

West Lindsey  
**Community Defibrillators**



# Community Defibrillator Scheme

“Providing Automatic External Defibrillators for local communities in West Lindsey”

## Guidance Notes and Terms & Conditions

Supported by and delivered in partnership with  
Lincolnshire Integrated Voluntary Emergency Service

**LIVES.**



## 1. Introduction

Welcome to our guidance notes for the Community Defibrillator Scheme. As a Local Authority we recognise the role we can play in supporting local communities to be safe and healthy places to live. Through this scheme we provide lifesaving defibrillators in open accessible locations.

Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry.

In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical. Having access to a nearby defibrillator can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

We are delighted to be working in partnership with Lincolnshire Integrated Voluntary Emergency Service (LIVES) to deliver this scheme. You can learn more about the work of LIVES and community first responders online: [www.lives.org.uk](http://www.lives.org.uk)

## 2. Contact Details

For any queries about this scheme e-mail: [defib@west-lindsey.gov.uk](mailto:defib@west-lindsey.gov.uk)  
or contact us via telephone: 01427 676676

## 3. How to apply to this scheme

To apply for a community defibrillator we ask that you complete an application form. This form is available to download from our website or contact us for a copy.

The application form gives us some basic details about your organisation, location information for installing a defibrillator and training arrangements. We will review your application within 4 weeks of receiving it and contact you with any queries we have and to confirm a decision.

We may need to arrange a site visit to view the installation location. We will contact you to arrange this if it is required.



## 4. Closing Date for Applications

This scheme is open to applications at any time and they will be reviewed within a maximum of 4 weeks when received. The final closing date for applications will be **1<sup>st</sup> February 2023** or earlier if all defibrillators are awarded.

**Before applying** visit our website to check the scheme is still open:  
[www.west-lindsey.gov.uk/defib](http://www.west-lindsey.gov.uk/defib)

Completed application forms should be returned by e-mail or post.

E-mail: [defib@west-lindsey.gov.uk](mailto:defib@west-lindsey.gov.uk)

Post: West Lindsey District Council  
Enterprising Communities  
The Guildhall  
Marshall's Yard  
Gainsborough  
DN21 2NA

## 5. What can you apply for?

This scheme is providing fully equipped and fitted community defibrillators. Each awarded location will receive the following:

- Lifepak CR Plus or CR2 AED (automated external defibrillator)
- High visibility external storage unit (labelled and heated)
- Full installation and connection to available power supply
- Training and awareness session for up to 12 people

## 6. Funding contribution (match funding)

We are part funding each defibrillator awarded. A financial contribution must be made for each defibrillator applied for. This can come from the organisation applying, local fundraising and donations or grant funding. You can't use other West Lindsey District Council funding as your contribution towards this scheme.

A **contribution of £400\*** is required for each defibrillator. This will be payable prior to any installation and can be made by cheque or BACS transfer.

The average cost per fully equipped and installed defibrillator is £2,000.

\*The contribution amount is subject to change. Visit our website before applying to check the current contribution amount: [www.west-lindsey.gov.uk/defib](http://www.west-lindsey.gov.uk/defib)



## 7. Criteria for this scheme

### Key Criteria

The following are the key criteria for this scheme:

- Defibrillators will only be installed in West Lindsey
- Defibrillators will only be installed in external spaces accessible 24/7 hours
- A maximum of 2 defibrillators can be applied for in each community
- Applications will be treated on a first come first serve basis
- Preference will be given to communities with no defibrillators
- The most suitable location will be chosen if there are competing applications
- Applications can't use West Lindsey District Council funding as match funding
- The applicant will be responsible for all on-going maintenance and liabilities
- The applicant must comply with these Guidance Notes and Terms & Conditions

Whilst this scheme is running, our other community grant schemes will not fund the purchase and/or installation of defibrillators.

### Organisational Requirements

Any organisation applying must meet the following requirements:

- Commit to maintaining the defibrillator once installed
- Commit to weekly checks to ensure the defibrillator is operational
- Constitution or similar governing document (excluding Parish/Town Councils)
- Written permission from building owner where the defibrillator will be installed

We may request additional information to make a final decision on your application.

### Location Requirements

Each defibrillator location must meet the following requirements:

- Must be installed outside and fully wall mounted
- The location must be accessible 24/7 hours at all times with no barriers
- The location will require a nearby power source for the internal heater
- The location must be suitable for wider community benefit and not a single location, facility or organisation



## 8. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish Councils
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Faith or Belief groups/organisations
- ✓ Constituted community groups
- ✓ Town Councils
- ✓ Schools or Academies
- ✓ Local Authorities/Public Sector

## 9. Product information

### Lifepak CR Plus or CR 2 AED

This brand is a popular device already being widely used by local communities, first responder groups and East Midlands Ambulance Service. The device is both good quality and value for money. Each unit comes with a carry case and 2 sets of pads. It is easy to use and provides clear audible instructions when activated.

This defibrillator comes with an 8 year warranty.

#### Your on-going commitment:

- Weekly check of the device to ensure it is operational (takes approx. 5 minutes)
- Replace pads/battery after use of the device or every 2-4 years if not used

For more information about replacement costs visit: [www.west-lindsey.gov.uk/defib](http://www.west-lindsey.gov.uk/defib)

### SADS UK Steel AED Cabinet

This external storage cabinet is weather resistant and highly visible at all times. It comes with clear signage on the cabinet with the recognised image for defibrillator. The cabinet must be wall mounted and is fixed with 4 equal distance screw points. A heating unit is included in the cabinet to ensure the defibrillator is protected in cold temperatures. A local power source will be needed and connected at all times.

This cabinet comes with a 1 year warranty.

#### Your on-going commitment:

- Electricity supply for the heating unit (electricity usage will be minimal)

### Installation

Each defibrillator and storage cabinet will be installed by a suitably qualified electrician. This includes installing a connection to the power supply on the building.

You may need to obtain special permissions if the building is listed prior to installation.



## 10. Monitoring and evaluation

Monitoring and evaluation is an important part of this scheme. It enables us as an organisation spending public funds to ensure projects are achieving best value and delivering results for the local community.

Incidents of defibrillators being used will be recorded by East Midlands Ambulance Service and statistics will be shared with us. We may also ask you to complete an evaluation form periodically to ensure the device is being maintained and working.

## 11. How we make application decisions

We will check your completed application form against our eligibility criteria and ensure all sections have been fully completed. We will consider the following:

- **Priority need**  
Based on location, ambulance response times, number of local first responders
- **Location and existing defibrillators**  
Best possible location for a defibrillator in your community

If you apply for 2 defibrillators we may defer making a decision on the second device to give priority to other communities with no existing defibrillators.

## 12. Step by step process

### **Step 1 – Check scheme availability**

Visit our website to check the scheme is open and the current match funding amount.

### **Step 2 – Submit completed application form**

Download and complete the application form from our website.

### **Step 3 – Application review**

We will review your application within 4 weeks. We may conduct a site visit.

### **Step 4 – Decision confirmation**

We will write/e-mail you to confirm the outcome of your application. If declined we will give reasons for this and offer additional advice.

### **Step 5 – Send contribution payment and complete registration form**

Send us the match funding contribution by cheque or BACS and complete a form to register your new defibrillator with LIVES and East Midlands Ambulance Service.

### **Step 6 – Defibrillator installation**

Qualified electrician installs defibrillator. Training session will then be arranged.



## 13. Terms and Conditions

By applying to this scheme you are confirming that your organisation meets and shall fully comply with the following terms and conditions.

- 13.1 These terms and conditions shall take effect on the date of the confirmation letter sent to you and shall expire 2 years after this date.
- 13.2 All equipment once installed shall become the responsibility of your organisation or another organisation as agreed in writing with the Council at the time of application and/or installation.
- 13.3 You shall ensure the defibrillator is fully maintained and kept operational with any downtime kept to an absolute minimum.
- 13.4 You must notify the Council in writing if you transfer responsibility for on-going maintenance to another organisation.
- 13.5 You must notify the Council in writing if you intend to move the defibrillator to a new location. You must obtain written permission from the Council if you intend to move the defibrillator within 1 year of it being installed.
- 13.6 You shall arrange any insurance cover as may be required to cover the defibrillator. No insurance cover shall be provided by the Council or our partners.
- 13.7 The Council shall not be liable for any on-going maintenance, repair or replacement costs for items/products supplied as part of this scheme.
- 13.8 The Council shall not be liable for any damage, whether intentional and/or accidental, caused to any items/products supplied as part of this scheme.
- 13.9 The Council shall not be liable for any loss, whether intentional and/or accidental, of any items/products supplied as part of this scheme.
- 13.10 You shall complete any monitoring requirements as detailed in the Guidance Notes for this scheme.
- 13.11 The Freedom of Information Act 2000 applies to us. This means that any information you give us could be released to any person who asks for it under this Act. You must tell us if you think any of the information should be confidential under any of the exemptions of the Act. Please visit [www.foi.gov.uk](http://www.foi.gov.uk) for information on the exemptions.
- 13.12 If you break any conditions within these Guidance Notes and Terms & Conditions for this scheme, one or more of the following may apply:
  - 13.12.1 We may withhold installation of any items/products supplied as part of this scheme.
  - 13.12.2 We may require the return of any items/products supplied as part of this scheme.

## 14. Press and publicity

You must acknowledge West Lindsey District Council and LIVES in any press and publicity you organise or take part in. Our logos are available on request.



## Pictures of our defibrillators

Depending on availability we provide one of the following types of defibrillator:

### Lifepak CR Plus



### Lifepak CR2



## More about LIVES

**LIVES.**

In a medical emergency every minute counts in getting that vital first medical support to the patient as quickly as possible. Those first golden minutes can make all the difference to a patient's life.

That's why our 700+ volunteers give up their spare time to respond to 999 medical emergencies, in their communities, right across greater Lincolnshire. Our responders' actions save lives; they get there fast to deliver that vital immediate care to their neighbours in those critical first moments before handing over to the ambulance service.

LIVES is proud of its 700+ dedicated and highly trained volunteers. Our Community First Responders come from all walks of life and often have no previous medical experience – just a willingness to be trained in life saving skills and able to give up some time to respond to calls in their community. Our volunteer doctors, nurses and paramedics provide more advance skills to complex medical and trauma emergencies. Each responder volunteer is supported and trained to a level of emergency response that he or she feels comfortable with and is encouraged and supported to develop new skills.

To learn more about LIVES including how to donate, get involved with training or volunteer as a responder please visit their website: [www.lives.org.uk](http://www.lives.org.uk)