

## **COPYTHORNE PARISH COUNCIL MEETING**

**TUESDAY 13<sup>TH</sup> NOVEMBER 2018**

### **ITEM NO: 13 – Code Storage For Defibrillator Boxes**

**This brief report addresses the issue of code storage for the Defibrillator Boxes raised at the last meeting on 13<sup>th</sup> October 2018**

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#### **Introduction**

At the meeting of the Parish Council on 13<sup>th</sup> October 2018, the issue was raised of the location for secure storage, of the codes for the Defibrillator Boxes. This is in the light of recent requests for access to the boxes made by personnel undertaking the Heart Start training.

#### **Rationale for Proposed Action**

Under emergency conditions, access to the Defibrillator Boxes is obtained by those wishing to open the boxes, by telephoning 999 and following instructions.

Access to the Defibrillator Boxes for the purposes of training etc. is controlled by a code. The code is held at present by an individual Parish Councillor.

The Defibrillator Boxes are now part of the Parish Council's Asset Register. Therefore, they are also insured by the Parish Council and deemed to belong to it.

It would be inappropriate for the Parish Council to have an insured asset to which it has no access. However, it is also important that wherever the codes are retained, this is 'depersonalised' by virtue of them being held as a part of a named official role for the Parish Council rather than an individual, as they are now. In this way, the codes transfer to whosoever holds the role.

Therefore, it is proposed that the access codes for the Defibrillator Boxes are, with immediate effect, passed to and held by the Parish Council Clerk in a secure storage system. In addition, in line with best practice as a proper management of risk, it is also proposed that as a backup, the codes are also held securely by the Chairman – again attached to the role and passing to whosoever is in that role – in order that there are two points of contact regarding the codes. Obviously the Clerk will always be the first point of contact regarding the codes.

#### **Recommendations**

That the Parish Council approves the proposed change to the code storage for the Defibrillator Boxes for any non-emergency access, centred on the prime contact being the Clerk and the secondary contact being the Chairman.

Simon Lucas

Report 04/11/18