

*St John's Church, Birkdale*

# Health and Safety Policy

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## **Our Health and Safety Policy**

St John's Church  
St John's Road  
Birkdale  
Southport  
PR8 4JP

Date: May 2017  
Current Version: 4.1

Previous Version: June 2015 v2; May 2016 v 3.1  
Review Date: May 2017 v4.1- Completed & tabled at May 2017 PCC  
Next Review Date: May 2018

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

- Section A – General statement of policy
- Section B – Organisation and responsibilities
- Section C – Arrangements

### **To all employees, voluntary helpers and contractors:**

*The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.*



## **A General statement of policy**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed (and minuted in PCC minutes)

Christine Baker  
Lay Chair of PCC

Date: 8<sup>th</sup> May 2017

Next Review date: May 2018

## **B Organisation and responsibilities**

### **1 Responsibility of the Vicar / Priest in Charge**

Overall responsibility for health and safety is that of the Incumbent or Priest in Charge, who is responsible in ensuring that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly. In 2017 the Priest in Charge is:

The Rev. Jeremy Leffler

### **2 Responsibility of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens currently serving as elected at the Annual Vestry Meeting . In 2017 these are:

Stuart Baker  
Judith Foster

### **3 Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

### **4 Responsibility of the Health and Safety Officer**

The Health and Safety Officer for St John's is the person who carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy. In 2017 this is:

Tim Wright

The responsibility of the health and safety officer shall be to:

- 1 be familiar with health and safety regulations as far as they concern church premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church and hall, if applicable, are clean and tidy and the churchyard properly maintained including the safety of trees and that the grass is kept cut
- 5 ensure that safety equipment and clothing is provided and used by all personnel where this is required

- 6 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 7 ensure that adequate access and egress is maintained
- 8 ensure adequate firefighting equipment is available and maintained
- 9 ensure that food hygiene regulations and procedures are observed.

## **5 Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

*Employees and voluntary workers must therefore:*

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

## **6 Responsible persons**

The following are responsible for safety in particular areas:

*These lists are not exhaustive.*

### **6.1 By activity**

|                                      | <b>Name (Position)</b>                                 |
|--------------------------------------|--|
| Accident book/Accident reporting (1) | Tim Wright (H&S Officer)                               |
| Fire extinguishers (2.1)             | Vacant (Buildings Supervisor)                          |
| Emergency evacuation (2.4)           | Tim Wright (H&S Officer)                               |
| Portable electrical appliances (3.1) | Stuart Baker (Warden)                                  |
| Fixed electrical system (3.4)        | Vacant (Buildings Supervisor)                          |
| Gas equipment (4)                    | Vacant (Buildings Supervisor)                          |
| Hazardous substances (5)             | Tim Wright (H&S Officer)                               |
| Plant and machinery (6)              | Tim Wright (H&S Officer)                               |
| Condition of floors and stairs (7.1) | Vacant (Buildings Supervisor)                          |
| Light bulb changing (8)              | Vacant (Buildings Supervisor)                          |
| Working at high levels (9)           | Tim Wright (H&S Officer)                               |
| Food preparation (10)                | Christine Baker (Reader)                               |
| Manual handling (11)                 | Tim Wright (H&S Officer)                               |
| Display screen equipment (12)        | Jeremy Leffler (Vicar)                                 |
| Building defects/glazing (13)        | Vacant (Buildings Supervisor)                          |
| Safeguarding (14)                    | Yvonne Dyson & Denise Davey<br>(Safeguarding Officers) |
| Personal safety (15)                 | Tim Wright (H&S Officer)                               |
| Fêtes and outings (16.1)             | Stuart Baker (Warden)<br>Sylvia Kent (Fair)            |

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|                            |                               |
|----------------------------|-------------------------------|
| Bell ringing (16.3)        | Stuart Baker (Warden)         |
| Contractors (17)           | Vacant (Buildings Supervisor) |
| Choirs/music               | Cathy Leffler (Organist)      |
| Health and safety training | Tim Wright (H&S Officer)      |

**6.2 By area**

|                                   | <b>Name (Position)</b>        |
|-----------------------------------|-------------------------------|
| Main body of church (inc Chapels) | Tim Wright (H&S Officer)      |
| Clergy vestry                     | Jeremy Leffler (Vicar)        |
| Choir vestry                      | Stuart Baker (Warden)         |
| Organ loft                        | Tim Wright (H&S Officer)      |
| Boiler room                       | Vacant (Buildings Supervisor) |
| Kitchens                          | Christine Baker (Reader)      |
| Church grounds                    | Tim Wright (H&S Officer)      |
| Church hall                       | Tim Wright (H&S Officer)      |

## C Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

### 1 Accidents and first aid

#### ***First aid boxes are located in:***

The Kitchen

#### ***Trained/qualified first aiders are:***

Sally Wright  
Janette Law  
Helen Jones  
Hannah Ritchie  
Kate Greaves

Gail Usherwood  
Ruth Leney

#### ***The accident book is located in:***

The Kitchen – on the plate shelf

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. (A specimen Accident report form is available upon request.)

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

*Accident books and accident records are regularly reviewed.*

#### **1.1 RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing

authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508
- accidents involving the injured person losing more than three consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within ten days on form F2508
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

## **1.2 Accident reporting**

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents.

You can also send reports by post or email. [www.riddor.gov.uk](http://www.riddor.gov.uk)

Tel. 0845 300 9923

Fax. 0845 300 9924

Email: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk) Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

## **1.3 Accident recording**

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

## **2 Fire safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **2.1 Fire extinguishers**

Fire extinguishers are kept in the following locations:

| Location                         | Type of extinguisher and capacity |
|----------------------------------|-----------------------------------|
| Rear of Main Hall                | Powder                            |
| Front of Main Hall               | Water                             |
| Kitchen                          | Powder                            |
| Outside Vicar's Vestry           | Water                             |
| By Organ                         | CO2                               |
| Church front door                | Foam                              |
| Church Door through to rear hall | Water                             |
| Vicar's Vestry                   | Water                             |

The extinguishers noted are checked every quarter by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

Chubb: 0344 8791734

### **2.2 Fire alarm system**

We have a fire alarm system in hall. This is serviced every 6 months by ABM Alarms. 0151 426 0233. Responsibility for organising the annual test is with our Buildings Supervisor

### **2.3 Other fire protection equipment**

We have one fire blanket in the kitchen. This is inspected annually by the Buildings Supervisor

### **2.4 Evacuation procedure**

For large services and concerts, where the congregation/audience exceeds 250, our procedures for stewarding/evacuation are as follows:

- 1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2 A check must be made that all doors can be opened
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5 If emergency lighting is not available, torches must be available for each steward
- 6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person leading the event
- 7 Persons will assemble in the carpark
- 8 Deleted
- 9 If there is no telephone available in the immediate vicinity, a mobile phone will be held by the churchwarden on duty

### **2.5 Evacuation drills**

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### **2.6 If you discover a fire (no matter how small)**

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

### **3 Electrical safety**

- 1 A list of all our portable electrical appliances is maintained by the responsible person
- 2 Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Buildings Supervisor for action
- 3 Every three years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- 4 Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Buildings Supervisor for action
- 5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
- 6 At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
- 7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - (i) Visually check all electrical equipment before use
  - (ii) Report all faults immediately to the responsible person
  - (iii) Do not attempt to use or repair faulty equipment
  - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
  - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
  - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

### **4 Gas equipment safety**

Our gas boilers and all other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately. We have no LPG appliances.

## **5 Hazardous substances**

The responsible person will maintain a list of all hazardous substances used in the church/hall.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident; for example:

|                           |   |
|---------------------------|---|
| <b>Name of substance:</b> | <b>Liquid floor cleaner</b>   |
| 'Flash' Hazard level:     | Low   |
| Storage:                  | Must be kept in locked store room off vestry                        |
| Protective clothing:      | Wear overalls and gloves  |
| Accidents:                | If splashed in eyes wash immediately with copious amounts of water. |

The identified chemicals are:

- 1 Dishwasher Detergent
- 2 Rinse Aid
- 3 Bleach

Safety Data Sheets for the above are kept in the drawers in the kitchen and the cleaner's cupboard in the hall porch area

- Do not mix chemicals.
- Do not store chemicals in unmarked containers.

## **6 Safety of plant and machinery**

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3 Machinery must be switched off before any adjustments are made
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects

- 6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8 Only people registered as a ladder user may use the step-ladders kept on the stage
- 9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 11 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
- 12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme. All portable electrical equipment was PAT tested in April 2016.

## **7 Slips, trips and falls — condition of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the responsible person of

- 1 all floors and stairs in the church and hall, and
- 2 all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Buildings Supervisor who will arrange for repairs or remedial measures to be carried out.

## **8 Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Buildings Supervisor, who will ensure that the bulbs are replaced following appropriate safety procedures.

## **9 Working at high levels**

The following areas are designated as high levels:

Any part of the church, hall or grounds not accessible by proper use of the ladders kept on the Stage

No one may work at high level

## **10 Preparation of food**

- 1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- 2 We ensure that all food handlers have received adequate supervision, instruction and training
- 3 We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- 4 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- 5 Food stuffs may only be prepared in the kitchen
- 6 Only persons who have received the appropriate training may prepare and serve foodstuffs:
- 7 We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## **11 Manual handling — lifting, carrying and moving loads**

- 1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- 2 Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
- 3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- 4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **12 Display screen equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

### **13 Hazardous buildings/glazing**

- 1 Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the responsible person
- 2 Any defects noted are immediately reported to the Buildings Supervisor and the procedures put in hand for repairs
- 3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- 4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
- 5 A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

### **14 Safeguarding**

We have a separate Safeguarding policy governing our dealings as a church with children and young people, vulnerable adults and other adults at risk. This is available from the churchwardens or our Safeguarding Officers.

A permanent record will be maintained of all accidents involving children or vulnerable adults.

### **15 Personal safety**

Any persons working alone or handling cash will be given appropriate guidance as required.

### **16 Risk assessments/activities**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

### **17 Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following: *(overleaf)*

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- 1 have their own health and safety policy (where required by law) and be able to provide a copy of the same
- 2 produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 3 comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
- 4 where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- 5 contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- 6 all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

Employment Medical Advisory Service

Information: Redgrave Court  
Merton Road  
Bootle, Merseyside, L20 7HS

### **18 Information and enforcement**

Environmental Health Service Information:

Sefton Council  
Bootle Town Hall  
Oriol Rd  
Bootle  
L20 7AE  
[www.sefton.gov.uk](http://www.sefton.gov.uk)  
0845 140 0845

### **19 Health and Safety Law poster**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Choir Vestry

### **20 Automated External Defibrillator (AED)**

1. An AED is available in the St John's Church premises. It is securely stored in a box on the wall in the vestibule area at the front of the hall (near the toilets) and is readily available for use. The machine is kept in

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this location to ensure it can be taken within the quickest possible time to any location on the premises

2. All members of the PCC, congregation and volunteers are to be aware that the AED is available via church notice sheets
3. Some members of the congregation are trained in the use of the AED and are known as 'authorised users'. All Guide Leaders are trained in the use of the machine together with Sally Wright, Jeremy Leffler & Jeanette Law
4. Unless being used in an emergency, no one is permitted to interfere with the equipment
5. Regular checks are made on the status of the machine on Thursdays by the Guide leader.
6. In the event that the AED has to be used, dialling 999 will put the user through to an operator who will organise medical response and will also talk the user through the use of the AED
7. The AED may be used by anyone in the event of an emergency as instructions will be delivered automatically by the AED whilst in use
8. Any use of the AED should be recorded in the accident book
9. The H&S officer will liaise with the AED supplier for after-use service requirements and replenish any items as soon as possible