

Public Defibrillator (AED) Maintenance & Inspection Policy

Council: Cyffylliog Community Council

Purpose

This policy sets out Cyffylliog Community Council's arrangements for the inspection, maintenance and governance of the publicly accessible Automated External Defibrillator (AED) located within the community.

The Council recognises the importance of ensuring that life-saving equipment is maintained in a serviceable condition and that appropriate records are kept for governance and audit purposes.

Responsibilities

- The Council will nominate a Defibrillator Lead Councillor and a deputy.
- Routine visual inspections may be undertaken by a councillor, the Clerk, or a nominated volunteer.
- No medical training is required to carry out inspections.

Inspection Frequency

- Visual inspections will be carried out weekly (or at minimum monthly).
- Additional checks will be carried out following any reported fault or use of the AED.

What is Checked

- Cabinet condition and security
- AED presence and status indicator (green/OK)
- Absence of warning alarms
- Condition of pads and rescue kit
- No visible damage or water ingress

After Use Procedure

- Electrode pads will be replaced immediately following use
- Battery status will be checked and replaced if required
- The AED provider / charity will be notified
- The inspection log will be updated accordingly

Record Keeping

- All inspections will be recorded in the Defibrillator Inspection Log
- Records will be retained by the Clerk for audit purposes

Review

This policy will be reviewed annually or sooner if guidance changes.