

Audiology Safe Use of the Grinder, Polisher and Hand Drill Guideline

Department / Service:	Audiology Adult Service
Originator:	Joanne MJ Stanley
Accountable Director:	None at Present
Approved by:	Audiology Governance Meeting
Approved by Medicines Safety Committee:	Not Applicable
Date of approval:	1 st July 2025
First Revision Due:	1 st July 2028
This is the most current document and should be used until a revised version is in place	
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	Audiology Adult Service
Target staff categories	Audiologists

Guideline Overview:

This Guideline applies to all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill and use of this equipment needs to be carried out in a Safe manner to minimise any risks to the safety of themselves of others.

This Guideline is in place to ensure and demonstrate that safe use of the Grinder, Polisher and Hand Drill are upheld with all of this equipment and across all sites.

This document and guidance does not override the individual responsibility of health professionals to make appropriate decisions according to the circumstances. Health care professionals must be prepared to justify any deviation from this guidance.

Key amendments to this document

Date	Amendment	Approved by:

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1. Introduction

This Guideline applies to all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill and use of this equipment needs to be carried out in a Safe manner to minimise any risks to the safety of themselves or others.

This Guideline is in place to ensure and demonstrate that safe use of the Grinder, Polisher and Hand Drill are upheld with all of this equipment and across all sites.

Benefits of following the Guideline include:

- To help maximise Health and Safety and to reduce the risk of injury
- To help assure the same safety standards across all sites
- To help assure the same safety standards across all types of this equipment
- To help ensure good practice
- To provide a learning tool to staff
- To identify areas for improvement
- To identify any training needs
- To contribute to the audit process

2. Scope of this document

This document is designed to support Audiology professionals in their work. It should be used in conjunction with clinical judgement to attain optimal safety and optimal outcomes for our service users.

It applies to the Audiology Service of Worcester Acute NHS Trust across all Audiology sites

This Guideline applies to all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill and use of this equipment needs to be carried out in a Safe manner to minimise any risks to the safety of themselves or others.

Any New Clinical Staff Starters who will carry out earmould modifications will have Training on use of this equipment, by a band 6 Audiologist or above, and will have a Safe Use of Grinder Training Form Completed, Signed and saved in their personal file.

This Guideline is in place to ensure and demonstrate that safe use of the Grinder, Polisher and Hand Drill are upheld with all of this equipment and across all sites.

This document and guidance does not override the individual responsibility of health professionals to make appropriate decisions according to the circumstances. Health care professionals must be prepared to justify any deviation from this guidance. This document

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applies to referrals received to the Adult Audiology Service at Worcestershire Acute NHS Trust.

3. Definitions

Grinder, Polisher and Hand Drill equipment types and models may vary across sites, but this Guideline applies to all types of this equipment used in the modification of earmoulds.

4. Responsibility and Duties

It is the responsibility and duty of all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill for earmould modifications to use this equipment in a Safe manner to minimise any risks to the safety of themselves of others.

It is the responsibility and duty of all Audiology Staff who carry out earmould modification using the Grinder, Polisher and Hand Drill to report and request any training needs they require regarding safe use of this equipment.

It is the responsibility of all Audiology staff to report any safety concerns or faults with the Grinder, Polisher, Hand Drill or Safety Equipment immediately via email to the appropriate band 7 and Countywide Audiology Services Manager.

It is the responsibility and duty of all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill for earmould modifications to ensure they maintain all infection control requirements.

This Guideline is in place to ensure and demonstrate that safe use of the Grinder, Polisher and Hand Drill are upheld with all of this equipment and across all sites.

This document and guidance does not override the individual responsibility of health professionals to make appropriate decisions according to the circumstances. Health care professionals must be prepared to justify any deviation from this guidance.

It is the responsibility of the Audiology Department to ensure the availability of safety Equipment –

- Safety glasses that comply to BS EN 166
- Face mask that complies to BS EN 149
- Safety gloves

It is the responsibility of the Audiology Department to ensure that the Grinder, Polisher and Hand Drill across all sites has a safety check by an appropriate member of the Hospital Estates Team and a PAT Test carried out Annually.

It is the responsibility of the Audiology department to ensure that all New Clinical Staff Starters who will carry out earmould modifications will have Training on use of this

equipment, by a band 6 Audiologist or above, and will have a Safe Use of Grinder Training Form Completed, Signed and saved in their personal file.

It is the responsibility of the ATO or designated Audiologist to fully clean the Grinder, Polisher and Hand Drill once a week on each site.

5. Guideline detail

Grinder, Polisher and Hand Drill equipment types and models may vary across sites, but this Guideline applies to all types of this equipment used in the modification of earmoulds.

It is the responsibility and duty of all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill for earmould modifications to use this equipment in a Safe manner to minimise any risks to the safety of themselves of others by.....

Ensuring -

- They are wearing safety glasses that comply to BS EN 166
- They are wearing a face mask that complies to BS EN 149
- They are wearing safety gloves – if required and if appropriate
- They are using the equipment with caution and care
- They have no loose items (Sleeves/Hair/Lanyard/etc)
- Other staff/patients have vacated the immediate vicinity
- The extractor fan has been switched on and is working
- The equipment is switched off when not in use
- The foot pedal to the hand drill is stored out of the way and cannot be accidentally used
- They report any equipment faults immediately by email to the appropriate band 7 and the Countywide Audiology Services Manager
- They report any safety equipment faults immediately by email to the appropriate band 7 and the Countywide Audiology Services Manager
- They read the Grinder, Polisher and Hand Drill safety poster as a reminder

Infection Control Requirements –

It is the responsibility and duty of all Audiology Staff who carry out earmould modifications using the Grinder, Polisher and Hand Drill for earmould modifications to ensure they maintain all infection control requirements by.....

- Cleaning safety glasses before and after each use
- Using their own single person face mask or disposal of single use face mask
- Ensuring hand hygiene before and after use of safety gloves
- Cleaning the earmould before and after modification
- Cleaning the Grinder, Polisher and Hand Drill before and after use
- Once a week on each site the ATO or designated Audiologist will fully clean the Grinder, Polisher and Hand Drill

The Audiology Department will ensure -

- The availability of safety glasses that comply to BS EN 166
- The availability of face masks that comply to BS EN 149
- The availability of appropriate safety gloves
- The Grinder, Polisher and Hand Drill across all sites have an Annual safety check by an appropriate member of the Hospital Estates Team
- The Grinder, Polisher and Hand Drill across all sites have an Annual PAT Test
- There is a Grinder, Polisher and Hand Drill safety poster near the equipment

New Clinical Starters –

Any New Clinical Staff Starters who will carry out earmould modifications will have Training on use of this equipment, by a band 6 Audiologist or above, and will have a Safe Use of Grinder Training Form Completed, Signed and saved in their personal file.

Audit –

An Audit will be carried out to monitor the process for efficiency and accuracy and to monitor its impacts on the Audiology Staff Safety, Service and Patients.

The Audit will

- Evaluate the safety record of Grinder, Polisher and Hand Drill use
- Be used to provide a learning tool to staff
- Be used to identify areas for improvement
- Be used to identify gaps in process and address any training needs

The Audit process will also assist to monitor and identify any gaps in process, any areas for improvement and any additional training needs.

6. Implementation

6.1 Plan for implementation

The guideline will be implemented as soon as possible once the guideline has been approved and information has been disseminated with the Audiology team.

6.2 Dissemination

Once this guideline has been approved it will be published and shared with the Audiology team

It will also be discussed in the Audiology Countywide meeting and discussed by the Band 7's at the on-site huddle meetings.

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Any New Clinical Staff Starters who will carry out earmould modifications will have Training on use of this equipment, by a band 6 Audiologist or above, and will have a Safe Use of Grinder Training Form Completed, Signed and saved in their personal file.

6.3 Training and awareness

The Audiology team will be made aware of this Guideline via Dissemination. Any clinical staff, who carry out earmould modification, will be offered and provided with any training required to ensure their awareness of safe use of the Grinder, Polisher and Hand Drill.

New Clinical starters will have training on safe use of this equipment, training carried out by band 6 Audiologist or above, and will have a Safe Use of Grinder Training Form Completed, Signed and saved in their personal file.

7. Monitoring and compliance

The Audiology Department within the Trust plans to monitor compliance with and the effectiveness of this Guideline by carrying out a periodical audit.

The NHSLA requirements are –

Organisations should measure, monitor and evaluate compliance with the minimum requirements within the NHSLA Risk Management Standards. This should include the use of audits and data related to the minimum requirements. The organisation should define the frequency and detail of the measurement, monitoring and evaluation processes.

Monitoring demonstrates whether or not the process for managing risk, as described in the approved documentation, is working across the entire organisation. Where failings have been identified, action plans must have been drawn up and changes made to reduce the risks. Monitoring is normally proactive - designed to highlight issues before an incident occurs - and should consider both positive and negative aspects of a process.

The table below should help to detail the 'Who, What, Where and How' for the monitoring of this Guideline.

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Page/ Section of Key Document	Key control:	Checks to be carried out to confirm compliance with the Guideline:	How often the check will be carried out:	Responsible for carrying out the check:	Results of check reported to: <i>(Responsible for also ensuring actions are developed to address any areas of non-compliance)</i>	Frequency of reporting:
	WHAT?	HOW?	WHEN?	WHO?	WHERE?	WHEN?
	These are the 'key' parts of the process that we are relying on to manage risk. We may not be able to monitor every part of the process, but we MUST monitor the key elements, otherwise we won't know whether we are keeping patients, visitors and/or staff safe.	What are we going to do to make sure the key parts of the process we have identified are being followed? (Some techniques to consider are; audits, spot-checks, analysis of incident trends, monitoring of attendance at training.)	Be realistic. Set achievable frequencies. Use terms such as '10 times a year' instead of 'monthly'.	Who is responsible for the check? Is it listed in the 'duties' section of the guideline? Is it in the job description?	Who will receive the monitoring results? Where this is a committee the committee's specific responsibility for monitoring the process must be described within its terms of reference.	Use terms such as '10 times a year' instead of 'monthly'.
All	Appropriate safety equipment will be available near the equipment.	All safety equipment will be replaced. New safety equipment that complies to appropriate standard will be ordered and made available.	Annually	Named individual carrying out the safety equipment ordering and maintenance and overall responsibility is the Countywide Audiology Manager.	Named individual will carry out the safety equipment ordering and maintenance and report results and findings to the Countywide Audiology Manager	Annually
All	The Grinder, Polisher and Hand Drill across all sites have an Annual safety check and Annual PAT Test by an appropriate	Estates will be contacted to carry out Annual equipment safety check.	Annually	Named individual who is responsible for equipment	Named individual who is responsible for equipment maintenance and repair monitoring and report	Annually

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	member of the Hospital Estates Team.	Equipment will be included in Annual PAT Testing.		maintenance and repair monitoring and overall responsibility is the Countywide Audiology Manager.	results and findings to the Countywide Audiology Manager	
All	All new clinical staff who will be carrying out earmould modifications will have training on safe use of the Grinder, Polisher and Hand Drill and Training form will be signed and saved in their personal file.	All new staff who will be carrying out earmould modifications will have Grinder, Polisher and Hand Drill safety training, Form will be signed and saved in their personal file.	Training will be carried out before any earmould modifications are carried out.	Appropriate Audiologist band 6 or above will carry out training. Named individual carrying out the safe Grinder use compliance and overall responsibility is the Countywide Audiology Manager.	Named individual will carry out the safe grinder use form check and report results and findings to the Countywide Audiology Manager	Once new starters have Safe Grinder use training completed which is before they carry out any earmould modifications

8. Guideline Review

This Guideline will be reviewed biannually by the Author or Countywide Audiology Manager.




9. References and Resources [You should include external source documents and other Trust documents that are related to this Guideline]

References:

Code:

Government website – Health and Safety Executive - HSE Document - Safety in the use of abrasive wheels	N/A
Universal Laboratories – Earmould Manufacturer also Advised	N/A
Good Practice	N/A

Resources:

Government website – Health and Safety Executive - HSE Document - Safety in the use of abrasive wheels	 Grinder H&S from Health and Safety Exe
Grinder Safety Poster	 Grinder Poster V2 2025 Word.docx
Safe Use of Grinder Training Form	 Safe Use of Grinder Training Form.docx

10. Background

10.1 Equality requirements

Equality impact assessment form completed, as per below, positive and neutral impacts.

10.2 Financial risk assessment

Financial Impact Assessment form completed, as per below, no financial risk involved. Implementing the Process should improve the referral process as a whole and make it more efficient.

10.3 Consultation

This document will be circulated to the Countywide Audiology Manager for consultation.

Contribution List

This key document has been circulated to the following individuals for consultation;

Designation
Edward Southan Countywide Audiology Manager

This key document has been circulated to the chair(s) of the following committee's / groups for comments;

Committee
N/A

10.4 Approval Process

This will be reviewed internally by the Countywide Audiology Manager for approval and ratification of this Guideline.

10.5 Version Control

This section should contain a list of key amendments made to this document each time it is reviewed.

Date	Amendment	By:

Supporting Document 1 – Equality Impact Assessment form

To be completed by the key document author and included as an appendix to key document when submitted to the appropriate committee for consideration and approval.

Please complete assessment form on next page;

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Herefordshire & Worcestershire STP - Equality Impact Assessment (EIA) Form

Please read EIA guidelines when completing this form

Section 1 - Name of Organisation (please tick)

Herefordshire & Worcestershire STP		Herefordshire Council		Herefordshire CCG	
Worcestershire Acute Hospitals NHS Trust	X	Worcestershire County Council		Worcestershire CCGs	
Worcestershire Health and Care NHS Trust		Wye Valley NHS Trust		Other (please state)	

Name of Lead for Activity	Edward Southan / Joanne MJ Stanley
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Details of individuals completing this assessment	Name	Job title	e-mail contact
	Edward Southan	Countywide Audiology Manager	edward.southan@nhs.net
	Joanne Stanley	Senior Clinical Audiologist	joanne.stanley2@nhs.net
Date assessment completed	May 2025		

Section 2

Activity being assessed (e.g. guideline/procedure, document, service redesign, guideline, strategy etc.)	Title: Audiology Safe Use of Grinder, Polisher and Hand Drill Guideline			
What is the aim, purpose and/or intended outcomes of this Activity?	To improve the Health and Safety of using the Grinder, Polisher and Hand Drill used for earmould modifications across all sites.			
Who will be affected by the development & implementation of this activity?	<input type="checkbox"/> Service User <input checked="" type="checkbox"/> Patient <input checked="" type="checkbox"/> Carers <input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Staff Communities Other _____	
Is this:	<input type="checkbox"/> Review of an existing activity <input checked="" type="checkbox"/> New activity			

	<input type="checkbox"/> Planning to withdraw or reduce a service, activity or presence?
What information and evidence have you reviewed to help inform this assessment? (Please name sources, eg demographic information for patients / services / staff groups affected, complaints etc.)	Current process reviewed, Government website – Health and Safety Executive - HSE Document - Safety in the use of abrasive wheels considered, Safety equipment researched and sourced and Advice and Guidance obtained from Universal Laboratories – Earmould Manufacturer.
Summary of engagement or consultation undertaken (e.g. who and how have you engaged with, or why do you believe this is not required)	Consultation with Countywide Audiology manager and countywide Audiology team.
Summary of relevant findings	Implementing this is a necessary step to ensure and demonstrate Safe use of the Grinder, Polisher and Hand Drill used for earmould modifications across all sites.

Section 3

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Disability	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Gender Reassignment	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Marriage & Civil Partnerships	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Pregnancy & Maternity	X	X	X	Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group However - Any Pregnant staff who may be carrying out this activity will need to discuss any potential risks of this activity with their Medical professional and / or Occupational Health.

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
				Implementing the guideline will hopefully contribute to greater Safety of this activity.
Race including Traveling Communities	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Religion & Belief	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Sex	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Sexual Orientation	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Other Vulnerable and Disadvantaged Groups (e.g. carers; care leavers; homeless; Social/Economic deprivation, travelling communities etc.)	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)	X	X		Grinder, Polisher and Hand Drill used for Earmoulds Modifications are used regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.

Section 4

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce / eliminate negative impact	Who will lead on the action?	Timeframe
	Potential Negative impacts may apply to any	Any Pregnant staff who may be carrying out this	The Pregnant staff who	As required

	Pregnant staff who may be carrying out this activity.	activity will need to discuss any potential risks of this activity with their Medical professional and / or Occupational Health.	may be carrying out this activity are responsible for discussing potential negative impacts with their Medical professional and / or Occupational Health	
How will you monitor these actions?	Any changes in service provision is monitored by the Countywide Audiology Manager			
When will you review this EIA? (e.g in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	Annually			

Section 5 - Please read and agree to the following Equality Statement

1. Equality Statement

1.1. All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

1.2. Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.

1.3. All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	Joanne MJ Stanley
Date signed	May 2025
Comments:	

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Signature of person the Leader Person for this activity	Edward Southan
Date signed	
Comments:	

Supporting Document 2 – Financial Impact Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document:	Yes/No
1.	Does the implementation of this document require any additional Capital resources	No
2.	Does the implementation of this document require additional revenue	No
3.	Does the implementation of this document require additional manpower	No
4.	Does the implementation of this document release any manpower costs through a change in practice	No
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments:	None

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval