

# Automatic External Defibrillator Health & Safety Management Standard

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<b>Governance Committee</b>	<i>Health, Safety &amp; Welfare Forum</i>	<b>Date approved</b>	<i>insert date</i>
<b>Review date</b>	<i>As required</i>		

## Strategic Alignment

*Outcome: Build a workforce for the future capable of delivering on our priorities and shared ambition.*

*Action: Ensure where AED's are in situ they are available for use in good working order at all times.*

<b>Consultation process</b>	<i>Business Management Team Health, Safety &amp; Welfare Forum</i>	
<b>Stakeholders</b>	Contacts identified for each service	
<b>Distribution</b>		

### Change record

Date	Author
Change made	

# 1. Introduction

In the UK approximately 30,000 people sustain cardiac arrest outside hospital and are treated by emergency medical services each year. Electrical defibrillation is well established as effective therapy for many of these cardiac arrest casualties. Sudden cardiac arrest is a major cause of death in the U.K. It can happen to anyone, anytime, anywhere and at any age. Early access to an Automatic External Defibrillator (AED) is recognised as the most effective treatment for restoring a regular heart rhythm during sudden cardiac arrest and is an easy to operate tool for someone with no medical background.

Some Council properties have had AED's installed and this document provides the framework for their operation and maintenance. *Health and safety legislation does not require you to have an automated external defibrillator (AED) in your workplace.*

There are two underlying principles that must be maintained when the use of a defibrillator is being considered.

- ✓ **Immediate contact with the Scottish Ambulance Service.**
- ✓ **Immediate application of effective CPR**

**All employees** of North Lanarkshire Council who have access to an AED are empowered to use defibrillators as circumstances and confidence permits.

# 2. Council standard

<b>Standard</b>	The Council has in place effective arrangements to reduce, so far as is reasonably practicable, the risk of harm from incident, injury or ill-health to all its employees while at work.
<b>Rationale</b>	The Council, as the employer, has a legal obligation to control the risk to employee's health, safety and wellbeing. The council, together with its trade union health and safety representatives, should work together through regular consultation to establish, monitor and maintain safe systems to protect employees. As such, the Council should adhere closely to the relevant legislation outlined below.
<b>Legal reference</b>	The Health and Safety at Work etc. Act 1974 The Health and Safety (First Aid) Regulations 1981 The Management of Health and Safety at Work Regulations 1999 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Provision and Use of Workplace Equipment Regulations 1998 (PUWER)

### 3. Scope

This procedure applies to all establishments managed by North Lanarkshire Council and to circumstances where the Council is expected to manage the use and maintenance of other AEDs.

The guidelines given relate to the application of first aid defibrillation to all persons, over the age of 1 year.

**Each head of establishment/property will need to take steps to ensure systems are in place to permit these devices, where present, to be used effectively.**

### 4. Definitions

- AED - Automatic External Defibrillator.
- It is important to understand some of the age definitions used when using an AED. In resuscitation terms only:

**Adult** – over 8 years of age

**Child** – 1-8 years of age

**Infant** – less than 1 year of age

### 5. Implementing the standard


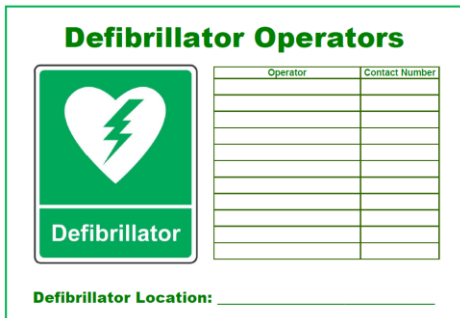
Standard to meet	Accountability
(1) Consideration will be given to where AED's will be installed within Council properties recognising there is no legal requirement for them to be in workplaces	Chief Officers
(2) Where a decision is made by management to install an AED a suitable location will be identified which is readily accessible to anyone who may be required to use it and is highly visible.  If an AED is gifted to a property for example a community centre this needs to be agreed by the building manager and consideration should be given to it being installed on an external wall and establish who will undertake the weekly checks and maintenance requirements.  Signage should be displayed at properties detailing where the AED can be accessed.  Examples below.	Head of Establishment/Property Manager



**Defibrillator Operators**

Operator	Contact Number

**Defibrillator Location:** \_\_\_\_\_

	  	
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(3)	<p>All council properties with AED's will require to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER). This places a legal requirement on heads of establishment/property managers to ensure weekly checks are carried out and recorded and any required maintenance is undertaken to ensure the AED is ready for use at all times. Each AED will have maintenance information within the associated manual. Information should also be within the manual on where to order replacement pads etc and how to arrange for formal maintenance dependant on the make and model of the equipment. Where maintenance information or a manual is not available for the product there are providers on the councils procurement system who should be able to assist with providing any parts or required maintenance. A relevant person should be identified to carry out the checks. This would normally be a first aider at the property. Any replacement parts or required maintenance would be requested via the head of establishment/property manager.</p>	Head of Establishment/Property Manager
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(4)	<p>In the event that the AED has been used a system check is required to be undertaken with the battery being removed and reinstalled. The weekly checklist form should be used to record this and and items that were used replaced accordingly. A council incident report form should be completed.</p>	First Aider/Appointed Person
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(5)	<p>Whilst there is no requirement for training in the use of the AED consideration should be given to providing training to employees where AED's are located. Within both the one day 'emergency first aid at work' course and the three day 'first aid at work' course the use of AED's is covered. Separate AED specific short courses are also available.</p> <p>Training in first aid can be booked on the council learning management system or by contacting <a href="mailto:tod@northlan.gov.uk">tod@northlan.gov.uk</a></p> <p>For specific AED training please contact <a href="mailto:tod@northlan.gov.uk">tod@northlan.gov.uk</a></p>	Head of Establishment/Property Manager
(6)	<p>A number of AED's will be available for use in the wider community and consideration should be given to:</p> <ul style="list-style-type: none"> <li>a) Community groups using Council facilities should provide their own first aid cover. These groups should be made aware of the presence of an AED and access to the unit granted. It would normally be expected that these groups will train their own members to provide an AED response. This does not prevent Council trained employees from participation in any response.</li> <li>b) If members of the public enter the establishment seeking to use the defibrillator in response to a community emergency then the AED should be made available. An employee from the property should accompany the AED but are not under any obligation to use it.</li> </ul>	<p>Head of Establishment/Property Manager</p> <p>Head of Establishment/Property Manager</p>
(7)	<p>All properties within the Council with AED's should register their device with the Scottish Ambulance Service. This can be done by clicking <a href="#">here</a>. This means should there be an emergency in the area near the property the equipment can be quickly accessed for use.</p>	Head of Establishment/Property Manager

## 6. Monitoring and reviewing

Monitoring of the effective implementation of this standard will be carried out by routine checking of the availability and weekly checks being carried out on AED equipment. This health and safety management standard will be subject to periodic review at intervals not exceeding three years.

## 7. Further Information

Information on training courses in AED and/or first aid are available on the Council learning management system.

Information from the Health & Safety Executive (HSE) on AED's can be found [here](#).

Basic CPR training is available from the British Heart Foundation for any employee at [Learn CPR in 15 minutes | RevivR | BHF - BHF](#)





## Employee Information - Defibrillators

Automatic External Defibrillators (AEDs) are gradually being installed in a number of Council buildings and vehicles. In the right circumstances these devices are very effective at saving people who suffer a cardiac arrest.



### Simple to use

They are simple and safe. The machine gives clear spoken instructions. Whilst the Council provides training to nominated first responders, it is possible to use one without much training at all. If at all possible don't delay or interrupt chest compressions (CPR) to get it, send someone else.

If you come across someone who is not breathing or breathing erratically, the most important thing is to call 999 and start CPR. If you're on your own, don't interrupt the CPR to go and get a defibrillator. When you can, send someone else to find one. Once the defibrillator is open, all you have to do is follow the spoken instructions. Switch the machine on and follow the instructions it gives you. Once the pads are in position, the defibrillator detects the heart's rhythm. It won't deliver a shock unless one is needed.

### How can you help?

Learn more about basic life-support also known as Cardio Pulmonary Resuscitation (CPR). If someone does collapse because a heart failure then they need CPR while someone gets a defibrillator.

Visit the first aid pages of My NL to access more information on CPR, First Aid and AED use. This includes access to a free basic life-support presentation by the British Heart Foundation. AED training is included within the first aid at work and the emergency first aid courses the Council currently offers.