



# **London Borough of Lewisham**

## **Providing Automated External Defibrillators (AED) In the Workplace**

**Produced by: Corporate Health and Safety Team (DATE ADDED ONCE  
APPROVED)**

## CORPORATE HEALTH AND SAFETY TEAM

### Contents

<b>1. Introduction to CPR</b> .....	3
<b>2. Legal Duties</b> .....	3
<b>2.1 Employers</b> .....	3
<b>2.2 Non-employees</b> .....	3
<b>3. The Council’s Arrangements</b> .....	3
<b>3.1 First aid needs assessment</b> .....	4
<b>3.2 Role of Nominated Officer</b> .....	4
<b>3.3 AED training</b> .....	5
<b>3.4 Incident reporting</b> .....	5
<b>4. The Circuit</b> .....	5
<b>Appendix A: Automated External Defibrillator Guidance and FAQ</b> .....	6
<b>Appendix B Automated External Defibrillator Weekly &amp; Monthly Checklist</b> .....	9
<b>Appendix C Automated External Defibrillator Accessory Order Sheet</b> .....	10
<b>Appendix D Automated external defibrillator (AED) assessment form</b> .....	11

## **CORPORATE HEALTH AND SAFETY TEAM**

### **1. Introduction to CPR**

CPR stands for cardiopulmonary resuscitation. It combines chest compressions and rescue breaths to give someone the best chance of survival following a cardiac arrest. A cardiac arrest is when the heart cannot pump blood to the body, including the brain and lungs. Death can result in minutes without treatment. CPR uses chest compressions mimicking how the heart pumps to help to keep the blood flowing.

Automated External Defibrillators (AEDs, or just 'defibrillators') send an electric pulse or shock to the heart to restore a normal heartbeat. The unit checks the heart rhythm and will only shock if needed. It will not send a shock if not required.

If an adult is unresponsive and not breathing normally, you still need to call 999 for emergency help and start CPR straight away to increase the chance of survival.

### **2. Legal Duties**

#### **2.1 Employers**

The [Health and Safety \(First Aid\) Regulations 1981](#) require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Regulation 3 requires the employer to make first aid provisions in the workplace.

Health and safety legislation does not require that employers have a defibrillator onsite. However, employers should carry out a first aid needs assessment. This assessment should include estimating the risk of a sudden cardiac arrest happening onsite. The assessment will also consider the potential consequences, which will always be severe.

#### **2.2 Non-employees**

The Council does not have a duty under health and safety legislation to provide first aid for non-employees such as visitors. However, a duty of care arises where there is a foreseeable risk that may affect visitors. The Health and Safety Executive recommends that employers consider the first aid needs assessment of visitors in their assessments and make appropriate provisions.

### **3. The Council's Arrangements**

The vast range of Council activity means we cannot apply one overarching first aid needs assessment. Each service group or site must complete their own assessment. If that assessment determines a defibrillator is an appropriate response to need then responsibility for provision, purchasing, and maintenance of the unit falls to the service group or site. You must complete the Defibrillator Assessment Form (Appendix D and [online at this link \(pending\)](#)) before purchase.

## CORPORATE HEALTH AND SAFETY TEAM

The Council already provides defibrillators at the following buildings:

- Old Town Hall
- Civic Suite
- Laurence House

Defibrillators available within other Council buildings are managed locally ([list to be developed and maintained at a link](#)).

### 3.1 First aid needs assessment

The best chance of successful resuscitation is when defibrillation and other first aid procedures are carried out with minimum delay; ideally within the first three minutes. The chances of resuscitation fall by at least 10% with every minute that defibrillation is delayed so there is a very real advantage in having an AED available on site. Up to a 75% survival rate has been reported when defibrillation is performed within three minutes of someone collapsing. This must be considered against the ambulance service's aim to reach most urgent calls within eight minutes.

When completing a First Aid Needs Assessment, consider the following:

(Note: this is not a comprehensive list, and will necessarily omit site specific factors)

- a. The likelihood of sudden cardiac arrest occurrence and the potential outcome.
- b. Number of people who use the location, including employees, contractors, members of the public and visitors.
- c. Age of people at the location (cardiac arrest likelihood increases with age).
- d. Nature of work activities at the location (sedentary work carries lower risk).
- e. Workplace hazards (e.g., stress, manual handling).
- f. Work patterns (e.g. whether the site is used outside office hours when other facilities may be harder to access).
- g. The likely time from emergency services call-out to site (if deemed greater than five minutes, then this also increases the need for an AED)
- h. Incident history

If the assessment determines the risk is sufficient to support providing defibrillator(s), the appropriate number of devices required would depend on the assessment as well as the number of trained operators. There is no official guidance on the appropriate number, or how large an area or workforce a single unit might support.

### 3.2 Role of Nominated Officer

Defibrillators must be properly maintained. This ensures that if the need arises, they are in a safe condition for use. Each site or service group must nominate one or more people to complete weekly checks on the units. That person or people must then complete specific weekly checks. **See Appendices A, B & C**

## CORPORATE HEALTH AND SAFETY TEAM

### 3.3 AED training

You do not need formal training to operate a defibrillator. Once the unit is opened it will give clear step-by-step instructions, using both voice and visual diagrams. The device automatically checks heart rhythm and will only tell you to shock if needed. It is not possible to shock someone accidentally.

The Council can provide class-based training in conjunction with the London Ambulance Service. This training is suitable for new users and those requiring annual refresher training and is arranged by Learning and Development. [Click here](#) to request further information on what training is available.

### 3.4 Incident reporting

The Council maintains an incident reporting database in compliance with health and safety legislation. Service groups must report all incidents on this system including where an AED unit has been used. You can report an incident [at this link](#).

## 4. The Circuit

The person responsible for a defibrillator must register the unit on [The Circuit](#). This is the national defibrillator network managed by the British Heart Foundation and connects defibrillators to ambulance services across the UK. The Circuit allows London Ambulance Service (LAS) to share information about the location and type of defibrillator to help guide people making emergency calls.

LAS will provide accredited sites with access to their online checking system and will automatically alert you to a serious medical emergency near the defibrillator location.

An LAS team will provide advice and support to accredited sites. After a defibrillator is used, a call should be made to the Defibrillator Hotline on **020 7783 2365** at the earliest opportunity. LAS will visit site to debrief those involved and answer any questions or concerns. They will also download the event details from the unit as this can provide important information to help continuing hospital treatment.

The person responsible for a defibrillator must renew Circuit accreditation every two years to ensure details remain up to date.

For further information regarding the Circuit as used by LAS click the [link](#).

***(Possible policy addition: central login details for The Circuit)***

## Appendix A: Automated External Defibrillator Guidance and FAQ

### **GUIDANCE:**

#### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) CHECKS**

##### **1 What does an Automated External Defibrillator do?**

- 1.1 An automated external defibrillator (AED) is a lifesaving medical device used on people who have suffered a sudden cardiac arrest. They work by scanning the heart to determine whether a shock is required. If a shock is required, the AED will deliver one automatically, helping the heart return to its normal rhythm.
- 1.2 When someone suffers a cardiac arrest, their chances of survival reduce drastically with every minute that passes. If you have a defibrillator close by, it is important to ensure you know that it is going to work.

##### **2 Why carry out inspections?**

- 2.1 Regular inspections of the AED unit are essential to ensure it is working properly and ready for use in an emergency.

##### **3 Self-Checks**

- 3.1 Although most defibrillators carry out daily self-checks, it is best practice to conduct weekly visual checks. You should carry these out as set out in the user manual for your AED.

##### **4 How to carry out a visual check**

- 4.1 Ensure that the AED is visible (with appropriate signage), easily accessible and stored correctly (mounted on a wall at a reasonable height).
- 4.2 Staff who have the responsibility to check the AED must know how to access it. All staff should be briefed on the AED's presence and how to respond to an emergency.
- 4.3
  1. Wipe the defibrillator and case over thoroughly with an antibacterial cleansing wipe.
  2. Once it is clean, check there are no obvious damage to the unit and the storage case.

## CORPORATE HEALTH AND SAFETY TEAM

3. Battery: Is the battery/self-test indicator is still showing “OK” as per the manufacturer's instructions. Is the battery in date?
  4. If the battery needs to be replaced, follow the manufacturer's instructions. Follow instructions below on how and when to order a replacement battery.
  5. Ensure the electrode pads work and are in date as set out in the user manual with the AED.
  6. Are all the accessories present? (See 4.6 and consult your AED user manual.
  7. Are the cables intact and free of damage? (Order replacements when needed).
- 4.4 Record your weekly checks on a check sheet. An example weekly checklist can be found at **Appendix B** of this policy and [at this link \(link tbc\)](#).
- 4.5 You must keep your weekly visual check list record with the AED.
- 4.6 The confirmed list of items that you should have present with the AED are as follows:
- Adult electrode pads x 2 sets
  - Paediatric electrode pads x 1 set
  - Razor x 1
  - Disposable gloves x 2 pairs
  - Cloth x 1
  - Scissors (First Aid Tuff Cut Utility Scissors) x 1
  - CPR Face Shield x 2
  - Replacement Battery (when required)

### 5 How to request replacement items:

- 5.1 Corporate Buildings (other than the Catford Complex) are responsible for ordering and paying for their own equipment.
- 5.2 **CATFORD COMPLEX ONLY** – Complete the order form at **Appendix C** or [at this link \(link tbc\)](#). Please place orders at least **two months** before items go out of date to ensure timely replacement.

**ALL OTHER SITES** – please refer to your local arrangements for ordering supplies.

## CORPORATE HEALTH AND SAFETY TEAM

### 6 Other Issues

- 6.1 If you need to relocate your AED, you must raise a call with Facilities Management [fmhelpdesk@Lewisham.gov.uk](mailto:fmhelpdesk@Lewisham.gov.uk).

**ALL OTHER SITES** – please refer to your local arrangements for arranging the relocation of your AED.

- 6.2 If there is a fault with your unit, consult the “Troubleshooting” section of the unit's manual.

**Updated by:** Corporate Health and Safety Team

Any queries or questions regarding this document please [email](#).

## Appendix B Automated External Defibrillator Weekly & Monthly Checklist

You can download an electronic version of this form to support your own checks [at this link \(link pending\)](#).

**Building Name** \_\_\_\_\_ **Purchase Date** \_\_\_\_\_  
**Defibrillator Location** \_\_\_\_\_ **AED Model** \_\_\_\_\_

Date of Check	Is the Defibrillator in its designated location?	Is the unit clean & undamaged?	Is the unit beeping?	Are there any warning lights on?	Are all the accessories present and in date?	Are all the electrodes present and in date?	Monthly 'Switch On' test complete?

## Appendix C Automated External Defibrillator Accessory Order Sheet

You can use an electronic version of this form to support your orders [at this link \(link pending\)](#).

**Building Name** \_\_\_\_\_ **Purchase Date** \_\_\_\_\_  
**Defibrillator Location** \_\_\_\_\_ **AED Model** \_\_\_\_\_

Item	Suggested quantity	Order Amount	Reason for Order	Date Requested
Adult electrode pads	2			
Paediatric electrode pads	1			
Battery	1			
Razor	1			
Disposable gloves (pairs)	2			
Cloth	1			
Scissors (First Aid Tuff Cut Utility Scissors)	1			
CPR Face Shield	2			

**Name of person placing order** \_\_\_\_\_

**Appendix D Automated external defibrillator (AED) assessment form**

You can find an electronic version of this form at: [LINK TO BE ADDED](#)

This checklist outlines what the responsible manager should know before purchasing AED unit(s).  
 Any manager intending to purchase an AED unit must complete this form and thereafter is responsible for the compliance with the LBL Provision of Defibrillator in the Workplace Policy.  
 To support resilience, please provide an alternative site contact who can be reached in the responsible manager’s absence.  
 Send completed forms to the [Corporate Health and Safety Team](#).

<b>Name of responsible manager</b>		<b>Job Title</b>	
<b>Alternative Site Contact</b>		<b>AED proposed location(s)</b>	
<b>Directorate/Service Area</b>		<b>Form Date</b>	

No	Item	Y/N or N/A	Responsible person name
1	Defibrillator must be a semi or fully automatic defibrillator operating according to the latest UK Resuscitation Council guidelines. Items such as the battery or defibrillator pads must be within their expiry date.		
2	<b>Storage</b> – the defibrillator must be easily accessible and not locked away. The storage cabinet should be highly visible, and its location marked with the UK standard defibrillator sign.		

## CORPORATE HEALTH AND SAFETY TEAM

3	<b>Training</b> – staff at the location must be trained in using the defibrillator and training should be refreshed annually. An up-to-date list of trained staff and their certificates must be available.		
4	<b>Checking</b> – you must record that the defibrillator has been given a visual check at least once a week and a ‘switch-on’ test at least once a month. The outcome of these checks must be recorded. Refer to <b>Appendix A &amp; B</b>		
5	<b>Responsible Staff</b> - Each location should have <b>two</b> nominated people with responsibility for the defibrillator(s). Their contact details should be provided to the London Ambulance Service via The Circuit.		
6	<b>The Circuit</b> – You must register the defibrillator(s) with <a href="#">The Circuit</a> .		

For further information please refer to LBL Provision of Defibrillator in the Workplace or contact Corporate Health and Safety at [corporatehealthandsafety@lewisham.gov.uk](mailto:corporatehealthandsafety@lewisham.gov.uk)

For further information regarding the Circuit click the [link](#).