

Project Brief



The Project Brief is the **first** thing to do. It should be completed before **any** activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.

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| Project Name | Stillingfleet Village Defibrillator Project |
| Project Manager | Ross Powell |
| Document Author (if different from Project Manager) | - |
| Organisation Name | PlayStillingfleet |

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The community will benefit from this project because it will enable all residents to use the defibrillator unit to save lives in the event that a resident or visitor suffers a heart attack.

The need for a defibrillator has been raised as an important issue by residents via Stillingfleet Parish Council. PlayStillingfleet has volunteered to manage this project on behalf of the community and source funding.

A defibrillator is an essential piece of equipment in restoring a heart rhythm of an unconscious heart attack victim. The chances of survival are estimated to deteriorate by 10% for every 1 minute that a victim does not receive treatment, and with the nearest defibrillator to Stillingfleet located approximately 3 miles away in Cawood, at an average speed of travel of approximately 60mph that would equate to a best case survival chance of only 40%.

Details of the Project

Please list the details of your project

Our project is to provide a defibrillator for the village of Stillingfleet.

The installation of the defibrillator will be supported by a training event for up to 40 residents which will include CPR training as well as the use of the defibrillator unit. This will provide an added benefit as these skills will be transferable to any emergency situation. The training course places will be allocated on a first come, first served, basis to ensure all sections of the community have equal opportunity to participate. The session will be held on an evening to maximize attendance and impact.

The unit will be placed at the most central point in the village - outside Stillingfleet Village Institute.

Based on advice from First Rescue we propose housing the defibrillator in an unlocked cabinet allowing immediate access for emergency use.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Objective 1 - Highlight and act upon local issues

As highlighted in the Benefit section of this application the need for a defibrillator in Stillingfleet has been raised as an urgent local issue via Stillingfleet Parish Council, and PlayStillingfleet have volunteered to manage the project on behalf of the community. Stillingfleet Bonfire Fund who are providing match funding for the project have also identified this project as an urgent local issue that can benefit the entire community.

Objective 3 - Encourage involvement and volunteering in our community

The inclusion in the project of a training event will provide residents with the opportunity to learn essential life saving skills. The event will be open to all sections of the community to take part, and held on an evening to maximize attendance and impact.

The skills covered in the training session will be transferable to any emergency situation a participant may find themselves in, thus increasing the impact of the project and the chances of a life being saved.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The project will provide life saving equipment in the event that a resident of, or visitor to, the village suffers a heart attack. The training event will also allow participants to learn essential life saving skills which can be transferred to any emergency situation they encounter; wherever they may encounter it.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The project will be managed by PlayStillingfleet, and delivered by First Rescue who are a local company and national supplier of defibrillator units.

Their regular electrical contractors will be used to install the unit at Stillingfleet Village Institute who have confirmed their support for the unit to be housed there.

Consideration has been given to the type of defibrillator unit to install and the unit in which it should be cased. Based on the advice of First Rescue we have decided to that a Zoll AED 3 is the best option to purchase.

An alternative (Heartsine Samaritan 360P) unit has been considered, but the two principle points considered when making the final decision was the ease of use; where the Zoll AED 3 provides the added benefit of real time CPR feedback to ensure this care is provided correctly.

And the long term costs of the units; where the 10 year running costs are extremely similar between the two units; however the Zoll AED 3 will require few consumable changes and does not require the purchase of additional child pads.

Stillingfleet Parish Council will have long-term responsibility for the maintenance of the unit; although the Zoll AED 3 is provided with an 8 year warranty. Costs have been included in the project for electricity supply to the cabinet (for heating, cooling, and lighting) to ensure the long-term financial sustainability of the project.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The defibrillator will be installed as soon as funding is confirmed. It is anticipated that the lead in time will be c2/3 weeks, with the training event arranged to coincide with the installation.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs –**

Defibrillator package
1 x ZOLL AED3 Defibrillator
1 x AIVIA 200 Outdoor Cabinet
1 X Steel 3D Wall sign
2 x vinyl signs
1 x cPAD Awareness training session for upto 40 people

Package Price £2,100
Installation £120
Electricity supply £200
Vat (package price and installation) £444
Total Price £2,864

- **People –**

The goods will be purchased from First Rescue who will also be responsible for providing the (cPAD Awareness) training session.

A contractor of First Rescue will be used to install the housing case for the defibrillator outside Stillingfleet Village Institute and to connect it to the electricity supply.

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

We intend that the funding for the project will come from two sources; the CEF and a contribution from Stillingfleet Bonfire fund.

Stillingfleet has not held a bonfire for a number of years; however when these were held they were funded by resident contributions. The remaining committee members have identified the defibrillator project as an ideal community project, benefiting all residents, upon which to spend the remaining funds and have committed £1,307 to the project. This equates to 46% match funding.

The remaining project funding is the subject of the this funding bid.

Quotes from First Rescue for two alternative units have been included as Appendix 1 and 2. The proposal is to purchase the Zoll AED 3 as detailed in Appendix 1. The cost of this unit in isolation is £1,350 + VAT, compared to £795 + VAT.

In reaching a decision on which unit to purchase though, consideration has been given to the long-term running costs of both units. and over a 10 year period the Zoll AED 3 is only £133

In reaching a decision on which unit to purchase though, consideration has been given to the long-term running costs of both units, and over a 10 year period the Zoll AED 3 is only £133 plus VAT more expensive than the Heartsine Samaritan 360P. The Zoll AED 3 unit provides more modern features including being WiFi enabled and being able to provide real time CPR feedback, and on this basis, we consider that despite being marginally more expensive than the Heartsine Samaritan 360P, the Zoll AED 3 provides better value for money and ease of use - addressing a key risk for our residents.

The Zoll AED 3 will also require less frequent visits for the replacement of consumables.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

There are three risks which have been identified and the project has been designed to mitigate these. The risks are:

On-going cost of electricity supply to the defibrillator cabinet - The defibrillator cabinet will be located outside of the Village Institute as the most appropriate central location in the village. The Village Institute is community funded; and as such has limited financial resource. The funding requested includes £200 for electricity supply to cover the estimated cost to the Village Institute for electricity supply to the cabinet for 10 years; thus ensuring the project's long-term sustainability.

Lack of knowledge of residents in the use of the defibrillator - This risk has been expressed via discussion with the Parish Council and is mitigated in two forms. Firstly, the defibrillator unit being purchased is capable of providing real-time feedback and instruction on its use. Secondly, we have included in the project a training session for up to 40 residents. The session will include CPR training to help build vital life saving skills.

Housing the defibrillator in an unlocked cabinet - The decision to house the defibrillator in an unlocked cabinet has been based on advice from First Rescue. They have considered the location of the village and the likeliness of it being vandalised, and based on their professional experience they believe that an unlocked cabinet is appropriate. The benefit of this option is that the unit can be accessed more quickly in an emergency situation.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

This project is not linked or dependent upon any any other project.