

Park and Open Space Inspection

A park and open space inspection: paths, benches, bins, signs, fencing and gates, trees, water features, lighting, litter and hazards, each issue with risk, photos and action.

1. Site

Project

Client

Site *

Site address

Inspection date *

Time

Inspector *

Inspection (choose one)

☐ Routine ☐ After a report ☐ After a storm

Under section 2 of the Occupiers' Liability Act 1957, an occupier owes visitors a duty to take such care as is reasonable in all the circumstances to see that they will be reasonably safe. A dated record of each inspection and the action taken shows what was checked and done.

Walk Cam: site walk-around

Walk Cam video walk-through: available in the SiteSurvey app only.

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

2. Checks

Paths and steps free of trip hazards (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Benches, bins and tables (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Signs and notices (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Fencing, gates and walls (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Trees: no obvious hazards (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Ponds and water features (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Lighting (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Litter, dog fouling and sharps (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

Issues found (copy this block for each one)

Issue *

Location

Where it is (GPS)

Optional. Mark the spot, so the grounds team or tree surgeon goes straight to it.

Risk (choose one)

☐ High: make safe now ☐ Medium ☐ Low

Length or size affected (m)

Optional. Such as the length of lifted path or broken fencing, or a branch across a path. Use a tape, or measure from a photo with something of known size in the same plane, such as a 600 mm paving slab.

Made safe on site? (if applicable)

☐ Yes ☐ No

is_unsafe (worked out automatically in the app)

If applicable: High risk and not made safe on site. Close or tape off the area, or report it for an emergency response, before you leave.

Photos (photos: attach, or note the file names)

High-risk issues (worked out automatically in the app)

Medium (worked out automatically in the app)

Low (worked out automatically in the app)

High risk, not made safe (worked out automatically in the app)

If applicable: A high-risk issue was not made safe on site. Report it now and keep people away from it.

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Actions open or in progress (if applicable; worked out automatically in the app)

Next inspection due

Set by the site owner's inspection regime.

Days to the next inspection (if applicable; worked out automatically in the app)

If applicable: The next inspection date is before the inspection date. Check the date.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.