on the first floor slab at plot 22 stopped until the column pocket has a fixed cover.
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

Inspector sign-off

Name and position	G. Holt, site manager
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Inspector signature	
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G. Holt