TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

DEFIBILLATOR RISK ASSESSMENT

Activity	Hazard	Who might be at risk	Type of Risk	Management of risk
Accessing AEDs	• Slips, trips and falls	Councillors, Clerk and members of the public may be injured if they trip over uneven surfaces, objects or slip on spillages.	M	• Routine inspection of the immediate area ensures any maintenance issues can be rectified quickly. • AED locations have a very low risk of spillages; any spillages found will be cleared immediately. • In icy conditions, salt will be placed around the AED cabinets. • Both AED locations are adequately lit.
Accessing AED's Continued	• Availability of AED'S	Members of the public may have a lower chance of survival if access to the AED is delayed.	L	• TCC maintains two AEDs: One outside Trewern School and one in the outside porch of Middletown Village Hall. • Both AEDs are visible, accessible and available 24/7. • AEDs are clearly signed to ensure they can be easily located. • The ambulance service has been informed of the exact locations and cabinet access instructions (999 instructions are clearly labelled on the cabinet). • The community has been informed of AED locations via council minutes, social media updates and local noticeboards.

Accessing AEDs (continued)	• Availability of electrodes etc.	Members of the public may have a lower chance of survival if electrodes are unavailable or expired.	L	• Each AED contains one set of adult electrode pads. • TCC will keep a record of pad expiry dates and replacements. • Replacement pads can be sourced quickly if used. • TCC will consider purchasing children's pads if required.
Accessing AED's Continued	• Misuse / vandalism / theft	Members of the public may be delayed or distressed if the AED is missing or damaged.	M	• The Middletown AED is located in the open porch at Middletown Village Hall and the Trewern AED is located on the outside of the Community Centre in Trewern. • Both AED cabinets are accessed via a code-entry system and are not alarmed. • The community is encouraged to respect the AEDs through council communication channels. • Any damage or tampering will be reported immediately and rectified.
Use of AED's	• Not being able to use the AED	Members of the public may have a lower chance of survival if they cannot operate the AED.	L	• Training is not required; AEDs provide clear step-by-step voice instructions. • AEDs are fail-safe and will not deliver a shock unless required.

Maintenance/ service	• AED not adequately maintained	Members of the public may have a lower chance of survival if the AED is not functioning.	L	• Weekly checks carried out by designated individuals • Monthly online monitoring checks carried out. • If the AED status indicator does not show “rescue ready”, the manufacturer will be contacted immediately. • Electrodes and batteries will be replaced before expiry. • TCC will maintain a log of checks and pad replacement dates.

Trewern Community Council adopted/reviewed this Defib Risk Management at its meeting on:

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Signed:……..……Date:……..……..

Print Name:……..…….

Position:……..……..

Version No:……..……..……

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved			