SITE survey. APP

SITE SURVEY REPORT

First Aid Needs Assessment

Prepared for	Humber Freight Services Ltd
Date	21 Sep 2026
Site	Saltmarsh Distribution Centre, Immingham
Prepared by	Y. Adeyemi

FORM

First Aid Needs Assessment

1. Record details and scope

Project	Saltmarsh Distribution Centre, Immingham: first aid needs assessment
Site or premises address	Saltmarsh Distribution Centre, Queens Road, Immingham
Client or organisation	Humber Freight Services Ltd
Record date	21 Sep 2026
Person completing the record	Y. Adeyemi, health and safety manager

This records the employer assessment and rationale. It does not give a universal staffing ratio, provide clinical advice or certify first-aider competence.

The Health and Safety (First-Aid) Regulations 1981, regulation 3, require employers to provide adequate and appropriate first aid equipment, facilities and personnel. HSE guidance L74 (First aid at work) says provision should be adequate and appropriate for the circumstances. A needs assessment informs the equipment, facilities and personnel required. HSE also says the findings do not have to be written down, although a record helps explain the arrangements chosen.

2. Work and people

Work activities and hazards	Warehouse picking and packing, forklift and reach truck work, loading bays, vehicle maintenance shed with a battery charging area, and a small office.
Typical number of workers present	About 85 on days and 40 on nights
Shifts, lone work, remote work and travel	Two shifts, 06:00 to 18:00 and 18:00 to 06:00, seven days. Yard shunters work alone across the yard. Two drivers travel to customer sites.
Relevant accident and incident patterns without identifiable patient details	Last 12 months: mostly cuts from packing knives and strapping, two minor forklift contact injuries and one chemical splash to the eye in the battery area.
Contractors, visitors and public who may need help	Agency staff, visiting HGV drivers on the bays and contractors in the maintenance shed.

3. Access and cover

Access to emergency medical services and site directions	Nearest A&E about 25 minutes by road. Site directions and the what3words for the gatehouse held at reception and on the first aid notices.
Cover for absence, holidays and each shift	First aiders on every shift with cover planned on the shift rota. Supervisors check cover at the start of each shift and ask for a swap when someone is on leave.

Arrangements on shared or multi-occupancy sites	None. Site is single occupancy.
Site-specific first aid risks or provision needs	Battery charging area needs eyewash. Large site, so a defibrillator and grab bag carried to the bays by a first aider. Yard shunters carry radios.

4. Provision decided

First-aiders or appointed persons and basis for the decision	At least three first aiders on days and two on nights, based on the number of people, the forklift and battery risks and the site size. Two of those on each shift also trained for the defibrillator.
Equipment and kit locations	First aid boxes at goods in, goods out, the maintenance shed and the office. Eyewash station in the battery charging area. Defibrillator at the gatehouse. Travel kits in both delivery vans.
Facilities and communication arrangements	First aid room by the canteen with a couch, sink and phone. First aid called on radio channel 1 or the gatehouse phone.
Training requirements and evidence references	First aid at work course for first aiders, records in the training matrix TM-HFS. Defibrillator training at refresher.
Review triggers and person responsible	Yearly, or after a change of shift pattern, a new process or a serious injury. Health and safety manager responsible.

5. Actions and review

Are further actions required?	Yes

Further action 1: Train two more night shift first aiders to keep cover during leave.

Action and evidence reference	Train two more night shift first aiders to keep cover during leave.
Person responsible	Y. Adeyemi, health and safety manager
Target date	30 Nov 2026
Action status	In progress

Further action 2: Add the battery area eyewash to the weekly check list.

Action and evidence reference	Add the battery area eyewash to the weekly check list.
Person responsible	Maintenance supervisor
Target date	28 Sep 2026
Action status	Completed
Completion evidence	Added to check sheet WC-07, first check done 27 September.

Outstanding limitations and information to pass on	Night shift cover relies on swaps until two more first aiders are trained.
Record status	Ready for review
Reviewed by	P. Lambert, site general manager
Date reviewed	23 Sep 2026
Author signature	

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