



# NASH MILLS

PARISH COUNCIL

## Defibrillator Risk Assessment v5

Only items updated are pads and battery information (marked in yellow)

Updated again 11/2/2025

Adopted	<b>November 2023</b>
Agenda Reference	<b>22/142/FPC</b>
Review Date	<b>November 2024</b>

### Introduction

Nash Mills Parish 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.

For maintenance, including replacement pads post use the ZOLL AED guide can be found here [ZOLL AED PLUS Admin. Guide 0301-01 Rev. A \(aedbrands.com\)](https://www.aedbrands.com/ZOLL-AED-PLUS-Admin-Guide-0301-01-Rev-A)

Warranty expires July 2025

**Details to complete the Risk Assessment**

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard.

<b>A</b> death major injury major damage or major loss to property/equipment/corporate reputation	<b>B</b> serious over-3-day injury damage to property/equipment	<b>C</b> minor injury minor damage to property/equipment
--	---	--

**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised.

<b>1</b> extremely likely to occur	<b>2</b> frequent/often/likely to occur	<b>3</b> slight chance of occurring
---------------------------------------	--	--

**STEP 3:** Use the combination in the risk rating chart to link to the action criteria.

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

**Action criteria:**

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Hazard/Risk	Who could be harmed? Impact of risk	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions/Action by
Faulty Installation	Financial and reputational risk to NMPC Patient could die if equipment faulty.	A	3		Suitable qualified electrical contractor to be used with proof of all risk assessments, qualifications, liability insurance and appropriate electrical sign off. DBC to be requested to adopt the installation to facilitate regular inspection checks in line with the Christmas lights unit.	Qualified electrician used. Clerk to check all documentation and to retain copies on file. DBC have confirmed that all paperwork correct. DBC confirmed adoption of electrical installation for annual inspection checks. Post Installation Minor Works Certificate number 10938555 (KG electrical, copy of cert on file an copy sent to DBC for their records)
Permissions not obtained	Financial and reputational risk to NMPC Defibrillator would be taken out of service.	A	3		Permissions sought from DBC/HCC	Obtained License from DBC expires 2026.
Equipment Vandalised/Stolen	Patient could die if equipment faulty.	A	3		CCTV at The Denes should be a deterrent. Unit kept in lockable case. Weekly checks by warden, reported to clerk. Theft cover with NMPC insurance policy.	Clerk to ensure stocks are replenished when needed Ambulance service to be notified if unit is taken out of action.  Warden to report
Access code unknown	Patient could die if access prevented	A	3		Code is recorded on the East Ambulance Service's register via(The Circuit <a href="#">The Circuit - the national defibrillator network</a> ) and access to the defibrillator is by a code given to the originator of a '999 emergency' call,	Clerk to notify ambulance service of code and location. Clerk to notify The Circuit What3 word's location is <a href="https://what3words.com/nails.ties.tidy">https://what3words.com/nails.ties.tidy</a>

					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	
Location unknown	Patient could die if residents/local businesses are unaware of defibrillator's existence	A	3		<p>Awareness programme</p> <p>Publicise via parish mag, website, regular diary entry on FB, permanent note on FB and write to local businesses.</p> <p>Possible demonstration</p> <p>Appropriate signage to be sourced so location can be seen from both sides of The Dens/notice on new noticeboard</p>	<p>What3 word's location is <a href="https://what3words.com/">https://what3words.com/</a></p> <p><a href="#">NAILS.TIES.TIDY</a></p> <p>Clerk to notify The Circuit/ambulance service of code and location.</p> <p>Communications team to update FB/Mag</p> <p>W/G to arrange demonstration</p> <p>Clerk to source signage and permissions.</p> <p>Clerk has hand delivered a letter to all shopkeepers and the builders merchant advising them of the location/procedure</p> <p>Clerk to write location address on DEFIB case and defib</p>
Equipment runs out of batteries	Patient could die if defibrillator was out of service.	A	3		<p>Weekly visual checks by warden, reported to clerk.</p>	<p>Clerk to ensure stocks are replenished when needed.</p> <p>Batteries requires 10x 123A photo flash lithium manganese dioxide. Use Duracell or Power one only NOT Panasonic, Rayovac or Varta</p>

					<p>Replaced Aug 2022</p> <p>Replaced 1<sup>st</sup> June 24 and 2 yr diary note added</p> <p>Warden to report.</p> <p>Ambulance service to be notified if unit is taken out of action.</p>
Equipment not serviced.	Patient could die if defibrillator was out of service.	A	3	Weekly checks by warden, reported to clerk.	<p>Diary note for relevant routine servicing.</p> <p>Clerk to ensure stocks are replenished when needed and that a replacement supply is sourced as soon as required.</p> <p>Ambulance service to be notified if unit is taken out of action.</p>
Pads not available	Defibrillator would be taken out of service. Patient could die	A	3	Weekly checks by warden, reported to clerk.	<p>Clerk to ensure stocks are replenished when needed Ambulance service to be notified if unit is taken out of action.</p> <p>Diary note added</p> <p>Existing pads are CPR-D-padz lot 1918b exp 2023-08-12 Replaced 12/8/2023 Lot no 2721b Expiry 3/10/26 added to The Circuit</p> <p>Pedi pads in defib bag expiry Replaced 11/2/2025 lot no 1324a exp 28/3/2028</p>

Use by inexperienced user	Patient Reputational risk to NMPC	A	3		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.	device is suitable for use by untrained persons. Demonstration of device use was provided at NMPC Community Expo. March 2023
Public liability claims	NMPC	C	3		Public liability cover in place, however as the ambulance service would direct any user there is no perceived risk to NMPC	
Funds unavailable to update/maintain	NMPC/Patient	A	3		Efficient budgeting and earmarked reserves for maintenance and consumables required.	Clerk to note when budget setting Suggest replacement in year 8 (2026) Add to forward budget planner on finance system
Defibrillator used and taken away by ambulance service	NMPC/Patient	A	3		Warden visual checks would identify this.	Warden to report
Defibrillator used and out of service	NMPC/Patient	A	3		Ambulance trust should notify NMPC that unit has been deployed	Clerk has delegated budget for emergency items which will enable purchase of replacement supplies.
Defibrillator used and out of service or vandalised whilst parish office closed	NMPC/Patient	A	3		Ambulance trust should notify NMPC that unit has been deployed. Warden check should pick up any vandalism	Clerk to reassign 'guardian' on The Circuit system prior to going on annual leave. Clerk, Warden and 2 Cllrs are part of an email group that are automatically notified if there is suspected use of the Defib.

						Copy if video instructions for inserting pads circulated to all Cllrs and warden.
--	--	--	--	--	--	---

**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 little or no operational risk to the Parish Council.

**Sources**

[Defibrillators - What, where and why to use them - British Heart Foundation \(bhf.org.uk\)](https://www.bhf.org.uk)

[Defibrillation | Resuscitation Council UK](#) Risk assessment created by Nikki Bugden (October 2021) and adopted by council .....

**Replacing pads/Checking unit**

Please familiarise yourselves with this video [How to Replace Zoll AED Pads - Bing video](#)

Once you remove the defib from the case and open the front you will see clearly exactly where this cable has to be inserted. You do not remove any of the packaging at that point. The packaging is only removed once being used. Please note that there is a pocket containing a face shield etc attached. This must not be detached from the pads.





**CPR-D-padz**

**ZOLL**

ZOLL Medical Corporation  
200 Mill Road  
Channahon, IL 61018 USA  
800.548.9011 Made in USA

ZOLL Interceptors Holding B.V.  
Nieuwweg 8 6622 PR BSL  
The Netherlands Tel: +31 (0) 481 266410

OPERATING TEMPERATURE: 0°C to 50°C (32°F to 122°F)  
SHORT TERM STORAGE TEMPERATURE: -30°C to 50°C (-22°F to 122°F)  
LONG TERM STORAGE TEMPERATURE: 0°C to 30°C (32°F to 86°F)

EC REP: 2721B  
REF: 8900-0800-01

LOT: 2721B  
REF: 8900-0800-01

2026-10-03

R2001-11 Rev. L

390841

(01)00847945000189(17)261003(10)2721B