



***Memorandum***

*To : All Committee Members.*

*From: The Chairman*

*Date : Wednesday, 07 August 2024*

*Subject : Defibrillator – Working condition.*

*As a result of some recently reported incidents involving non-working defibrillators Gary Nolan, quite correctly, at the last Committee Meeting reminded us of the absolute necessity of maintaining the defibrillator in a working condition.*

*Accordingly, Laura Mather has prepared a draft checklist which can be used to periodically check that the defibrillator is in working order. The checklist also includes a QR Code which directs people to a St. Johns Ambulance site showing a guide on how to use the defibrillator.*

*This memorandum invites nominations of someone to maintain the periodic checklist.*

*In addition it also invites everyone to tell the Chairman of any other matters or items [such as the Fire Alarm] which would also benefit from the compilation and operation of a periodic checklist.*

*Regards,*

*Graham S Jackson*