

Defibrillator Site Assessment Form

Practical UK checklist for AED need, location, access and management

Use alongside your first-aid needs assessment. No fixed number of AEDs suits every site.

QUICK CHECK: Consider footfall, site layout, retrieval time, public access, signage, storage and who will maintain the AED.

1 SITE DETAILS

Organisation / site		Assessment date	
Address		Assessor	
Site contact		AED Guardian / owner	

2 WHO USES THE SITE?

Employees on site		Visitors / contractors	
Public access	Yes / No	Children regularly present	Yes / No
24/7 occupancy	Yes / No	Higher footfall periods	

Larger workforces, substantial visitor numbers and busy public locations can strengthen the case for AED provision.

3 SITE LAYOUT & EMERGENCY ACCESS

Assessment point	Answer / notes
Number of floors / buildings	
Large or spread-out site	Yes / No
Remote or restricted areas	Yes / No
Lifts, gates or security could delay AED retrieval	Yes / No
Emergency services can identify and reach the site easily	Yes / No

4 CURRENT AED COVERAGE

AED already on site	Yes / No	Number of AEDs	
Nearest known AED outside site		Publicly accessible	Yes / No / Unknown
The Circuit checked	Yes / No	Access times checked	Yes / No

Check actual availability rather than assuming a nearby AED can be accessed when your site is open.

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5 PROPOSED AED LOCATION

Assessment point	Answer / notes
Proposed location	
Visible and easy to find	Yes / No
Accessible without avoidable delay	Yes / No
Clear directional signage can be installed	Yes / No
Suitable indoor storage / bracket	Yes / No / N/A
Outdoor cabinet required	Yes / No
Power available for heated outdoor cabinet	Yes / No / N/A
Public access outside normal opening hours	Yes / No

For public-access AEDs, current UK guidance favours clear sight and easy access. Outdoor AEDs need suitable weatherproof, temperature-controlled storage.

6 MANAGEMENT & READINESS

Assessment point	Answer / notes
Named AED Guardian / responsible person appointed	Yes / No
AED will be registered on The Circuit	Yes / No / N/A
Routine inspection process in place	Yes / No
Pads and battery expiry dates will be monitored	Yes / No
Staff know how to raise the alarm and locate the AED	Yes / No
CPR / AED familiarisation or training considered	Yes / No

7 ASSESSMENT OUTCOME & ACTIONS

Outcome	Assessment
AED provision	Existing provision adequate / AED recommended / Further review required
Recommended number of AEDs	
Reason for recommendation	

Action	Owner	Due date

Assessor		Signature / initials	
Review date		Approved by	

IMPORTANT: There is no general UK statutory requirement for every workplace to provide an AED. This form is a practical aid to support a first-aid needs assessment and placement decision. Consider sector-specific requirements, your own risk assessment and current Resuscitation Council UK / HSE guidance.