

SITE SURVEY REPORT

Warehouse Safety Inspection

Prepared for	Trentvale Distribution Ltd
Date	1 Oct 2026
Site	Unit 4, Brindley Park, Stafford
Prepared by	N. Adeyemi

FORM

Warehouse Safety Inspection**1. Record details and scope**

Project	Unit 4, Brindley Park, Stafford: monthly warehouse safety inspection (completed example)
Site or premises address	Unit 4, Brindley Park, Stafford
Client or organisation	Trentvale Distribution Ltd
Record date	1 Oct 2026
Person completing the record	N. Adeyemi

This is a premises and operational inspection. It does not replace detailed racking inspections, forklift pre-use checks or specialist assessments.

HSE warehousing guidance covers slips and trips, manual handling, work at height, vehicle movements and falling or moving objects. The inspection should reflect the activities and layout of the actual warehouse, including specialist storage where relevant.

2. Areas and activity

Areas, shifts and operations inspected	Goods in, bulk storage aisles 1 to 14, pick faces, despatch and the battery charging bay. Day shift, during normal operations.
Warehouse supervisor	L. Brennan, day shift warehouse supervisor
Areas not accessed and inspection limits	Mezzanine stores locked, key holder off site. Racking inspected separately, not part of this walk-through.

Layout and area photos



3. Walk-through

Aisles, floors and pedestrian routes clear and suitable	Action needed
Action, limitation or reason not applicable	Shrink wrap and broken pallet boards left in the walkway by pick face aisle 6. Cleared during the walk, reminder given at the shift brief.
Loads stored securely with visible damage escalated	Acceptable
Vehicle routes and loading areas controlled	Acceptable
Manual handling aids and working methods reviewed	Acceptable
Work at height and access equipment controlled	Acceptable
Emergency exits, equipment and access unobstructed	Action needed
Action, limitation or reason not applicable	Fire exit at the end of aisle 12 clear and signed. Extinguisher at goods in has a service label out of date. Reported to facilities.

4. Records and follow-up

Separate racking inspection reference	Monthly racking inspection TRV-RI-2609
Separate forklift and plant check references	Forklift pre-use check sheets FLT-01 to FLT-06 for the week, all signed
Concerns raised by warehouse staff	Pickers asked for more lighting at the far end of aisle 14 on the early shift.
Immediate controls and affected areas	Aisle 6 walkway cleared and checked again at 11:00.

5. Actions and review

Are further actions required? Yes

Further action 1: Service or replace the goods in extinguisher and check the rest of the site's extinguisher labels.

Action and evidence reference	Service or replace the goods in extinguisher and check the rest of the site's extinguisher labels.
Person responsible	Facilities coordinator
Target date	8 Oct 2026
Action status	Open

Further action 2: Check the aisle 14 lighting with the electrician.

Action and evidence reference	Check the aisle 14 lighting with the electrician.
Person responsible	L. Brennan
Target date	15 Oct 2026
Action status	Open

Further action 3: Clear waste from the aisle 6 walkway.

Action and evidence reference	Clear waste from the aisle 6 walkway.
Person responsible	L. Brennan
Target date	1 Oct 2026
Action status	Completed
Completion evidence	Cleared during the inspection, rechecked at 11:00.
Outstanding limitations and information to pass on	Mezzanine stores not seen. Include in next month's walk.
Record status	Ready for review
Reviewed by	T. Quinlan, site manager
Review date	2 Oct 2026

Author signature

N. Adeyemi

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.