

GENERAL RISK ASSESSMENT

**Adlington
Town
Council**

PART A. ASSESSMENT DETAILS:

Area/task/activity: Automated External Defibrillators

Location of activity: (1) located at the corner of Babylon Lane and Bolton Road Adlington, on the wall of the public conveniences

(2) located on the outer wall of the United Reformed and Methodist Church on Railway Road Adlington

(3) located on the wall of the White Bear Public House on Market Street Adlington

Address & Contact details:	Adlington Town Council 12, Berry Square, Blackrod, Bolton BL6 5DU	Name of Person(s) undertaking Assessment:	Christine Bailey (Clerk)
		Signature(s):	
		Date of Assessment:	05/03/2021
		Step 5 Planned Review Date:	When changes are made to the AED provision or every 4 years
How communicated to staff & members	Adlington Town Council meeting	Date communicated to staff/members:	By email before meeting and at the Town Council meeting on 15/03/2021

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Unsafe installation of unit or cabinet	Anyone	Electrocution. Injury from poorly installed or designed cabinet	- Cabinet is industry constructed for specific use as an external Defibrillator Cabinet - Cabinet installed and/or inspected by qualified (Part P/EAL/NICEIC/C&G 2393 LEVEL 3/ or higher) electrician.

Cabinet located in dangerous or inaccessible position	Anyone	Exposure to danger from traffic, slips, trips and falls	- The site and exact location was inspected before installation by a representative of the North West Ambulance service to negate obvious risks to user e.g. Low built walls/steps/pot holes/poorly lit site, etc. - The site and Cabinet was inspected following installation by NWAS to ensure it is easily accessible by all (no more than 1.3 metres from ground with easily accessible Defibrillator) and as safe as possible
Equipment difficult to access in poor light/bad weather/electrical failure	Anyone	Increased risk of personal injury. Delay in access to lifesaving equipment	- All cabinets are heated with internal and exterior lighting (for easy access during night operation) - efficient back up installed for power failure in electrically powered locking mechanism
Vandalism/misuse of equipment	Anyone	Public access to damaged electrical equipment. Inability to use lifesaving equipment	- Cabinets are locked with a keypad. Access code made available by NWAS when 999 call is made - Units are checked weekly by volunteers who send reports of checks on a monthly basis to NWAS
Public unaware of equipment or how to use it	Anyone	Equipment not available for emergency use	- All AEDs are registered with the NWAS. Caller informed of nearest unit when emergency call is received - Cabinets are brightly coloured and clearly marked - Local newsletter includes location information when new unit brought into use - All units are automatic or semi-automatic and give clear spoken instructions to the user - Free training sessions will be held locally
Lack of ongoing maintenance	Anyone	Equipment not maintained appropriately	- All equipment registered with NWAS and checked weekly. NWAS holds details of custodian for each unit - If checks list not received on a regular basis NWAS will contact custodian - If equipment is used in an emergency all used consumables (pads etc) are replaced - ATC agreed that each AED should have a spare set of consumables as advised by NW Ambulance Service

I certify that the risk assessment above fully applies to the use of the AEDs owned and administered by Adlington Town Council

Agreed by Adlington Town Council at its meeting on 15 March 2021: Risk Assessor: C Bailey (Clerk)