

Responsible Officer:

Thame Town Council is committed to supporting the local community and working to keep our community safe. A defibrillator is a device that gives a high energy electric shock to the heart of someone who is in cardiac arrest. This high energy shock is called defibrillation, and it is an essential part in trying to save the life of someone who is in cardiac arrest. A defibrillator may also be referred to as a defib, an AED (Automated External Defibrillator) or a PAD (Public Access Defibrillator). No medical knowledge or training is required to use our AED as once the call is placed to the ambulance service to obtain the access code the operator will guide the user through the correct process and the device offers electronic guidance.

Ref No.	Hazard	Risk Assessment			Risk Control Measures	Organisation other than TTC responsible	Initials of person responsible	Date
		Likelihood	Impact	Rating				
1	Faulty Installation: Financial and reputational risk to Thame Town Council Patient could die if equipment faulty.	5	3	15	Suitable qualified electrical contractor to be used with proof of all risk assessments, qualifications, liability insurance and appropriate electrical sign off. Thame Town Council to confirmed adoption of electrical installation for annual inspection checks.			
2	Permissions not obtained:- Financial and reputational risk to Thame Town Council Defibrillator would be taken out of service.	5	3	15	Staying Alive to provide agreements for the adopted locations. Town Council has obtained listed planning permission from South Oxfordshire District Council for the Phone Box out side Town Hall and agreement with BT.			
3	Equipment Vandalised/Stolen - Patient could die if equipment faulty.	5	3	15	Unit kept in lockable cabinet. Weekly checks by Guardian at the location/volunteers. Weekly checks ensure stocks are replenished when needed by Guardian.			

					Ambulance service to be notified if unit is taken out of action.			
					Each Defibrillator are labelled with ownership contact details.			
					Theft cover with Thame Town Council insurance policy.			
					Town Centre CCTV should aid with prevention of vandalism.			
4	Access code unknown - Patient could die if access prevented	5	3	15	Code is recorded on the Ambulance Service's register via(The Circuit - the national defibrillator network) and access to the defibrillator is by a code given to the originator of a '999 emergency' call, together with the defibrillator's location. On receipt of a 999 call, the operator will, where possible, direct the operation and maintain contact with the caller throughout the emergency pending the arrival of a Paramedic or Ambulance.			
					Responsible Person to notify ambulance service of code and location.			
5	Location unknown - Patient could die if residents/local businesses are unaware of defibrillator's existence	5	3	15	Awareness programme			
					Publicise via e-newsletter, website, regular diary entry on FB, permanent note on FB and a dedicated website page listing the known locations via The Circuit.			
					Appropriate signage at defibrillator location.			
6	Equipment runs out of batteries - Patient could die if defibrillator was out of service.	5	5	15	Weekly visual checks by Guardian.			
					Annual detailed inspection by suitable qualified responsible person or Guardian.			
					Battery life recorded on spreadsheet.			
7	Pads not available - Defibrillator would be taken out of service.	5	3	15	Weekly checks by Guardian.			

	Patient could die				Ensure stocks are replenished when needed and that a replacement supply is sourced as soon as Ambulance service to be notified if unit is taken out of action.			
8	Use by inexperienced user - Patient could die. Reputational risk to Thame Town Council	5	3	15	The design of the device is such that it can be used by totally untrained persons, as it issues instructions itself as to its use, monitors the condition of the patient's heart and decides whether or not to 'shock' the patient. To obtain access the user would have to register a call with emergency services 999 who will be able to offer instruction.			
9	Public liability claims	5	3	15	Public liability cover in place, however as the ambulance service would direct any user there is no perceived risk to Thame Town Council.			
10	Funds unavailable to update/maintain - Patient could die. Reputational risk to Thame Town Council	5	3	15	Efficient budgeting and earmarked reserves for maintenance and consumables requirements.			
11	Defibrillator used and taken away by ambulance service	5	3	15	Guardian's visual checks would identify this. Owner contact details are labelled on the unit for the Ambulance Service to return or contact.			
12	Defibrillator used and out of service or vandalised whilst town council office is closed.	5	3	15	Ambulance trust should notify Thame Town Council that unit has been deployed. Guardian checks should pick up any vandalism.			

Conclusion As the defibrillator is fully automatic, offering self-initiated guidance to the operator, and access is available ONLY under the Ambulance Services' direct control, there is minimal risk to the Town Council.

Defibrillators - What, where and why to use them - British Heart Foundation (bhf.org.uk)

Reviewed by: Date:	Review Date:
Town Clerk Approval: Date:	