

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

Public Access Defibrillator (PAD) - Automated External Defibrillator (AED)

SP47

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Author:	A Russell - Health and Safety Advisor, L Gold Health and Safety Manager
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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
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1. INTRODUCTION

This procedure has been created to provide guidance for the installation, maintenance, and use of Automated External Defibrillators (AEDs) in East Dunbartonshire Council owned or operated premises.

It follows the conclusion of a community engagement exercise with local voluntary bodies, community planning partners, and relevant national agencies and charities on public access defibrillators.

AEDs have been installed as per proposed location in Appendix 3 of PNCA/043/23/AB report on provision of public access defibrillators. Location of AEDs within premises are a combination of internal and external sites. External locations will be available 24 hours and internal locations will be available during the operational hours of the relevant premises.

The provision is designed to support the community and to complement existing first aid provision in council workplaces. This illustrates the council's commitment to health and safety and to enhance their emergency response within their buildings and communities; and in support of Scotland's out-of-hospital cardiac arrest (OHCA) Strategy 2021 to 2026 strategy.

The information contained within is partly from the British Heart Foundation in reference to "The Circuit" which is the national defibrillator network.

2. SCOPE

This procedure applies to all East Dunbartonshire Council employees, contractors, service users and members of the public, sets the locations of AEDs and particular responsibilities assigned to certain roles, including those of first aiders and teams responsible for their maintenance.

3. ROLES AND RESPONSIBILITIES

3.1 CHIEF EXECUTIVE AND DEPUTE CHIEF EXECUTIVE

The East Dunbartonshire Council Chief Executive and Depute Chief Executive have ultimate responsibility for health and safety and for making sure that suitable provision, time and resources are made available to Council Services for the implementation of the recommended guidance contained within this procedure.

It is important to acknowledge that the Chief Executive and Depute Chief Executive's responsibilities are shared, in that the Executive Officers and Managers will be responsible and accountable within their areas of responsibility for the duties set out below.

3.2 EXECUTIVE OFFICER – ASSETS & FACILITIES

The Executive Officer – Assets & Facilities has a delegated responsibility for making sure this management procedure is implemented in respect of premises under the control of or otherwise, occupied by the council.

The Executive Officer – Assets & Facilities must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant Health and Safety legislation.
- Nominated person(s) are supported in the implementation of the measures of this Management Procedure and in undertaking roles and duties to comply with relevant Health and Safety legislation.

3.3 ASSETS & FACILITIES TEAMS

Assets & Facilities teams' roles and responsibilities are set out below. The teams, consisting of specific roles within each of them, will be managing the communication between emergency services for registration, maintenance of the AEDs, weekly/monthly checks and replenishment of its consumables.

3.4 SERVICE MANAGERS AND DUTY HOLDERS

Where service managers and/or duty holders of a premises become aware of the use, tampering or any other concern with the AED from their site, they must inform the sub-Guardian and/or their local Building Manager or Facilities Officer where applicable or alternatively, the H&S Team. The aim is to maintain the AED ready to go at all times, unless it has been used accordingly and the AED will be retrieved from the emergency services as soon as possible as per duties set below.

Service Managers should make sure they have a First Aider on site to cover the hours of work of employees as per SP18 Provision of First Aid Procedures.

3.5 FIRST AIDERS

Where First Aiders have been appointed and trained, they will be able to use AEDs as required and per training.

All East Dunbartonshire First Aid at Work training courses and accreditation cover the use of AEDs as method of resuscitation.

Where AEDs are in external locations, First Aiders are also able to access them.

3.6 HEALTH AND SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties in regard to the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Managers, Duty Holders, Team and Squad Leaders in fulfilling their duties with respect to First Aid and the maintenance and use of AEDs.
- The H&S Team will act as a Guardian for information and reporting. The H&S Team will delegate responsibility to other relevant teams as per instructions below.

- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.
- Provide and reinforce training and education on health risks associated with certain tasks
- Work with services to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.

4. Automated External Defibrillator (AED) Guidance and Legislation

A defibrillator is a device that gives a high energy electric shock to the heart of a person who is in cardiac arrest. This high energy shock is called defibrillation, and it's an essential part in trying to save the life of someone who's in cardiac arrest. A defibrillator may also be called a "Defib", an "AED" (Automated External Defibrillator) or a "PAD" (Public Access Defibrillator).

Defibrillation plays a critical role in the sequence of steps necessary to resuscitate a person experiencing sudden cardiac arrest (SCA). This series of actions is known as the "Chain of Survival":

1. Promptly contacting emergency services
2. Initiate basic Cardiopulmonary resuscitation (CPR), which entails performing chest compressions and rescue breaths to sustain the victim
3. Defibrillation, using an AED.

The Automated External Defibrillator (AED) is widely regarded as the most significant advancement in SCA treatment. These devices are now readily accessible and increasingly utilised by individuals, often with minimal or no training, to revive the heart of an SCA victim. When used within 2 or 3 minutes after the collapse, many individuals have a chance of survival.

The key factor influencing survival is the time lapse between the collapse and the administration of a shock through an AED. Consequently, the strategy involves installing AEDs in locations where they may be needed, enabling quick access by someone nearby, allowing for immediate use on the person who has collapsed prior to the arrival of emergency services.

There is no UK legislation stipulating that AEDs must be provided in public areas although there is a growing recognition of their importance in saving lives during cardiac emergencies.

Under the Health and Safety (First Aid) Regulations 1981, it requires employers to undertake a first aid needs assessment to establish appropriate first aid equipment, facilities and training for employees. The AEDs can be considered as part of the first aid provision for a workplace or public setting. For more information refer to [SP18 Provision of First Aid Procedures](#).

4.1 Implementation of the Automated External Defibrillators (AEDs)

AEDs will be installed at various locations within the East Dunbartonshire Council boundaries. They will be located at various public buildings to allow public access in the case of an emergency. The AEDs selected to be for public access will be registered on “The Circuit”. This will allow emergency services to direct members of the public to retrieve the AED.

4.1.1 The Circuit

As defibrillators are registered on The Circuit, their location and status are instantly co-ordinated with the emergency services’ systems ensuring that their information is always up to date and ready to help save lives. The Circuit is the key to making sure that whenever and wherever a cardiac arrest happens, the people on the scene can get to the nearest working defibrillator quickly.

For more information on “The Circuit” – visit <https://www.thecircuit.uk/>

4.1.2 Guardians and sub-Guardians – Specific roles

Every AED that is registered on The Circuit will have a “Guardian” – It is the Guardian’s role to check the unit regularly to make sure that it is still where it should be, and that it is ready for use in case of emergency. The check can be deputised to a “Sub-Guardian.”

If an AED has been used in an emergency, then the Guardian will be automatically informed via email. In the case of being used during a cardiac arrest, this will remain on the person until they are at the hospital and the treatment is carried out. Afterwards, the AED will be available to collect. It is recommended that it is collected within 48 hours by Facilities Management.

Once the AED is back with EDC staff, it should be checked over for damage, pads replaced and registered as available on The Circuit. Upon activation by the emergency services, the AED will show as “*unavailable*” and updating The Circuit to “*available*” will be required.

The Health & Safety team are registered as the main Guardian whilst the FM Leads for the location of the AED are the sub-Guardians. This will ensure a record of all activations and use of the AEDs. For EDLC sites, the sub-Guardian is the Operations Manager.

The FM Leads will delegate responsibility to FM Building Managers and Facilities Officers for each building where AEDs are sited, to be responsible for the AEDs weekly and monthly checks.

When an AED has been used, the FM Leads will be notified by the Health and Safety Team of its use. The FM Callout or Peripatetic Team will be responsible for collecting activated AED’s from hospitals and passed onto Building Managers and/or Facilities Officers who will carry out checks and order Pad PAKS and/or consumables as required through the Estates service. They will then notify the Health and Safety

Team that the AED is ready to be used again and fitted within its case and/or cabinet. The Health and Safety Team will register the used AED as active on The Circuit.

The Estates service and Health and Safety team can assist in the above duties if the FM Lead is on annual leave or absent, where this cannot be covered by Facilities Management staff or Duty holder of the building.

4.1.3 Training

Although training is not required to operate an AED, it is worth noting that cardiopulmonary resuscitation (CPR) should be carried out alongside using the AED to provide the highest likelihood of survival. CPR is a key part of first aid training as it has the potential to keep a person alive until the emergency services arrive.

Where an AED has been sited within a council workplace or educational establishment, the First Aider should be summoned. All EDC First Aiders have received CPR and AED training as part of the First Aid at Work 3-day course. See SP18 Provision of First Aid.

First Aiders should make themselves familiar with their on-site AED.

The crucial factor in the resuscitation of someone from vascular failure is to provide a shock from an AED with the minimum delay. Time should not be wasted if trained staff are not immediately available. Untrained people have used devices successfully to save a 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.

Public will have use of the AEDs that will be registered on The Circuit. The Council are not required to provide any training to the public on how to use the AED. AED units are designed to provide verbal instructions to those using them.

Guardians and sub-Guardians will be trained on how to carry out weekly checks, how to check the AED unit after activation and how to update The Circuit once available again.

4.1.4 Locations

The most important consideration is that those who might need to use an AED know where it is kept and how to access it quickly.

There is understandable concern that an AED in a public place may be at risk of theft or vandalism. All external defibrillators have been installed in a protective cabinet with appropriate signposting. All cabinets within EDC have the same lock code **C159X**. This information is available through The Circuit and the emergency services will provide this over the phone.

Internal locations have been carefully selected after a risk assessment process and are not locked, easily accessible.

See Appendix 2 for locations table.

4.2 AED Checks and maintenance

AED will carry out “self-checks” on a regular basis, testing the system for integrity and that the battery has sufficient charge. If there is an issue with the system, it will alert either with lights, noise or the changing of a symbol from **green** to **red**.

There is a user manual available within each carry case for reference. Checklist is also available in Six Pack of the building, where records of checks will be kept.

Checks to make sure that the lights/symbol are showing that the unit is active and working should be carried out at least weekly by the Building Manager or Facilities Officer where they are located. Other sites will be checked by FM Leads or Corporate Operations Coordinators. This time should also be used to check that all supplementary equipment is there, such as razors, scissors, towel and spare pads. Silicone lubricant will also be provided to all Building Managers whose asset has been installed with an external cabinet to house the AED. Silicone lubricant should be sprayed on the key pad and lock during the weekly check to ensure that both moving parts remain lubricated.

Should the ordering of consumables or replacement PAKs be required, these should be reported via email to Estates.repairs@eastdunbarton.gov.uk at the earliest opportunity to ensure that replacements can be procured and installed as quickly as possible.

Checks can be logged on The Circuit, this will help inform the emergency services that the equipment is operational. Quarterly checks will be recorded on The Circuit by the Health and Safety Team after confirmation with FM Leads for each area.

After any activation, the AED should be checked over for damage, pads should be replaced and once the AED has done a self-check, it should be returned to use. This information should be passed on to the Health and Safety team as soon as reasonably practicable to activate the AED back on The Circuit.

If any issues are highlighted during the weekly checks, the issues with the cabinets or AED units should be reported to the Estates service and inform the Health and Safety Team as The Circuit will need to be updated if the AED is no longer available.

4.3 Use of AEDs

All AEDs are set up with adult pad packs but Paediatric pad packs are included for children under 8 years old. Stickers advising the need to change pad is displayed.

Verbal instructions to be followed as soon as it is turned on.

5. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the procedure will be amended and reissued with an updated version number.

All Managers and Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

6. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First-Aid) Regulations 1981

British Heart Foundation Guidance

- [The Circuit – Guardian Guide](#)
- [Resuscitation Council UK – A guide to Automated External Defibrillators \(AEDs\)](#)

East Dunbartonshire Council: Health and Safety Policy / Procedures

- HSP01 Health and Safety Policy
- HSP07 Controlling Workplace Hazards Policy
- SP01 Accident & Incident Reporting
- SP06 Management of Health Surveillance
- SP14 Risk Assessment
- SP17 Violence and Aggression at Work
- SP19 Lone Worker
- SP27 PPE and RPE

East Dunbartonshire Council: Health and Safety Forms / Guidance

- A01a HS1a Accident & Violence Reporting Form
- A01b HS1b Near Miss Form
- R01 First Aid at Work Needs Assessment
- R02 First Aid Box Contents Checklist
- R03 First Aid Record of Treatment Log

- R04 First Aid Notice Template
- R05 Defibrillator Notice Template
- R06 Defibrillator Under 8 years old PAK notice

7. ADVICE AND GUIDANCE

Employees can obtain further support and guidance by contacting the Health & Safety Team via health.safety@eastdunbarton.gov.uk or by visiting the [Health & Safety Section](#) within the EDC Hub.

Appendix 1 - Automated External Defibrillator (AED) Main information

Cabinet Lock	C159X
Guardian	Health & Safety Team Health.Safety@eastdunbarton.gov.uk 0141 777 3210
Sub-Guardians	FM Leads
	Facilities Management Manager Wendy.Anderson@eastdunbarton.gov.uk
	Estates Manager Graeme.Lynn@eastdunbarton.gov.uk
To order consumables such as razor, pad PAKs, scissors, towel, etc.	Estates Team Estates.repairs@eastdunbarton.gov.uk

Appendix 2 - AEDs Locations table

Building	Proposed / Existing location
Bishopbriggs Library and Community Hub	External
Bishopbriggs War Memorial Hall	External
The Leisuredrome	Internal and External
Huntershill Community Sports Hub	Internal - Reception
Auchinairn Community & Early Years Centre	External
Hilton Depot	Internal
Torrance CEC	External
Kelvindale Depot	Internal
Mavis Valley Transfer Station	Internal
Bearsden Community Hub	External
Allander Leisure Centre	Internal and External
Kilmardinny House	External
Langfaulds Cemetery Lodge (Depot)	Internal
Milngavie CEC	External
Milngavie Town Hall/Lillie Art Gallery	External
Lennoxtown Community Hub	External
Craighead Library/CEC	External
Kirkintilloch Community Hub/WPL	External
Kirkintilloch Town Hall	External
Hillhead Community Centre	External
Kirkintilloch Leisure Centre	Internal and External
KHCC	Internal
Southbank Marina HQ	External
Broomhill Depot	Internal
Lenzie Library	Internal
Twechar Healthy Living & Enterprise Centre	External
Southbank House	Internal
Office Block 1, Kilsyth Road Workspace	Internal
Bishopbriggs Academy	Internal - Beside SPIE office
Turnbull High School	Internal - PE, Science Base, Main Office
Bearsden Academy	Internal - Office
Douglas Academy	Internal - Foyer beside general office
Kirkintilloch High School	Internal - 1 st floor beside Assembly Hall
St Ninians High School	Internal - PE Base
Boclair Academy	Internal

Lenzie Academy	Internal
Baldernock Primary School	Internal
Baljaffray Primary School	Internal
Balmuldy Primary School	Internal
Bearsden Primary School	Internal
Castlehill Primary School	Internal
Clober Primary School	Internal
Colquhoun Park Primary School	Internal
Craigdhu Primary School	Internal
Craighead Primary School	Internal
Gartconner Primary School	Internal
Harestanes Primary School	Internal
Hillhead Primary School	Internal
Holy Family Primary School	Internal
Holy Trinity Primary School	Internal
Killermont Primary School	Internal
Lairdsland Primary School	Internal
Lennoxtown Primary School	Internal
Lenzie Meadow PS	Internal - Medical Room
Meadowburn Primary School	Internal
Millersneuk Primary School	Internal
Milngavie Primary School	Internal
Mosshead Primary School	Internal
Oxgang Primary School	Internal
St Helens Primary School	Internal
St Machans Rc Primary School	Internal
St Matthews Primary School	Internal
St Nicholas' Primary School	Internal
Thomas Muir Primary School	Internal
Torrance Primary School	Internal
Twechar Primary School	Internal
Wester Cleddens Primary School	Internal
Westerton Primary School	Internal
Woodland View School	Internal
Lairdsland Early Years Centre	Internal
Oakburn Early Years Centre	Internal
Bearsden Early Years Centre	Internal
Cleddens Nursery	Internal

Appendix 3 - AED recommended sign for advertising the location of an AED

There should be one located on site, however if missing this can be printed, laminated and placed in the same location of previous one.

Free download of this is available at: www.resus.org.uk/defibrillators/standard-sign-for-aeds



IMPORTANT NOTICE

Children under 8 Years Old

If this AED is being used for treatment of infants/children up to 8 years old,

Remove the standard pads and install the Paediatric Pads
(Stored in the rear zip pocket, beside prep kit)

