

Automated External Defibrillators (AEDs) Arrangement

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1.0 Statement of purpose/objectives

Shropshire Council has a duty of care to employees and the general public who utilise or pass through local authority premises. The Health and Safety (First Aid) Regulations 1981 require adequate first aid provision to be made during all working hours, depending on the nature and degree of hazard and the number of staff at work. This arrangement will assist in meeting Shropshire Council's core value for the provision of an Automated External Defibrillator for all employees, schools, service users, contractors, volunteers and visitors and also meet the legislative requirements.

2.0 Scope

The scope of this arrangement is to provide the emergency response procedure for the use of Portable Automated External Defibrillators (AEDs) and the arrangements for training and maintenance of the AED equipment.

3.0 Definitions

AED – Automated External Defibrillator; a machine that delivers a controlled electric shock to the heart when someone's heart is fibrillating.

Fibrillation – muscular twitching of the heart muscle involving individual muscle fibres acting without coordination resulting in low or no heart output and collapse.

Defibrillation – stopping the heart muscle fibrillating by administering a controlled electric shock in conjunction with repeated quality CPR (cardiopulmonary resuscitation) cycles in order to allow restoration of a normal rhythm.

4.0 Assessment of Risk at the Workplace

Managers, employees, schools, service users, contractors and volunteers must work together to identify potential hazards and the significant risks in the working environment to injury and ill health. A suitable and sufficient first aid needs risk assessment appropriate to the circumstances of the workplace must be carried out.

5.0 Information, instruction and training

Occupational Health & Safety Team is responsible for arranging First Aid and

emergency response AED training. An AED person is normally a trained first aider who has undergone an additional AED specific training course, however the devices are designed to be used by lay persons; the machines guide the operator through the process by verbal instructions and visual prompts. AEDs have been used successfully by untrained persons, and lack of training should not be a deterrent to their use.

6.0 Implementation

Management guidance in the form of Frequently Asked Questions will be provided and updated to support the implementation of this arrangement.

7.0 Compliance

This arrangement will enable Shropshire Council to conform to statutory requirements and current best practice. Further information and references are provided in the frequently asked questions No.15.

8.0 Review of arrangement

These arrangements will be reviewed every two years or if legislative changes occur. This will be carried out by the Occupational Health & Safety Team, in consultation with recognised trades unions.

Consultation/Approving Bodies

Health, Safety and Welfare Group

October 2017

Reviewed by the Health & Safety Team

June 2019

Automated External Defibrillators (AEDs) Arrangement Frequently Asked Questions

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Appendix 2 First Aid Risk Assessment

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1. Roles and responsibilities/who does what?

- 1.1** Shropshire Council as a local authority employer, through its elected members, has ultimate responsibility for compliance with Health and Safety legislation.
- 1.2** The Chief Executive and Corporate Management Team are responsible for ensuring:
 - The implementation of the AED Arrangements across all Service Areas to ensure consistency of approach.
 - The allocation of suitable and sufficient resources.
- 1.3** Area Directors are responsible for ensuring:
 - The implementation of the AED arrangements and that all employees, schools, service users, contractors and volunteers are familiar with the contents of the arrangements insofar as it is relevant to their role and responsibilities.
 - Service Area first aid health and safety standards and performance are monitored.
 - Suitable approved training for all employees who volunteer for AED emergency response training and who have been assessed as being suitable to undertake the role.
- 1.4** Line Managers/Supervisors are responsible for:
 - Making employees, schools, service users, contractors and volunteers aware of current AED emergency response provision.
 - Maintaining records of expiry dates of AED's battery packs and pads.
 - Ensure that employees, schools, service users, contractors and volunteers are familiar with the identity and location of their nearest AED.
 - Ensuring that employees, schools, service users, contractors and volunteers are aware of the procedures to be followed in the event of an incident requiring the use of an AED at work.
 - Ensuring that an appropriate number of AED emergency response trained personnel are recruited and trained (allowing for holidays, etc.) and that a

sufficient number are present in the workplace at any given time.

- Ensuring risk assessments are undertaken, the Health and Safety Team will provide the Service Area with advice and guidance on AED's and first aid at work to enable managers/supervisors to carry out the risk assessments effectively. In cases where employees are located on shared or multi-occupancy sites, the Facility/Premise Manager should liaise with the managers/supervisors to ascertain the level of risk using Shropshire Council's risk assessment form. See Appendix 2 for a First Aid Risk Assessment.

1.5 The Health and Safety Team is responsible for:

- Providing advice and guidance on first aid at work and the provision of AED emergency response to enable managers to carry out their duties and responsibilities effectively.

1.6 All Shropshire Council employees, schools, service users, contractors and volunteers including visitors are responsible for:

- Complying with the requirements of the AED arrangement.
- Assisting with the risk assessment process, as required.
- Co-operating with the safe systems of work as identified to enable Shropshire Council to comply with its health & safety responsibilities.
- Ensuring that their activities do not put themselves or others at risk.
- Reporting immediately to their line manager/supervisor, any incidents or accidents that have arisen.

2. What is an AED?

AED is a lightweight portable machine that can give the heart a controlled electrical shock during a cardiac arrest. An AED detects the electrical activity of the heart and gives automated instructions to the operator on what to do, the AED will only operate under certain circumstances to prevent incorrect use. The British Heart Foundation says that for every minute that passes without defibrillation chances of survival decrease by about 10 percent. Research shows that giving a controlled shock within five minutes of collapse provides the best possible chance of survival for the casualty.

3. Do I need to provide a defibrillator for use in the workplace?

As an employer, you will need to carry out an assessment of first aid needs appropriate to the circumstances of the workplace. There is no legal requirement for managers/supervisors to make a defibrillator available in the workplace. The Health and Safety (First-Aid) Regulations 1981 do not prevent someone who is specially trained from taking action beyond the initial management of a casualty; however it is important that the person who will be required to use a defibrillator, usually a first aider, is appropriately trained.

4. What maintenance is required for AED's?

A nominated member of staff should check the AED on a weekly basis. This duty should usually be assigned to an AED qualified First Aider in the building where the AED is located (usually The Facility/Premise Manager). The checks are to ensure that the AED is stored in the correct location and has not been misplaced, the equipment is ready for use and batteries are charged, accessories are in place, expiry dates are checked and stock is replenished. An audible warning (bleep) advises when the battery is low.

AED maintenance checklists should be recorded and be completed monthly and kept by the Facility/Premise Manager. See [Appendix 3 AED Checklist – Monthly checks](#)

When an AED unit is unavailable at its designated location, e.g., when taken away

for service or repair, the nominated person from the location should arrange with the AED provider for a replacement model to be provided during the service/repair period.

AED battery packs and pads have a specified shelf life, the length of which is dependent upon the make and model. Facility/Premise Managers must ensure that the manufacturer's instructions regarding the replacement of batteries and pads is strictly adhered to and that replacements are acquired and installed before the relevant expiry date.

5. Who is taken into account when assessing the provision of an AED?

Whilst legislation does not require service users, contractors, volunteers or visitors to be taken into account when calculating the ratio of first aid provision for the number of employees, the Service Area should consider service users, contractors and volunteers within the risk assessment process.

The HSE also strongly recommends that employers include the visitors and others on their premises when making their assessment of first aid needs.

6. What are the requirements for first aid provision?

People at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid at work covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

7. How do we assess the Needs for first aid provision?

How much first aid provision an employer has to make depends on the circumstances in each workplace. It is useful if employers record the results of their assessment of first aid needs.

See Appendix 1 for an 'Assessment of First Aid Needs' checklist.

8. What training is required for using a defibrillator?

The Resuscitation Council (UK) and British Heart Foundation state that "Untrained people have used AED's successfully to save life and lack of training (or recent refresher training) should not be a barrier. Provided someone is prepared to use the AED they should not be inhibited from doing so. The features of AEDs make them suitable for use by members of the public with little or no training"

Shropshire Council First aid at work (FAW) courses offer awareness on the use of defibrillators. The HSE does not specify the content of this training, however, whoever you select to deliver this training must be competent. Information on training is available from the Resuscitation Council (UK).

9. Who arranges AED training?

Shropshire Council's Occupational Health & Safety Team is responsible for arranging AED Training/refresher training.

10. What records need to be kept?

Records should be kept of the following:

- First aider's/AED trained responder staff details.
- Training provided to first aiders and AED Responders.
- Expiry dates of certificates of competence.
- List of persons responsible for checking and maintaining AED's.
- Details of first aid treatment administered using the Shropshire Council online Corporate Accident Reporting System, which should include the name of the person treated and their job, the name of the person providing

treatment, details of the accident/incident, date, time, and place and what first aid was given and whether the emergency services attended, what happened to the person immediately afterwards (for example went home, went back to work, went to hospital) and name and signature of the first aider or person dealing with the incident. Copies of the report will be retained online.

- When an AED is used, the electrocardiogram showing the heart rhythm and details of any shocks given are recorded on an electronic memory contained in the device. This information should be downloaded immediately after the event as the record can provide crucial information that may be needed to ensure that the patient receives the correct treatment afterwards. **This downloading will usually be done by the ambulance service.**

Records should be maintained in a confidential and secure file to comply with the Data Protection Act. Records should be maintained in accordance with Shropshire Council's data retention schedule and Shropshire Councils' guidelines for Schools.

11. What records need to be kept if an AED is used?

As above, all first aid incidents should be reported using Shropshire Council's online Corporate Accident Reporting System.

12. How do I find out the first aider/AED Responder and their location?

Notices will be displayed in all workplaces giving the name, location and contact phone numbers of all first aid personnel within their respective area and the location of the first aid/AED equipment.

13. Where are AED's provided and located?

AEDs are provided in many Shropshire Council Premises including HQ Premises, Leisure Centres, Museums and are usually kept behind reception. First aid signage is displayed across premises and these identify First Aiders trained in the use of an AED together with their contact details.

14. Where can I purchase an AED from and is any funding available?

With the growing public awareness and acceptance of AEDs, and their increasing availability, many more AEDs have been provided in public locations through national lottery funding, local fund raising or by the British Heart Foundation (BHF) and other charities.

To purchase an AED please follow the Council's usual procurement procedures.

15. What is the requirement for AED's in schools?

The Department for Education recommends that all schools in England should invest in life-saving defibrillators. Fortunately, sudden cardiac arrest (SCA) in school-age children is rare. Resuscitation attempts at schools are more likely to be made on an adult (staff member or visitor) than a pupil. The presence of an AED at a school therefore provides potential benefit for everyone present at the site.

An additional and important advantage of having an AED prominently located at a school is that students become familiar with them and can learn about first aid, resuscitation and the purpose of defibrillation.

The Department of Education has issued guidance about the installation of AEDs in schools. See [AED guide for schools June 2017](#)

16. Where can I get further information and references?

- Resuscitation Council UK - A guide to Automated External Defibrillators (AEDs)- <https://www.resus.org.uk/publications/a-guide-to-aeds/>
- The Health and Safety (First Aid) Regulations 1981 *Approved Code of Practice and*

Guidance L74 HSE Books 1997 ISBN 0 7176 1050 0

- Free Leaflet INDG347 (rev1), 2006) - Basic advice on first aid at work.
- Basic advice on first aid at work (2006) ISBN 0 7176 6195 4
- First Aid at Work: your questions answered INDG214 free leaflet
- Guidance on First Aid for Schools (DFEE) the Department for Education and Employment.
- DfE Automated external defibrillators (AEDs)-A guide for schools [AED guide for schools June 2017](#)
- Leaflet (MISC769) (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Information on all aspects of first aid at work is available on the first aid web pages www.hse.gov.uk/firstaid/index.htm.
- Single free copies are also available online at www.hse.gov.uk/indg214.pdf

Appendix 1 for An 'Assessment of First Aid Needs' checklist.

Aspects to Consider	Impact on first aid provision
1. You are required by law to make an assessment of significant risks in your workplace. What are the risks of injury and ill health identified in the risk assessment?	If the risks are significant you may need to employ first aider (see Q6 and Q7)
2. Are there specific risks, e.g. working with: <ul style="list-style-type: none"> • Hazardous substances; • Dangerous tools; • Dangerous machinery; • Dangerous loads or animals? 	You will need to consider: <ul style="list-style-type: none"> • Specific training for first aiders; • Extra first-aid equipment; • Precise siting of first-aid equipment.
3. Are there parts of your establishment where different levels of risk can be identified (e.g. in a University with research laboratories)?	You will probably need to make different levels of provision in different parts of the establishment.
4. What is your record of accidents and causes of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> • Locate your provision in certain areas; • Review the contents of the first aid box (see Q4)
5. How many people are employed on site?	You may need to employ first aiders (see Q6 and Q7).
6. Are there inexperienced workers on site, or employees with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"> • Special equipment; • Local siting of equipment;
7. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors
8. Is there shift work or out-of-hours working?	Remember that there needs to be first aid provision at all times people are at work
9. Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> • Inform local medical services of your location; • Consider special arrangements with the emergency services;
10. Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> • Consider issuing personal first aid kits and training staff in their use; • Consider issuing personal communicators to employees;
11. Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers;
12. Do you have any work experience trainees?	Your first aid provision must cover them;
13. Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first aid provision.
14. Do you need additional equipment (specify) (e.g. automated external defibrillator (AED))	You will need to consider if a number of staff have a history of cardiovascular problems.

Appendix 2 First Aid Risk Assessment.

FIRST AID RISK ASSESSMENT

Premises	Facility/Premise Manager		
Multi-Occupied Building	Yes/No	Team/s	
If yes, which team is assessment based on.			
No of staff	No of Service Users	Others	

1. How many accidents have you had in the last year?

- Staff
- Service Users

2. How many times has a member of staff rendered first aid in the last year

3. What activities take place outside the premise?

- Lone working
- Recreational visits
- Workers within Service Users home
- Other – please specify

4. Are there any specific risks?

- Hazardous Substances – please specify
- Dangerous Tools – please specify
- Dangerous Machines – please specify

5. Do any employees on site have disabilities or special health needs – please specify condition(s), (not names)

6. Are your premises remote from emergency medical services, i.e. Doctors, ambulance service, hospital A&E?

7. Do you transport service users from one place to another?

8. Do you have any volunteers? If so, how many?

9. Is there adequate first aid provision?

Yes/No

10 If no, additional number of Appointed Persons to be trained.

10 If no, additional number of First Aiders to be trained.

Comments

Signature of Facility/Premise Manager :

Date

Signature of Team Manager

Date

Signature of District Manager:

Date

Signature of representative from Training.

Date

Appendix 3 AED Checklist – Monthly checks.

To be completed every month or after an AED incident and returned to the Facility/Premise Manager.

Please delete Yes/No where appropriate.

MONTHLY CHECKS	COMMENTS / ACTION
Check batteries are fully charged and in date Yes/No	
Check AED is on standby mode – green flashing light Yes/No	
Run manually initiated self-test Yes/No	
Check use by date of adult electrode pads Yes/No	
Note use by date of infant/child electrode pads if applicable Yes/No	
Check spare pads are sealed and in date Yes/No	
Is the AED unit damaged e.g. cracks, loose parts etc. Yes/No	
Is AED storage box damaged Yes/No	
Check accessory equipment is present: towel, razor, CPR face mask, scissors, gloves, paperwork Yes/No	

Date:	
Department/School	
Name:	
Signature:	