



# 21315 PROCEDURE – HEARING CONSERVATION

Version	4.5	Last updated	06/11/2018	Review date	06/11/2019
Equality Impact Assessment			Low		
Owning department			Health and Safety / Risk		

## 1. About this Procedure

- 1.1. This procedure explains the process through which Hampshire Constabulary will carry out regular audiometry (hearing tests) on posts assessed as at risk from noise induced hearing loss.

## 2. Risk Assessments / Health and Safety Considerations

- 2.1. Hearing conservation will be identified as a need, by carrying out risk assessments under the Noise at Work Procedure 21340.
- 2.2. A list of posts known to require hearing conservation is shown below at Appendix A.

## 3. Procedure

- 3.1. Staff identified as being at risk of noise induced hearing loss will have regular audiometry examinations. The frequency of these examinations is decided by risk assessment. (see list at Appendix A)
- 3.2. The results of audiometry examinations will be kept in the individual's medical file.
- 3.3. Where consent is obtained from the person undergoing the test, appropriate managers will be informed of the result.
- 3.4. Where an individual does not give consent for managers to be informed of the result, the relevant managers will be informed that they may not know the result, although they will be informed of any control measures on redeployment action arising from the result.
  - 3.4.1. Advise management that the individual's exposure to noise needs to be reduced.
  - 3.4.2. Advise management that the individual needs to be redeployed away from duties exposing them to noise.
- 3.5. In all cases of redeployment, the individual should be seen by the Occupational Health team and the reasons explained prior to management being told.

## 4. Roles and Responsibilities

- 4.1. It is a requirement under the Health and Safety at Work Act 1974 that all individuals identified as being at risk comply with this procedure.



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- 4.2. It is the individual's responsibility to attend appointments for audiometry examination.
- 4.3. It is the individual's responsibility to inform management of the result of the examination.
- 4.4. It is the manager's responsibility to provide Occupational Health with a list of all personnel at risk of noise exposure, annually.
- 4.5. It is the manager's responsibility to ensure new employees that are at risk are notified to the Occupational Health team prior to them being put at risk of noise exposure.
- 4.6. It is the manager's responsibility to allow staff work time to carry out audiometry examinations.
- 4.7. It is the Occupational Health screening nurse's responsibility to maintain a database of all personnel notified as being required to undergo audiometry examinations. The data base should include the date of the last test and when the next test is due.
- 4.8. It is the Occupational Health screening nurse's responsibility to arrange that suitable appointment times are available for audiometry that comply with the operational needs of the force and best practise in completing an audiometry examination.
- 4.9. It is the Occupational Health staff responsibility to inform managers of the result of audiometry examinations. Should an officer's audiometry be of concern, the Occupational Health staff will inform the manager that the individual should not be exposed to noise until seen by the FMO. They also need to inform the Force Corporate Health and Safety Adviser.
- 4.10. It is the Occupational Health staff responsibility to inform the FMO of abnormal audiometry results, and advise management of any actions required.

### 5. Administration

- 5.1. Medical records will be completed and a certificate detailing fitness will be emailed to the manager.
- 5.2. The audiometer record is to be placed in the individual's medical file.

### 6. Monitoring and Evaluation

- 6.1. The Occupational Health supervisor will monitor that best practise is adhered to in the completing of audiometer examinations, and that this procedure is adhered to.

### 7. Review

- 7.1. This procedure will be reviewed annually.



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### 8. Other Related Procedures, Policies and Information Source

#### 8.1. Related Policies

8.1.1. 21300 Policy – Health and Safety

#### 8.2. Related Procedures

8.2.1. 21340 Procedure – Noise at Work

#### 8.3. Information Sources

8.3.1. [Noise At Work Regulations 1989](#)

8.3.2. [AD203 – Equality Impact Assessment](#)

**Origin:** Health and Safety / Risk



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## Appendix A - Hearing Conservation

### 1. Audiometry Screening

1.1. Target Organ - Hearing

1.2. Target Group 1:

1.2.1. Firearms instructors;

1.2.2. Firearms officers;

1.2.3. Marine staff and officers;

1.2.4. Frequency - initial then annually.

1.3. Target Group 2:

1.3.1. Motorcyclists;

1.3.2. Frequency - Initial then 2 yearly prior to termination of duties on the unit.

1.4. Target Group 3:

1.4.1. Dog handlers;

1.4.2. Workshop personnel;

1.4.3. Regular ear piece users (Special Branch, Surveillance Units);

1.4.4. Frequency - Initial then 3 yearly or more frequently if necessary