

Appendix 3

Portsmouth City Council Corporate Procedure for Acquisition and Maintenance of Defibrillators

All defibrillators must be notified to Health and Safety and The Circuit so that accurate records are kept.

1. When considering the purchase of a defibrillator, the service should first check:
 - a. the South Central Ambulance Service Save A Life app (free to download to a mobile or tablet device); and
 - b. the corporate GIS map of Portsmouth defibrillators known to the Council

to ensure that there is scope in the area for a defibrillator. The defibrillator placement should be in an area of high footfall, accessible and well-lit surroundings, clearly visible to passing public.

2. Public Health recommend that consideration be given to defibrillator training, where appropriate.
3. A request for a Council funded defibrillator should in the first instance be sent to the inbox defibrillators@portsmouthcc.gov.uk. This inbox is monitored by the corporate Health & Safety team.
4. Health and Safety will contact the relevant director and finance manager to authorise.
5. Following director and finance manager approval, a Neighbourhood CIL (NCIL) Bid application should be submitted by the service /department officer in line with the Draft CIL Neighbourhood Portion Spend Guidance Note (DCNPSGN) to request Ward CIL funding for the purchase and installation of the defibrillator.
6. The CIL Officer will process the application in line with the application process as set out within DCNPSGN. Applications that fail any of the reviews referred to within the DCNPSGN will be considered unsuccessful. Applications that pass will be considered successful.
7. Subject to NCIL application being successful, servicing, repair and maintenance costs (replacement batteries and chest pads) will be funded by service revenue budgets.
8. The service/department proceeds to purchase the defibrillator in liaison with Housing Buildings and Maintenance Services for expertise and advice.
9. The service/department will allocate a named guardian to the defibrillator.

10. The named guardian will register the defibrillator on The Circuit.
11. The named guardian will confirm to Health and Safety via the defibrillators inbox:
 - a. The location of the defibrillator;
 - b. The name of the guardian;
 - c. The type of defibrillator - PAD / in building;
 - d. The service / department;
 - e. The date the defibrillator was registered on The Circuit.
12. Health and Safety will update the corporate record, will update the GIS team so that the GIS defibrillator map can be updated and the web team so that the external website listing is updated.
13. If the name of the guardian changes, the service will update The Circuit and update Health and Safety via the defibrillators inbox.
14. Health and Safety will provide a regular information only report on defibrillator spend and placement, referencing Portsmouth defibrillator data from South Central Ambulance Service.
15. Health and Safety will liaise with the Council guardians on an annual basis to ensure that required operational checks are being carried out to Council-owned defibrillators.
16. In the event of damage, repairs or replacement of whole or parts, this must be notified in the first instance by the service / department named guardian to defibrillators@portsmouthcc.gov.uk (Health and Safety) so that the corporate record is up to date and correct.
17. Any changes to the defibrillator listing on the Portsmouth City Council webpage (e.g. deactivation) should be notified to defibrillators@portsmouthcc.gov.uk (Health and Safety) who will update the corporate webteam and the GIS team for the changes to be made to the defibrillator map and listings. The defibrillator named guardian must also keep The Circuit updated of any changes.
18. Where the impetus for a defibrillator arises from Ward Councillors working directly with a community organisation (not a City Council service or department), the Ward Councillors and community organisation must together identify a community named guardian for the defibrillator. It is recommended that this information is then shared to Health and Safety via defibrillators@portsmouthcc.gov.uk inbox.