



# Memorandum of Understanding

Community Public Access  
Defibrillator Support Package

Westbury Sub Mendip Parish council

&

South Western Ambulance Service NHS  
Foundation Trust



## **1. Background**

- 1.1. This Memorandum of Understanding (MOU) is designed to define the responsibilities of the two parties, South Western Ambulance Service NHS Foundation Trust (SWASFT) and Westbury Sub Mendip Parish council, in the provision of an Automated External Defibrillator and emergency life support, to persons suffering a cardiac arrest or other life threatening conditions, until the arrival of the statutory ambulance response.
- 1.2. This is in line with SWASFT's initiative to place defibrillators within the community.

## **2. South Western Ambulance Service NHS Foundation Trust Responsibilities**

- 2.1 An Automatic External Defibrillator will be issued for use by the community which will remain the property of SWASFT.
- 2.2 The Trust will provide any servicing of equipment, replacement of defibrillator electrodes, battery and other disposables provided, whether through use or expiry.
- 2.3 The Trust will provide suitable storage equipment for the defibrillators in the form of a bracket or cabinet.
- 2.4 The Trust's Community Responder Department will provide an initial defibrillator awareness course and subsequent annual awareness courses, as required for the community, so long as both parties adhere to all aspects of this MOU.
- 2.5 The nominated Assistant Community Responder Officer will provide support on any welfare issues that may arise through the incidents.

## **3. Westbury Sub Mendip Parish council Responsibilities**

- 3.1. Westbury Sub Mendip Parish council will ensure a suitable, highly visible position for the defibrillator and that it is protected from the weather.
- 3.2. Westbury Sub Mendip Parish council is responsible for the installation/uninstallation of any storage and the costs associated.
- 3.3. Westbury Sub Mendip Parish council will appoint a member of the community who will carry out daily visual checks of the defibrillator to ensure the "rescue ready" indicator is green.
- 3.4. Westbury Sub Mendip Parish council will submit a monthly online check on the Defibrillator page on SWASFT's website using its dedicated call sign.
- 3.5. In the event of the indicator being red, the guardian will contact one of the Trust's nominated Assistant Community Responder Officers as soon as practicable.





- 3.6. In the event of the defibrillator being unavailable for any reason, i.e. stolen, damaged, faulty or mislaid, Westbury Sub Mendip Parish council will immediately contact one of the Assistant Community Responder Officers; this defibrillator remains SWASFT property and a replacement will be issued as soon as possible.
- 3.7. Following the use of a defibrillator, the nominated person will contact one of SWASFT's Assistant Community Responder Officers as soon as practical to gain replenishment of consumables and ensure welfare requirements are met.

#### **4. Applicable to both parties**

##### **4.1. Statutory Obligations and other requirements**

- 4.1.1 Both parties shall comply with and, where possible, assist each other with its Statutory Obligations and Governance procedures that relate directly to its provision of services. Either party shall immediately notify the other of any incident or proceedings arising from a breach of its responsibilities that may affect their ability to fulfil their obligations under this MOU.

##### **4.2. Term**

- 4.2.1 The period covered by this agreement is from the date when the equipment is delivered and shall continue for four years, or until either party terminates the MOU by written notification to the other party.
- 4.2.2 Termination of this agreement will be in writing by either party, with a minimum of one month's notice.
- 4.2.3 The nominated Assistant Community Responder Officer to contact Westbury Sub Mendip Parish council a year before the package end date to discuss a renewal agreement.
- 4.2.4 If the agreement is not renewed, all equipment will be returned to SWASFT.



#### 5. Defibrillator Location

Address:	St Lawrences Primary School School hill Westbury Sub Mendip Wells
Postcode:	BA5 1HL
OS Map Reference:	ST 50067 48823
Specific Location Details: (e.g. In porch of main entrance)	Cabinet on wall outside school.
Call Sign:	SC0076
Access Availability: (e.g. 24/7)	24/7 access





**6 Participants**

**6.1 South Western Ambulance Service NHS Foundation Trust**

Contact: Kim Davey  
Job Title: Assistant Community Responder Officer  
Address: Trust Headquarters  
Abbey Court  
Eagle Way  
Exeter  
EX2 7HY  
Mobile: 07774 440959  
Email: Kim.Davey@swast.nhs.uk

**6.2 Westbury Sub Mendip Parish council Guardian**

Contact: Kate Egan  
Address: Uphill Cottage  
Croscombe  
BA5 3QS  
Telephone: 01749 343910  
Email: clerk@westburysubmendip-pc.gov.uk



7. Agreement – Part 1

Date of Agreement:

1/8/2022

Agreed Cost:

£ 1800.00 (ex VAT) - £450.00 (Ex VAT) paid annually

Length of Term:

4 YEARS

Confirmation of agreement by both parties of the Community Public Access Support Package as managed by South Western Ambulance Service NHS Foundation Trust.

On behalf of **South Western Ambulance NHS Foundation Trust**

Signed: .....

Date: ..... 26/9/2022 .....

Print Name: ..... K M DAVEY .....

Position: ..... ACRO .....

On behalf of **Westbury Sub Mendip Parish council**

Signed: .....

Date: .....

Print Name: .....

Position: .....





**8. Agreement – Part 2**

New/Renewal Package Commencement Date (Date of equipment delivery/renewal)	01/08/2022
Package End Date:	01/08/2026
Call Sign	SC0076
Defibrillator Model	Cardiac Science G5
Defibrillator S/N	D00000125538
Defibrillator Barcode	29585
Defibrillator Pad (in defib)	LOT: 200325-11 Expiry: 28/09/2022
Defibrillator Pad (spare)	LOT: 200529-01 Expiry: 28/12/2022
Battery LOT	14601-232
Battery Barcode	52700
Battery Install Date	29/06/2018
Storage Type	SWASFT Yellow Unlocked Drop Down
Cabinet Colour/Type (if applicable)	
Cabinet Serial Number (if applicable)	SC1330001746

Westbury Sub Mendip Parish council to acknowledge receipt of equipment and commencement of agreement:

Signed: ..... Print Name: ..... Date: .....