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# Noise and Vibration Procedure

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## 1 Purpose

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Following this procedure will assist with identifying and managing hazards in both clinical and non-clinical environments in Trust occupied premises and grounds to minimise the risks to staff from noise and vibration.

## 2 Related Documents

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This procedure describes what you need to do to implement the Noise and Vibration section of the Health and Safety Policy.



The Health and Safety Policy defines roles and responsibilities which you must read, understand and be trained in before carrying out the procedures described in this document.

This procedure also refers to:

- ✓ Health Safety & Security Toolkit
- ✓ Control of Contractors Procedure
- ✓ The Control of Noise at Work Regulations 2005
- ✓ The Control of Vibration at Work Regulations 2005
- ✓ INDG362 Noise at Work A Brief Guide to Controlling the Risks
- ✓ INDG175 Hand-arm vibration at work A Brief Guide

### 3 Procedure

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Noise and vibration activities and their associated hazards can be identified using:

- General Risk Assessment
- Noise and Vibration Risk Assessment ([Appendix 1](#))
- Noise and Vibration Log Sheet ([Appendix 2](#))

Monitoring of exposure to noise and vibration (where applicable) can be done through the log sheet. (Appendix 2).

Monitoring of incidents involving noise and vibration can be undertaken through IIC and will assist in ensuring control measures or actions are implemented to reduce the risk of exposure to noise and vibration.



Contractors will be managed by Estates through the Control of Contractors Procedure.

### 4 Noise

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*“The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the Regulations too. The Regulations require you as an employer to:*

- *Assess the risks to your employees from noise at work;*
- *Take action to reduce the noise exposure that produces those risks;*
- *Provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods;*
- *Make sure the legal limits on noise exposure are not exceeded;*
- *Provide your employees with information, instruction and training;*
- *Carry out health surveillance where there is a risk to health.”*

*Quote taken from Health and Safety Executive.*

Noise at work covers all work activities where there is a potential of exposure to excessive noise which could cause staff to damage/lose their hearing and/or suffer from tinnitus. This could be gradual from exposure to noise over time, or damage caused by sudden extremely loud noises.

Noise at work can also interfere with communications which would make warnings within the workplace harder to hear, and it can also reduce awareness of surroundings. Both of these can lead to safety risks which can put staff at risk of injury or death.

Examples of noise at work include:

- Using noisy powered tools or machinery for more than half an hour each day
- Where staff have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day. This could also put others, as well as staff, at risk of injury or death (depending on the work being carried out).
- Woodworking, engineering, gardening tasks.

- Hoovering (hoovering would need to be checked against the decibel ratings for the equipment being used).

The Trust, and any others who control noise at work (such as building owners who may contract others to conduct activities with noise exposure), has a duty to ensure that they (depending on the level of risk):

- Assess the risks of employees from noise at work
- Take action to reduce the noise exposure
- Make sure the legal limits on noise exposure are not exceeded
- Maintain and ensure the use of equipment provided controls the noise risk
- Provide information, instruction and training to those workers conducting activities that will expose them to excessive noise
- Provide employees with personal hearing protection if the noise exposure cannot be reduced by using other methods
- Provide suitable health surveillance.

A useful flowchart for managing noise is available on the HSE website, for further information and guidance contact the Health and Safety Team.

## 4.1 Noise Exposure Levels

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The Control of Noise at Work Regulations 2005 require employers to take specific action at certain action values appertaining to noise.

These relate to:

- The levels of exposure to noise of the employees averaged over a working day or week
- The maximum noise (peak sound pressure) of which the employees are exposed to within a working day.

There are two different exposure levels to be aware of:

Exposure **action** values (EAV) are for noise exposure where specific action should be taken:

- Lower exposure **action** values:
  - Daily or weekly exposure of 80 dB
  - Peak sound pressure of 135 dB.
- Upper exposure **action** values:
  - Daily or weekly exposure of 85 dB
  - Peak sound pressure of 137 dB.

Exposure **limit** values (ELV) represent a high risk and **must not** be exceeded:

- Daily or weekly exposure of 87 dB
- Peak sound pressure of 140 dB.

The HSE has produced a calculator to assist in calculating exposures for noise, both daily and weekly exposures. For further information and guidance contact the Health and Safety Team.

## 5 Vibration

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The Control of Vibration at Work Regulations 2005 as defined in INDG175 on the Health and Safety Executive state that:

*“The Vibration Regulations require you to:*

- *make sure that risks from vibration are controlled;*
- *provide information, instruction and training to employees on the risk and the actions being taken to control risk; and*
- *provide suitable health surveillance.” INDG175, Health and Safety Executive*

Vibration at work covers all work activities where there is a potential of exposure to vibration which could cause hand-arm vibration, carpal tunnel syndrome as well as whole body vibration.

Examples of vibration at work include:

- Using hand held tools i.e. gardening equipment , power tools
- Floor cleaning equipment (this would need to be checked against the technical specifications for maximum times etc. for floor scrubbers/buffers and upright hoovers.).

The Trust, and any others who control vibration at work (such as building owners who may contract others to conduct activities with noise exposure), has a duty to ensure that they (depending on the level of risk):

- Assess the risks of employees from vibration at work
- Make sure the risks from vibration are controlled
- Take action to reduce the vibration exposure
- Make sure the legal limits on vibration exposure are not exceeded
- Maintain and ensure the use of equipment provided controls the vibration risk
- Provide information, instruction and training to those workers conducting activities that will expose them to vibration
- Provide employees with appropriate gloves to ensure that employees hands are kept warm (if working outdoors) when using tools that cause vibration.
- Provide suitable health surveillance.

### 5.1 Vibration Exposure Levels

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The Control of Vibration at Work Regulations 2005 require employers to take specific action at certain action values appertaining to vibration

These relate to:

- The the vibration at the grip point(s) on the equipment or work-piece
- The time spent gripping it.

There are two different exposure levels to be aware of:

Exposure **action** values (EAV) are for vibration exposure where specific action should be taken:

- Daily EAV of 2.5 m/s<sup>2</sup>

Exposure **limit** values (ELV) represent a high risk and **must not** be exceeded:

- Daily ELV of 5 m/s<sup>2</sup>

The HSE has produced a calculator to assist in calculating exposures for hand-arm vibration. For further information and guidance contact the Health and Safety Team.

The exposure values are given in points instead of values which are generally easier to work with:

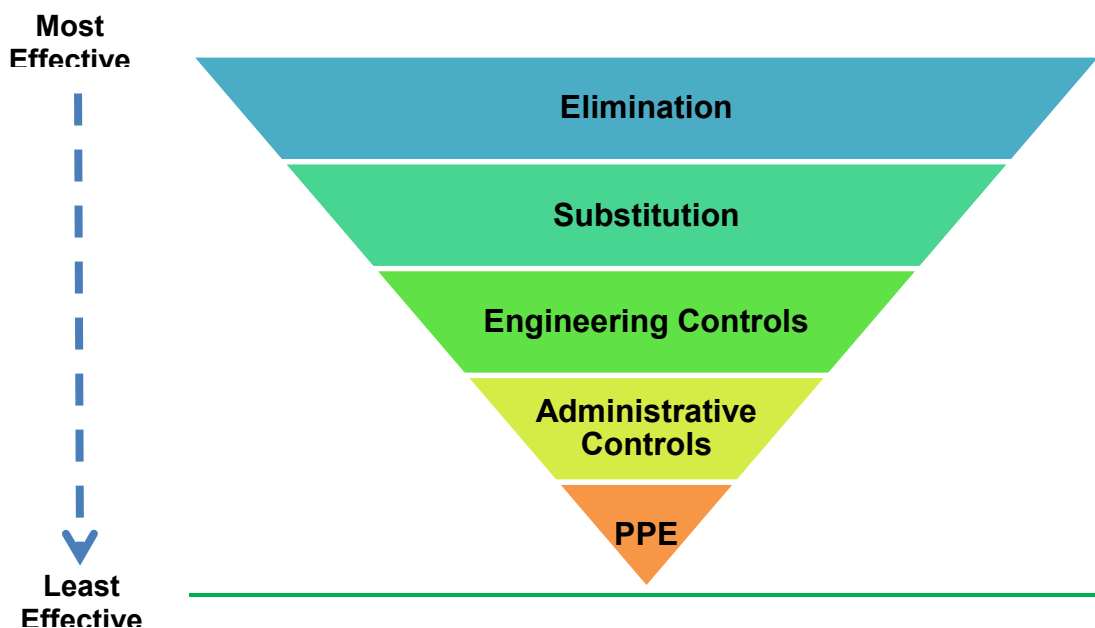
- Exposure points change simply with time: twice the exposure time, twice the number of points.
- Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day.
- The exposure action value EAV (2.5 m/s<sup>2</sup>) is equal to 100 points; the exposure limit value ELV (5 m/s<sup>2</sup>) is equal to 400 points.

## 6 Noise and Vibration Risk Assessment Process

There are simple **hierarchy of control** measures which you should follow when you are managing any risk.

The hierarchy should be followed systematically and only move to the next level when one level is not reasonably practicable. This means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble. The decision is weighted in favour of health and safety so that the measures are adopted, unless they are grossly disproportionate may the next level be considered.

The standard **heirarchy of control** for managing any risk is:



PPE is the very last control measure after all other control measures have been considered.

The Noise and Vibration Risk Assessment ([Appendix 1](#)) has been produced in line with HSE guidance on noise and vibration and should be completed for all tasks where there may be a risk of exposure to noise and vibration.

The Noise and Vibration Risk Assessment should include the work task being undertaken and then considering the **hierarchy of control** look at the following as control measures for both noise and vibration:

### Source

- Can the source of either noise or vibration be eliminated?
- Can silencers/baffles/dampeners be provided/fitted in regard to noise?
- Can anti vibration pads be provided to reduce noise?
- Can selection of machinery be looked at in regards to positive purchasing policy?
- Can the mechanisation be looked at in regards to vibration?
- What is the maintenance and lubrication schedules for the machines are do these need to be increased for both noise and vibration?

### Pathway

- Is insulation required for both noise and vibration?
- Are isolation/absorption or enclosure (acoustic havens) required in regards to noise?
- Are warm handles available on the machinery for vibration, if not are gloves provided to keep hands warm and dry?
- Are safe systems of work in place?

### Destination

- Is health surveillance in place for both noise and vibration?
- Are acoustic havens available?
- Is Information, instruction, training and supervision in place?
- Can the time exposure be reduced?
- Can jobs be rotated?
- Provide PPE (as last control measure after all other control measures have been considered) i.e. ear protection, gloves for warm/dry hands when using vibrating equipment.



It is important to note that **no gloves are anti-vibration**. Gloves would only be worn as a control measure to keep hands warm and dry, this is due to the risk of HAVs increasing if hands are wet and cold.



Consideration should also be given and documented on the risk assessment in regard to young workers and new and expectant mothers. These should also be covered through their own individual risk assessments as to whether they should be undertaking the task.

For further guidance and advice contact the Health, Safety & Security team on [tevv.hss@nhs.net](mailto:tevv.hss@nhs.net)



## 6.1 Technical Control Measures

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Technical Control measures to take into account when undertaking your risk assessment are:

- Using quieter equipment or a different, quieter process
- Engineering/technical controls to reduce, at source, the noise produced by a machine or process
- Using screens, barriers, enclosures and absorbent materials to reduce the noise on its path or the people exposed
- Designing and laying out the workplace to create quiet workstations
- Improved working techniques to reduce noise levels
- Limiting the time people spend in noisy areas
- A low-noise purchasing policy for machinery and equipment
- Proper and regular maintenance of machinery and equipment that takes account of noise.

## 6.2 Personal Protective Equipment

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As per the hierarchy of control for management of any risk, personal protective equipment is the last line of defence. It should only be considered after all other control measures have been exhausted.

In regard to noise:

Hearing protection should be issued to employees:

- where extra protection is needed above what has been achieved using noise control;
- as a short-term measure while other methods of controlling noise are being developed.



Hearing protection should not be used as an alternative to controlling noise by technical and organisational means.

In regard to vibration:

- gloves for warm/dry hands when using vibrating equipment.



It is important to note that **no gloves are anti-vibration**. Gloves would only be worn as a control measure to keep hands warm and dry, this is due to the risk of HAVs increasing if hands are wet and cold.



If a staff member has a religious practice that required head coverings that interfered with standard PPE then appropriate PPE should be sourced, contact the Health and Safety Team for advice where necessary.

## 6.3 Positive Purchasing Policies

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In regard to positive purchasing policies and buying equipment, when you buy work equipment you should expect your supplier to provide the following in regard to vibration:

- Warning of any vibration-related risks from using the equipment
- Information on safe use and, where necessary, training requirements
- Information on how to maintain the equipment
- Information on the vibration emission of the equipment.

## 6.4 Health Surveillance

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Appendix 2 – Noise and Vibration Log Sheets to be completed as part of surveillance for both Noise and Vibration exposure.

### Noise



Noise and Vibration Log Sheets completed for staff where necessary and logged with Supervisor/Manager for monitoring and action where required.

Health surveillance (hearing checks) for noise will be undertaken via the Trust's Occupational Health provider in accordance with findings of the risk assessment, where noise monitoring data shows staff may be regularly exposed to the upper exposure action value (daily or weekly average noise exposure of 85dB), or where an individual's risk assessment has identified this as a requirement (i.e. already suffer hearing loss or particular sensitivity to hearing damage).

### Vibration and HAVs

Staged health surveillance can be provided for workers who, despite actions to control vibration risk, are likely to be regularly exposed above the Exposure Action Value or are considered to be at risk for any other reason.

The stages for health surveillance would be considered as part of the risk assessment process:

- **Tier 1:** initial questionnaire used for people whose work involves exposure to vibration and may need to be referred to Tier 3.
- **Tier 2:** annual questionnaire used for workers exposed to vibration risks to determine need to be referred to Tier 3.
- **Tier 3:** HAVS health assessment by a qualified person (e.g. Occupational Health) and will determine need to be referred to Tier 4.
- **Tier 4:** formal diagnosis given by a doctor qualified in occupational health. The doctor will advise on the employee's fitness for work.
- **Tier 5 (Optional):** involves referral for certain tests for HAVS. The results may help the doctor assess fitness for work.



Noise and Vibration Log Sheets completed for staff where necessary and logged with Supervisor/Manager for monitoring and action where required.

## 6.5 Referral to Occupational Health

Where there is concern over noise and vibration affecting staff member's health a referral should be made to Occupational Health as per the normal Occupational Health referral process.

## 6.6 Training

Any work equipment that produces noise and vibration risks staff should be competently trained to use to enable any work and tasks to be carried out safely.

If you are still being trained, are a young worker, apprentice etc., a risk assessment should be undertaken and control measures put in place accordingly. You will also need to work under the supervision of somebody who can perform the tasks undertaken competently.

Work procedures should be in place for all standard tasks where noise and vibration is a risk. This should be disseminated to all staff for information and instruction purposes and could be done via a tool box talk for example.

Consideration of training requirements alongside tool box talks, and regular supervision should be documented as part of the risk assessment process and plans put in place to implement where required.

For further guidance and advice contact the Health, Safety & Security team on [tewv.hss@nhs.net](mailto:tewv.hss@nhs.net)

## 7 Definitions

Term	Definition
Noise at Work	<p>HSE:</p> <p><i>“Noise at work can cause hearing damage that is permanent and disabling. This can be hearing loss that is gradual because of exposure to noise over time, but also damage caused by sudden, extremely loud noises. The damage is disabling as it can stop people being able to understand speech, keep up with conversations or use the telephone. Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.”</i></p>
Hand Arm Vibration	<p>HSE:</p> <p><i>“Hand-arm vibration is vibration transmitted into workers’ hands and arms. This can come from use of hand-held power tools (such as grinders or road breakers), hand-guided equipment (such as powered lawnmowers or pedestrian controlled floor saws) or by holding materials being worked by hand-fed machines (such as pedestal grinders or forge hammers).”</i></p>

Heirarchy of Control	HSE: <i>“Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority.”</i>
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## 8 How this Procedure will be Implemented

- This procedure will be published on the Trust’s intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

### 8.1 Training Needs Analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Estates (i.e. gardeners, carpenters, engineers etc.)  Identified through a risk assessment done by the Service and also by checking the technical specifications for the equipment being used to determine inclusion and whether training would be required.	<ul style="list-style-type: none"> <li>• Local Induction</li> <li>• Toolbox talks</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined by the Service</li> <li>• To be determined by the Service as part of the risk assessment Process</li> </ul>	<ul style="list-style-type: none"> <li>• On start of job.</li> <li>• To be determined by the Service as part of the risk assessment Process</li> </ul>
Hotel Services (i.e. Housekeepers / Porters etc.)  Identified through a risk assessment done by the Service and also by checking the technical specifications for the equipment being used to determine inclusion and whether training would be required.	<ul style="list-style-type: none"> <li>• Local Induction</li> <li>• Toolbox talks</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined by the Service</li> <li>• To be determined by the Service as part of the risk assessment Process</li> </ul>	<ul style="list-style-type: none"> <li>• On start of job.</li> <li>• To be determined by the Service as part of the risk assessment Process</li> </ul>

## 9 How the Implementation of this Procedure will be Monitored

Auditable Standard/Key Performance Indicators		Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Monitoring of noise and vibration incidents across the Trust	Quarterly Reports	HSS+F/QUAG Group. Included in report

## 10 References

- Health and Safety at Work etc. Act 1974
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992

## 11 Appendices

[Appendix 1 – Noise and Vibration Risk Assessment](#)

[Appendix 2 – Noise and Vibration Log Sheet](#)

## 11.1 Appendix 1 – Noise and Vibration Risk Assessment

The risk assessment process should follow a 4 stage cycle of Plan, Do, Check, Act (PDCA):

- **P** – Planning how to control the risk of Noise and Vibration in the workplace
- **D** – Implementing control measures as identified through the risk assessment
- **C** – Ongoing management of the workplace, including reviewing controls and listening to feedback from staff
- **A** – Acting on any incidents as well as feedback and implementing any required improvements and adaptation of controls

The above will also be considered as part of the standard review of any risk assessment process.

### NOISE AND VIBRATION RISK ASSESSMENT

SECTION 1 – LOCATION AND DESCRIPTION OF TASK					
Department:			Service:		
Location:		Trust Site <input type="checkbox"/>	Person(s) Affected/Cover ed by Assessment:		Estates <input type="checkbox"/>
		Non-Trust Site <input type="checkbox"/>			Hotel Services <input type="checkbox"/>
		Community <input type="checkbox"/>		Other: _____	
Name of Assessor:		Position / Job Title:		Date of Assessment:	
SECTION 2 – FACTORS RELATING TO NOISE AND VIBRATION					
Can the source of noise be eliminated?	<b>YES</b>	Risk assessment ends here.			
	<b>NO</b>	<b>GO TO SECTION 3</b> to continue with Risk Assessment.			
Can the source of vibration be eliminated?	<b>YES</b>	Risk assessment ends here.			
	<b>NO</b>	<b>GO TO SECTION 4</b> to continue with Risk Assessment.			

Where control measures have been identified within the 'What are you already doing' column of the risk assessment, these are identified as a guide and should be amended and further control measures identified accordingly dependant on the working at height task. Always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection)..

<b>SECTION 3 – Noise Exposure Values</b>		
Has the Lower Exposure Action Value for noise been reached? <ul style="list-style-type: none"> <li>○ Daily or weekly exposure of 80 dB</li> <li>○ Peak sound pressure of 135 dB.</li> </ul>	<b>YES</b>	<b>GO TO SECTION 5</b> to continue with Risk Assessment to identify hazards and control measures, and to determine need for further actions to be taken.
	<b>NO</b>	Continue to monitor and take further action if/when required.
Has the Upper Exposure Action Value for noise been reached? <ul style="list-style-type: none"> <li>○ Daily or weekly exposure of 85 dB</li> <li>○ Peak sound pressure of 137 dB</li> </ul>	<b>YES</b>	<b>GO TO SECTION 5</b> to continue with Risk Assessment to identify hazards and control measures, and to determine need for further actions to be taken.
	<b>NO</b>	Continue to monitor and take further action if/when required.
Has the Exposure Limit Value for noise been breached? <ul style="list-style-type: none"> <li>○ Daily or weekly exposure of 87dB</li> <li>○ Peak sound pressure of 140 dB</li> </ul>	<b>YES</b>	<b>Immediately cease work with specified machinery and reduce noise exposure as far as reasonably practicable.</b>
	<b>NO</b>	Continue to monitor and take further action if/when required.
<b>SECTION 4 – Vibration Exposure Values</b>		
Has the Exposure Action Value (EAV) for vibration been reached? <ul style="list-style-type: none"> <li>○ Daily EAV of 2.5 m/s<sup>2</sup></li> </ul>	<b>YES</b>	<b>GO TO SECTION 5</b> to continue with Risk Assessment to identify hazards and control measures, and to determine need for further actions to be taken.
	<b>NO</b>	Continue to monitor and take further action if/when required.
Has the Exposure Limit Value (ELV) for noise been breached? <ul style="list-style-type: none"> <li>○ Daily ELV of 5 m/s<sup>2</sup></li> </ul>	<b>YES</b>	<b>Immediately cease work with specified machinery and reduce noise exposure as far as reasonably practicable.</b>
	<b>NO</b>	Continue to monitor and take further action if/when required.

**SECTION 5 – RISK ASSESSMENT**

Hazard	Who may be harmed & how	What are you already doing?	What further actions are necessary?	Action by who	Action by (Date)	Done (Date)
<p><b>Source:</b> Machinery emitting excessive noise or vibrates when holding or sitting on: For example, not limited to:</p> <ul style="list-style-type: none"> <li>• Hand held power tools</li> <li>• Lawnmowers</li> <li>• Tractors</li> <li>• Floor buffers</li> <li>• Hoovers</li> <li>• Wood working machinery</li> <li>• Lathes</li> <li>• Grinders</li> </ul>	<p><b>Operatives:</b> Injuries may include noise induced hearing loss, hand arm vibration syndrome, vibration white finger</p> <p><b>Others:</b> Excessive noise may lead to not being able to hear what is going on in their surroundings which may lead to risk of injury or death (depending on the work being carried out).</p>	Health and Safety Policy.				
		Noise and Vibration Procedure.				
		Noise and Vibration Awareness Training in place.	Regular supervision required			
		Tool box talks on Noise and Vibration in place.	Regular supervision required			
		Noise exposure calculator used for all equipment in department and logged accordingly.	Appropriate PPE in place i.e. ear defenders, dependent on noise calculations			
		Vibration magnitude calculated for all equipment in department and equipment tagged accordingly.				
		Silencers/baffles/dampeners have been provided/fitted where necessary.				
		Anti-vibration pads have been provided where necessary to reduce noise.				
		Engineering/technical controls in place to reduce, at source, the noise produced by machine or process. <i>Please specify for each machinery/process.</i>				
		Positive purchasing policy in place i.e quieter equipment is purchased.	Old equipment to be replaced on a replacement programme utilising positive purchasing policy.			
Mechanisation for machinery looked at in regard to vibration.						



		Maintenance and lubrication schedules in place and recorded				
		Noise and Vibration Log Sheets completed where necessary.	Log sheets monitored by Supervisor/Manager and actioned where necessary.			
<b>Pathway:</b> Machinery emitting excessive noise or vibrates when holding or sitting on: For example, not limited to: <ul style="list-style-type: none"> <li>• Hand held power tools</li> <li>• Lawnmowers</li> <li>• Tractors</li> <li>• Floor buffers</li> <li>• Hoovers</li> <li>• Wood working machinery</li> <li>• Layths</li> <li>• Grinders</li> </ul>	<b>Operatives:</b> Injuries may include noise induced hearing loss, hand arm vibration syndrome, vibration white finger	Health and Safety Policy.				
		Noise and Vibration Procedure.				
		Insulation has been provided where necessary for both noise and vibration.				
		Warm handles have been made available (where required) on machinery that vibrates.	Where warm handles are not available gloves to be provided to keep hands warm and dry.			
		Safe Systems of Work and Work Procedures are in place for all work being undertaking that has a risk of noise and vibration.	Review to ensure these reduce noise levels.			
		Screens/barriers/enclosures/absorbent materials are in place to reduce the exposure level to staff.				
<b>Destination:</b> Machinery emitting excessive noise or vibrates when holding or sitting on: For example, not limited to: <ul style="list-style-type: none"> <li>• Hand held power tools</li> <li>• Lawnmowers</li> <li>• Tractors</li> <li>• Floor buffers</li> <li>• Hoovers</li> <li>• Wood working machinery</li> <li>• Layths</li> <li>• Grinders</li> </ul>	<b>Operatives:</b> Injuries may include noise induced hearing loss, hand arm vibration syndrome, vibration white finger	Health and Safety Policy				
		Noise and vibration Procedure.				
		Health surveillance for noise exposure undertaken annually by Occupational Health for Estates staff.	Referral to Occupational Health where necessary.			
		Health surveillance for HAVs is in place utilising the Tier system. <i>Please specify accordingly dependent on decision taken for area/team.</i>	Referral to Occupational Health where necessary.			
		Noise exposure calculator utilised where necessary for staff exposed to excessive noise.	Referral to Occupational Health where necessary.			

		<i>HAVs exposure calculator utilised where necessary for atff exposed to vibration.</i>	<i>Referral to Occupational Health where necessary.</i>			
		<i>Acoustic havens are available where necessary.</i>				
		<i>Information, Instruction, training and supervision is in place.</i>				
		<i>Exposure times have been reduced so far as is reasonably practicable.</i>	<i>Supervision in place.</i>			
			<i>Records kept of exposure times as part of health surveillance system.</i>			
		<i>Job rotation is in place where necessary to limit exposure levels.</i>	<i>Supervision in place.</i>			
		<i>Appropriate PPE i.e. ear defenders and gloves for warmth, have been provided where necessary.</i>				

Have the further actions taken reduced the risk to an acceptable level? YES  NO

**If 'NO', please seek further advice from the Health, Safety & Security Team or Occupational Health**

Date by which action should be taken:		Date for re-assessment:	
Name of Assessor:		Signature:	

<b>Line Manager:</b>			
I acknowledge the risks identified in this assessment and agree to take personal responsibility for reducing the risks so far as is reasonable practicable. This includes the following: <i>please tick each statement</i>			
	I agree to undertake the actions allocated to me.		
	I will fully support the employee to implement their actions.		
	I will ensure that any reviews agreed take place.		
<b>NAME:</b>			<b>DATE:</b>

<b>Staff Member (Individual):</b> <i>(Please see below for team signature sheet)</i>			
I acknowledge the risks identified in this assessment and agree to take personal responsibility for reducing the risks as far as is reasonably practicable. This includes the following: <i>please tick each statement</i>			
	I agree to undertake the actions allocated to me as outlined in the assessment above and will inform my Line Manager when these actions have been completed.		
	Where it is not possible for me to carry out any actions agreed above I understand that it is my responsibility to raise this with my Line Manager at the earliest opportunity.		
	If my circumstances change and the actions above need to be reviewed, I understand that it is my responsibility to inform my Line Manager so that the actions can be reviewed and updated.		
<b>NAME:</b>			<b>DATE:</b>

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**RECORD OF COMMUNICATION AND ACKNOWLEDGEMENT OF UNDERSTANDING**

*(NB: This form should be photocopied/attached to the reverse of the assessment)*




Date	Name	Signature	Line Manager Initials	Date	Name	Signature	Line Manager Initials

## 11.2 Appendix 2 – Noise and Vibration Log Sheet

<b>NAME:</b>		<b>WEEK COMMENCING:</b>	
Key: <b>P</b> = Pain, <b>N/T</b> = Numbness / Tingling, <b>G</b> = Grip Strength. Please use comment box to add further symptoms			

MONDAY													(H&S Use Only)	
	LOCATION	TASK COMPLETED	MACHINERY USED	TIME (MINS)	PRE/POST CHECKS	WEATHER			SYMPTOMS			AREA EFFECTED	dB EXPOSURE	VIBRATION EXPOSURE
						Hot	Cold	Wet	P	N/T	G			
1			<i>Asset No.</i>									 		
2												 		
3												 		
4												 		
TUESDAY													(H&S Use Only)	
	LOCATION	TASK COMPLETED	MACHINERY USED	TIME (MINS)	PRE/POST CHECKS	WEATHER			SYMPTOMS			AREA EFFECTED	dB EXPOSURE	VIBRATION EXPOSURE
						Hot	Cold	Wet	P	N/T	G			
1												 		
2												 		
3												 		
4												 		
WEDNESDAY													(H&S Use Only)	

	LOCATION	TASK COMPLETED	MACHINERY USED	TIME (MINS)	PRE/POST CHECKS	WEATHER			SYMPTOMS			AREA EFFECTED	dB EXPOSURE	VIBRATION EXPOSURE
						Hot	Cold	Wet	P	N/T	G			
1														
2														
3														
4														
<b>THURSDAY</b>													<b>(H&amp;S Use Only)</b>	
	LOCATION	TASK COMPLETED	MACHINERY USED	TIME (MINS)	PRE/POST CHECKS	WEATHER			SYMPTOMS			AREA EFFECTED	dB EXPOSURE	VIBRATION EXPOSURE
						Hot	Cold	Wet	P	N/T	G			
1														
2														
3														
4														
<b>FRIDAY</b>													<b>(H&amp;S Use Only)</b>	
	LOCATION	TASK COMPLETED	MACHINERY USED	TIME (MINS)	PRE/POST CHECKS	WEATHER			SYMPTOMS			AREA EFFECTED	dB EXPOSURE	VIBRATION EXPOSURE
						Hot	Cold	Wet	P	N/T	G			
1														

2															
3															
4															
<b>COMMENTS</b>														<b>(H&amp;S Use Only)</b>	

## 12 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval:	11 February 2021	
Next review date:	11 February 2024	
This document replaces:	n/a new document	
This document was approved by:	Name of committee/group	Date
	Health, Safety, Security & Fire Group	02 February 2021
	EFM DMT	11 February 2021
This document was ratified by:	Name of committee/group	Date
	n/a	
An equality analysis was completed on this document on:	02 February 2021	
Document type	Public	
FOI Clause (Private documents only)	n/a	

### Change Record

Version	Date	Amendment details	Status
v1	11 Februar 2021	New document to cover Noise and Vibration in the workplace. Note - published 01/06/2021.	Approved



## Appendix 1 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates & Facilities Management, Health, Safety & Security			
Name of working party, to include any other individuals, agencies or groups involved in this analysis	Health, Safety, Security & Fire Group			
Policy (document/service) name	<b>Noise and Vibration</b>			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input checked="" type="checkbox"/>	Project	<input type="checkbox"/>
	Code of practice	<input type="checkbox"/>	Other – Please state	<input type="checkbox"/>
Geographical area covered	Trustwide			
Aims and objectives	Following this procedure will assist with identifying and managing hazards in both clinical and non-clinical environments in Trust occupied premises and grounds to minimise the risks to staff from noise and vibration at work.			
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	June 2020			
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	02 February 2021			

**You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay or Julie Barfoot on 0191 3336267/3046**

1. Who does the Policy, Service, Function, Strategy, Code of Practice, Guidance, Project or Business plan benefit?

Trust Staff, patient and visitors							
2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?							
<b>Race</b> (including Gypsy and Traveller)	No	<b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities)	Yes	<b>Sex</b> (Men, women and gender neutral etc.)	No		
<b>Gender reassignment</b> (Transgender and gender identity)	No	<b>Sexual Orientation</b> (Lesbian, Gay, Bisexual and Heterosexual etc.)	No	<b>Age</b> (includes, young people, older people – people of all ages)	No		
<b>Religion or Belief</b> (includes faith groups, atheism and philosophical belief's)	No	<b>Pregnancy and Maternity</b> (includes pregnancy, women who are breastfeeding and women on maternity leave)	Yes	<b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners)	No		
<p><b>Yes</b> – Please describe anticipated negative impact/s</p> <p><b>No</b> – Please describe any positive impacts/s</p>							
3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?				<b>Yes</b>	<b>X</b>	<b>No</b>	
<b>Sources of Information may include:</b>		<ul style="list-style-type: none"> <li>Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc.</li> <li>Investigation findings</li> <li>Trust Strategic Direction</li> <li>Data collection/analysis</li> <li>National Guidance/Reports</li> </ul>					
		<ul style="list-style-type: none"> <li>Staff grievances</li> <li>Media</li> <li>Community Consultation/Consultation Groups</li> <li>Internal Consultation</li> <li>Research</li> <li>Other (Please state below)</li> </ul>					

4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership

**Yes** – Please describe the engagement and involvement that has taken place

Yes – all considered as part of the Procedure and consultation process.

**No** – Please describe future plans that you may have to engage and involve people from different groups

5. As part of this equality analysis have any training needs/service needs been identified?

**Yes** | Please describe the identified training needs/service needs below

A training need has been identified for:

Trust staff	Yes	Service users	No	Contractors or other outside agencies	Yes
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**Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so**

If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046

## Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
<b>1.</b>	<b>Title</b>		
	Is the title clear and unambiguous?	Y	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Y	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	Y	
<b>3.</b>	<b>Development Process</b>		
	Are people involved in the development identified?	Y	
	Has relevant expertise has been sought/used?	Y	
	Is there evidence of consultation with stakeholders and users?	Y	
	Have any related documents or documents that are impacted by this change been identified and updated?	Y	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	Y	
	Is the target population clear and unambiguous?	Y	
	Are the intended outcomes described?	Y	
	Are the statements clear and unambiguous?	Y	
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	Y	
	Are key references cited?	Y	
	Are supporting documents referenced?	Y	
<b>6.</b>	<b>Training</b>		
	Have training needs been considered?	Y	
	Are training needs included in the document?	Y	

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
<b>7.</b>	<b>Implementation and monitoring</b>		
	Does the document identify how it will be implemented and monitored?	Y	
<b>8.</b>	<b>Equality analysis</b>		
	Has an equality analysis been completed for the document?	Y	
	Have Equality and Diversity reviewed and approved the equality analysis?	Y	
<b>9.</b>	<b>Approval</b>		
	Does the document identify which committee/group will approve it?	Y	
<b>10.</b>	<b>Publication</b>		
	Has the document been reviewed for harm?	Y	
	Does the document identify whether it is private or public?	Y	Public
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/A	