Site Assessment Form

Sudden cardiac arrests occur due to the electrical rhythm in the heart being disturbed. When they strike, you must act in minutes in order to save a victim as they can kill within minutes. Occurring to anyone at anytime, they are the leading cause of early death.

Having a defibrillator nearby when in an emergency however, can drastically increase the chances of survival. This site assessment form is designed to help identify where the defibrillator should be stored on site, who is at highest risk and who is trained ask a first aider to assist should a defibrillator need to be used.

Defibrillators work by assessing the hearts rhythm and giving it a shock if it is needed. Attaching two electrodes to the chest, it cleverly reads the heart, doing all of the scientific checking to determine whether a shock should be delivered or not. Designed to be user friendly, defibrillators can be used by anyone whether medically trained or not meaning anyone on site can deliver life saving care.

Why may you need an AED?

You may decide you need a defibrillator installing at your work or school for a number of reasons. Defibrillators are a great way of restoring peace of mind, should a sudden cardiac arrest occur whilst at work and can save lives. With the chances of survival increasing ten fold when an AED is used on a sudden cardiac arrest victim, it is really important to consider getting one.

Below are a few factors which may determine why you want an AED:

History of heart disease

Staff member has previously suffered a sudden cardiac arrest

Increased number of people passing through the building increasing chances of a cardiac arrest

Ageing workforce

General Information

Company name:

Address: City:

County: Postcode:

On-site contact:

AED Coordinator: Title:

Contact number: Email:

Site assessor: Date:

Site information

The information about your site is vital when determining what AED to opt for, how many and where it should be stored. Whether this is in an office, school, building site or warehouse, recording your site information can help decide the best route forward.

Number of full time employees:

Number of external contractors on site:

Number of visitors per day:

Average age of employees:

Overall number of staff full time and part time:

Displaying your AED

Displaying your AED somewhere that everyone can see is vital. If nobody knows where their nearest AED is, they are not of use to anyone. It is useful to store them in areas which get the most footfall such as receptions, entrances and exits and canteens. Displaying signs near the AED will also help everyone around familiarise themselves with where it is stored.

Things to consider:

Store the defibrillator no further than a brisk two minute walk away from where most of your employees work

Ensure staff are aware where the AED is stored

Inform your local ambulance service

Decide whether it will be stored in a cabinet or free to open by anyone

Emergency services

In order to speed up the entire life saving process, the more that the emergency services know prior to arrival the better. Defibrillators can be used by anyone, not just medical professionals however it is important to remember that when they arrive in an emergency, they need to know as much information as possible.

Ensuring the AED is in an easy to reach location and that the emergency services can easily reach you as soon as possible is important to consider. Having your own trained response team is also a great way to make sure staff have the adequate training, ready to use the defibrillator should they need to. Knowing how many staff are trained on each shift can therefore make the entire process much smoother.

Are the emergency services easily able to reach your on site location?:

Do you have a team of trained staff? Yes/No:

If ‘yes’ how many during each shift: Shift 1 / Shift 2 / Shift 3

How would your first aiders notify the emergency services in the case of an emergency?:

What does your site look like?

Studies have shown that over half of businesses do not have an AED on site, with two thirds of these being medium to large companies. Having an idea of the size of your work area will help identify the number of defibrillators potentially needed, taking into consideration the time it may take someone to collect the AED to start delivering care.

How many floors are there?:

How many outside storage areas do you have?:

Are there any geographical factors that may delay the emergency services from reaching anyone on site (such as lifts and restricted areas)?:

Are there any remote areas that are more difficult to reach?:

Age Population

The age of your workforce is important to consider when opting for a defibrillator. Although sudden cardiac arrests can occur to anyone at any age, those in a higher age bracket are at a higher risk.

What is the average age of your workforce?: 20/30: 30/40: 40/50: <50:

What is the average percentage of employees over the age of 40?:

Although sudden cardiac arrests very rarely occur in children, they unfortunately do happen. If you are considering an AED for your school, you can opt for defibrillators that have pads specifically designed for children between the ages of one and eight.

Training Courses

Training courses are a great way to instill confidence in your workforce who may need to use a defibrillator in an emergency. Going for training courses means that more people have more knowledge about sudden cardiac arrests and how to react when one occurs.

Working as a cost effective way to teach people about defibrillators, having a dedicated team within your workforce who are willing to be trained can really speed up the emergency response when someone has fallen ill and ultimately help save their life.

You should consider:

Is CPR training conducted on your premises? Yes/No:

If 'yes' how often?: By who?:

If CPR training is not conducted on your premises, are your staff offered external training?:

Automated External Defibrillators (AED) - an overview

An AED is a computerised device which delivers a shock, if needed to a victim who has suffered from a sudden cardiac arrest. AEDs will never deliver a shock if one is not needed and, they are designed to be used by anyone - not just the emergency services.

Knowing what your AED comes with, how it works, where to store it and how to replenish stock are all things to think about when getting one for your workplace. Giving visual and audio prompts, AEDs helpfully guide you through the process meaning you always know what to do step by step.

If someone around you suffers from a sudden cardiac arrest, it is important to learn the signs and know what to do next. Always notifying the emergency services as soon as possible then starting CPR are always your first steps.

Ambulance Services

Keeping in touch with your ambulance service is important when getting an AED for your workplace. From an emergency point of view, it is always good to know how quickly on average the ambulance services can respond and how close your nearest ambulance services are located.

Where is your nearest ambulance services located?:

Where is your second closest ambulance services located?:

What is the average response time from your site to the nearest hospital?:

AED Quality Control

Do you have an in-house medical expertise for the AED?:

Do you receive AED training? Yes/No:

If 'yes' who provides the training?:

Which training course do you use? ERC/ Red Cross/ Other:

Do you review and inspect your AED equipment?:

Do you have a database management system in place to monitor performance evaluation?

Recommended number of AED's

Whilst having just one defibrillator on your premises is great, if your floor space is rather large with a number of floors for example, accessing your one defibrillator in time may be tough. We have comprised a guideline as a suggestion for a maximum of one unit:

- Site has one floor
- Outside area is smaller than two acres
- All areas are easily accessible for responders

Recommended minimum number of AED's:

However, if you have a workspace bigger than the above stated it may be worth considering opting for additional defibrillators such as if the following are present:

- For every additional two acres of outside work area
- For every third floor of a multi-floor building
- For every public lobby
- For every inaccessible work area or floor
- For every specialised response team

Total recommended units:

Confidentiality and Disclaimer

This site assessment form has been developed by Risk Assessment Products in order to evaluate the customer's on site in the workplace to make recommendations on AED placement, quantity and training. This document has been created to be used for internal purposes by Risk Assessment Products through using their experience and expertise.

The customer also recognises that any recommendation made is non-binding and is merely a guideline and the number of AED's installed is ultimately the customers responsibility.