

Audiology Lone Working On Site Guideline

Department / Service:	Audiology 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:	16 December 2025
First Revision Due:	16 December 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 Service
Target staff categories	Audiologists

Guideline Overview:

This Guideline applies to all Audiology Staff who undertake lone working within an Audiology department at all / any site.

This Guideline is in place to support the safety and well being of Audiology Staff undertaking Lone Working on site within an Audiology department and the patients being seen in lone working environment.

The Worcestershire Acute NHS Trust Lone Worker Policy must be read and takes priority, this Guideline is in addition to the Trusts Lone Worker Policy and is specific to Audiology On Site Lone Working.

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:
<i>16/12/2025</i>	<i>New Document Approved</i>	<i>Audiology Governance Meeting</i>

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1. Introduction

This Guideline applies to all Audiology Staff who undertake lone working within Audiology department at all / any site. The safety and wellbeing of Audiology staff and patients needs to be considered and Lone working need to be carried out in a safe and competent manner to minimise any risks to the safety of themselves or others.

The Worcestershire Acute NHS Trust Lone Worker Policy must be read and takes priority, this Guideline is in addition to the Trusts Lone Worker Policy and is specific to Audiology On Site Lone Working.

This Guideline is in place to support the safety and wellbeing of Audiology Staff undertaking Lone Working within Audiology department and the patients being seen in lone working environment.

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.

Benefits of following the Guideline include:

- To help maximise Health and Safety and to reduce the risk of injury or harm
- To ensure staff safety is monitored during on site lone working
- To help assure the same standards of safety for patients seen in lone working environment
- 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 for on site lone working.

This Guideline applies to all Audiology staff who undertake lone working within Audiology department at all / any site. The safety and wellbeing of Audiology staff and patients needs to be considered and Lone working need to be carried out in a safe and competent manner to minimise any risks to the safety of themselves or others.

The Worcestershire Acute NHS Trust Lone Worker Policy must be read and takes priority, this Guideline is in addition to the Trusts Lone Worker Policy and is specific to Audiology On Site Lone Working.

All Audiology staff who will be undertaking on site lone working must

- Read the Worcester Acute NHS Trust – Lone Worker Policy
- Read and follow where clinically appropriate – Audiology Lone Working On Site Guideline
- Ensure their Conflict Resolution and Resuscitation mandatory training is complete and in date and that they have, or are working towards, 100% mandatory training compliance.

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

3. Definitions

On Site Lone working is when Audiology staff are working at any site where there are no other Audiology staff working within that site, and they are the sole Audiology staff present on site at any given moment in time.

On Site Lone Working may apply to entire working day or may only form part of a working day.

On site applies to all and every site that has Audiology staff in attendance and/or holds Audiology Clinics.

Please note that Lone Working for Domiciliary Home Visits is outside of the scope of this document and there is a separate Audiology Domiciliary Visits Guideline specifically for Domiciliary Lone Working.

4. Responsibility and Duties

It is the responsibility and duty of all Audiology staff who undertake on site lone working to do so in a safe manner to minimise any risks to the safety of themselves or others.

It is the responsibility and duty of all Audiology staff who undertake on site lone working to read the Worcester Acute NHS Trust – Lone Worker Policy.

It is the responsibility and duty of all Audiology staff who undertake lone working on site to read and follow where clinically appropriate this Audiology Lone Working On Site Guideline.

It is the responsibility and duty of all Audiology staff who undertake on site lone working to ensure that their Conflict Resolution and Resuscitation mandatory training is complete and in date and that they have, or are working towards, 100% mandatory training compliance.

It is the responsibility and duty of all Audiology staff undertaking on site lone working to maintain all standards set by Audiology including-

- Ensure any equipment in use has been calibrated, for example Daily Stage A audiometer calibration.
- Report any safety concerns or faults with equipment immediately via email to the appropriate Principal and Countywide Audiology Manager.

It is the responsibility and duty of all Audiology staff who undertake on site lone working to carry out the Audiology appointment in line with the standards set for each appointment within the Audiology department and to have read and follow the Audiology guideline documents for each Audiology appointment they are undertaking.

It is the responsibility and duty of all Audiology staff who carry out on site lone working to undertake and engage with an annual Peer Review, for Adult or Paediatric Audiology service depending on the patients they see.

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 each site where lone working will be carried out has –

- An Audiology Lone Working On Site - Site Safety Risk Assessment completed and saved on the Shared Drive - Acute – Audiology – General – Health and Safety – Lone Working – On Site Lone Working.
- An Audiology On Site Lone Working Equipment Checklist completed, displayed on site and saved on the Shared Drive - Acute – Audiology – General – Health and Safety – Lone Working – On Site Lone Working.

It is the responsibility of the Audiology Department to ensure each site where lone working will be carried out has available –

- A working telephone
- A first aid kit
- Ideally an emergency call button – however some sites do not have this facility available.
- Time for Audiology staff undertaking on site lone working in order to ensure they complete mandatory training and ensure their Conflict Resolution and Resuscitation

mandatory training is complete and in date and that they have, or are working towards, 100% mandatory training compliance.

5. Guideline detail

The Worcestershire Acute NHS Trust Lone Worker Policy must be read and takes priority, this Audiology Lone Working On Site Guideline is in addition to the Trusts Lone Worker Policy and is specific to Audiology Lone Working On Site.

The Audiology Lone Working On Site Guideline is in addition to the Trusts Lone Worker Policy and this Guideline Detail is specific to Audiology on site lone working.

The Lone Working On Site Guideline is specifically for Lone Working On Site within Audiology and there is a separate Audiology Domiciliary Visits Guideline specifically for Domiciliary Lone Working.

On Site Lone Working Patient Suitability –

Patients suitable to be seen in an on site lone working environment must only be booked where there is no known Mental Health Condition or history of violence that may pose a risk to the lone working Audiology staff or to the patient themselves. Any patient with a known Mental Health Condition or history of violence must be seen in an Audiology Clinic where there are more than one member of Audiology staff available. Any known Mental Health Conditions or history of violence can be established at the point of appointment booking from either the patients referral letter, Auditbase patient information or Auditbase patient journal.

On Site Lone Working Audiology Staff requirements –

Staff who undertake on site lone working need to comply to the following –

- To be qualified for the appointment types they will be carrying out
- To have read current Audiology appointment guidelines for each appointment type
- To ensure their Conflict Resolution and Resuscitation mandatory training is complete and in date and that they have, or are working towards, 100% mandatory training compliance.
- To be aware of and have read the Violence and Aggression Policy and had Conflict Resolution training
- To ensure current knowledge is maintained regarding required policies as the policies are updated regularly and are best accessed via the Trust Key Documents to ensure the current/ most up to date version is accessed.
- To have read and comply to the Worcestershire Acute NHS Trust Lone Worker Policy

- To have read and agree to comply, where possible, to the Audiology Lone Working On Site Guideline
- To undertake and engage in Annual Peer Review in either Adult or Paediatric Service within the department.
- To be aware that there is also information and further training available via the Suzy Lamplugh Trust regarding Personal Safety and Lone Working available online
- To comply with Trust uniform policy
- To wear their Trust ID badge and to show Trust ID to patient upon request
- To ensure the site first aid kit is available, maintained and fully stocked

On Site Lone Working Site Facilities

For Each site where Lone Working On Site will be undertaken must have both an Audiology On Site Lone Working Equipment Checklist completed and an Audiology Worcestershire Acute NHS Trust Personal Safety Risk Assessment completed. These will be completed by a Member of Audiology Staff who attend the specific site and these will be checked by a site Principal or Countywide Audiology Manager, any risks to be assessed and steps taken to minimise risks.

The completed Audiology On Site Lone Working Equipment Checklist and Audiology Worcestershire Acute NHS Trust Personal Safety Risk Assessment, for each site, will be saved and accessed via Shared Drive - Acute – Audiology – General – Health and Safety – Lone Working – On Site Lone Working.

On Site Lone Working Safety Plan

On Site Lone Working may apply to entire working day or may only form part of a working day.

At the point where on site lone working is due to commence the Audiology staff member lone working in addition to above requirements must ensure –

- They are aware of the location of their nearest telephone
- They are aware of the location of the emergency call button – if available on the specific site they are working at
- Where there is a choice use a room that does have an emergency call button
- They are aware of the nearest fire alarm in case of emergency
- If lone working in a soundproof booth ensure they are positioned to see the fire alarm light visually
- Where possible the Audiology Department main access door must be locked and have a sign displayed on the door asking patients to wait at the door until they are let into the Audiology Department for their appointment. Where possible this door must be locked to ensure patients or any unauthorised person cannot access or conceal themselves within the department.

- Where there are multiple Audiology rooms – All rooms not in use must be locked to ensure patients or any unauthorised person cannot access or conceal themselves in unused rooms
- They are aware of the site specific fire evacuation plan, fire exits and fire evacuation point, the specific site fire information, evacuation plans and fire wardens take priority, there are also fire evacuation plans and information displayed on the walls at all sites and the Audiology fire information can be found on the Shared drive – Acute – Audiology – General – Health and Safety – Fire Safety.
- They are aware of the location of the first aid kit
- They need to ensure that someone on site knows that they are lone working on site –
 - o At the main sites Alexandra, Kidderminster and Worcester this involves calling security on an internal phone line and dial *61 - Listen to the message – 1123 and provide Extension they are calling from and inform security that they are lone working on site in the Audiology Department and inform them what time they are lone working until. This is so that security are aware and will check safety at intervals and at the end of the lone working day.
 - o Specifically at Alexandra and Worcester sites – when notifying security that lone working will be taking place the Audiology Staff undertaking lone working need to request that a member of Security staff bring a Security Radio to them which will be left with the Audiology staff for the duration of their time lone working. This will enable them to contact Security immediately in the event of any security concerns or events. At the end of the lone working day Security need to be contacted to arrange for the security radio to be returned to Security.
 - o At Evesham and POWCH this involves making themselves known to security or to the site manager / supervisor on the day, by reporting to reception and asking who the named person responsible for this is on the specific day, and informing the named person what time they are lone working until. This is so that security / someone is aware and will check safety at intervals and at the end of the lone working day.
 - o At Droitwich, Malvern, Pershore and Tenbury this involves making themselves known to the site manager / supervisor / matron on the day, by reporting to reception and asking who the named person responsible for this is on the specific day and inform them what time they are lone working until. This is so that someone on site is aware and will check safety at intervals and at the end of the lone working day.
- It is essential to let someone know in case of an emergency whether, safety emergency, medical emergency or fire that they are on site and lone working.

In Case of Emergency

Medical Emergency –

On site lone working Audiology staff must ensure that the on site is available, maintained and stocked and this is for their own personal use only.

In the event of a Medical Emergency for the Audiology staff member, patient or patients carer/relative, for example if staff or patient or patients carer/relative has a suspected heart attack, collapse, accident or medical incident –

- At Alexandra, Evesham, Kidderminster and Worcester - Dial 2222 from an internal phone and ask for crash team or medical assistance
- At Droitwich, Malvern, Pershore, POWCH and Tenbury – Dial 999 from any phone and ask for Ambulance

Safety Emergency –

If at any stage the Audiology staff member feels threatened or they feel the patient’s behaviour is unpredictable they can stop the appointment and rebook the appointment where more Audiology staff are available or request an appointment with 2 Audiologists where appropriate.

In the event of a Safety Emergency for the Audiology staff member, patient or patients carer/relative, for example staff or patient is attacked by patient or a relative or visitor –

- At Alexandra and Worcester – use the Security Radio provided by security on the lone working day to contact security immediately.
- At Evesham and Kidderminster - call security on an internal phone line by either dialling 2222 and asking for Security or dial *61 - Listen to the message – 1123 and provide Extension they are calling from and inform security that they need immediate assistance. If this is unsuccessful Dial 999 from any phone and ask for Police.
- At Droitwich, Malvern, Pershore, POWCH and Tenbury – Dial 999 from any phone and ask for Police

Fire Emergency –

At all sites in the event of a fire emergency when the fire alarm sounds the on site lone working Audiology staff must follow onsite local procedures and evacuation plans.

At all Sites In the event of discovering a fire the on site lone working Audiology staff must raise the alarm by breaking the glass at the nearest point.

- At Alexandra, Evesham, Kidderminster and Worcester – This will alert the fire service and the fire wardens on the day
- At Droitwich, Malvern, Pershore, POWCH and Tenbury – from any phone, where safe to do so, Dial 999 and ask for Fire Service

All staff must only tackle the fire if they have completed their fire training and know how to use the appropriate fire equipment and if they feel safe and confident to do so.

Any and All Incidents –

All Audiology Staff understand any incidents or near misses **MUST** be reported via Datix and Any and All incidents at all, near miss or otherwise, must be reported on Datix at the earliest available opportunity.

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 on site Lone Working
- 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 be emailed to any and all staff who undertake on site lone working.

6.3 Training and awareness

The Audiology team will be made aware of this Guideline via Dissemination.

It will also be emailed to any and all staff who undertake on site lone working.

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.

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	To ensure on site lone working awareness - All Audiology staff who undertake on site lone working must read the Trusts Lone Working Policy and this Audiology Lone Working Onsite Guideline	These documents will be emailed to the Audiology Team once approved via email.	When this new guideline is approved it will be emailed with the Trusts Lone Worker Policy	All Audiology staff who undertake on site lone working are responsible for reading the document and overall responsibility is the Countywide Audiology Manager.	All Audiology Staff will receive the documents via email and overall monitoring is the responsibility of the Countywide Audiology Manager	When this new guideline is approved and whenever there are changes to this guideline following any document review
All	The availability of working telephones, emergency call buttons where available and on	All Audiology staff who undertake on site lone working will note and record	When this new guideline is	Named individual will ensure	Named individual will ensure information is gathered using Audiology	When this new guideline is

	site first aid kits will be monitored	equipment location, availability and function on the Audiology On Site Lone Working Equipment Checklist	approved check lists will also be disseminated and completed	completion of Audiology On Site Lone Working Equipment Checklist by Audiology staff who undertake on site lone working and overall responsibility is the Countywide Audiology Manager.	On Site Lone Working Equipment Checklist and overall responsibility is the Countywide Audiology Manager	approved and information gathered then Annually
All	Staff and Patient and Others Safety and Risk exposure MUST be monitored	Any and All Risks / Near Misses / Concerns / Events are to be monitored via Datix reports and any reports made to the Countywide Audiology Manager.	As and when Datix reports are received and Annually	All Audiology Staff who undertake on site lone working are responsible for reporting any Risk / New Miss / Concerns / Events via Datix and Countywide Audiology Manager.	Countywide Audiology manager	As and when Datix reports are received and Annually

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:

Worcester Acute NHS Trust – Lone Worker Policy	N/A
Suzy Lamplugh Trust regarding Personal Safety and Lone Working	N/A
Good Practice	N/A

Resources:

Worcester Acute NHS Trust – Lone Worker Policy	Document Attached
Audiology On Site Lone Working Equipment Checklist	Document Attached
Audiology Lone Working On Site - Site Safety Risk Assessment	Document Attached

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.

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;

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	November 2025		

Section 2

Activity being assessed (e.g. guideline/procedure, document, service redesign, guideline, strategy etc.)	Title: Audiology Lone Working On Site Guideline		
What is the aim, purpose and/or intended outcomes of this Activity?	This Guideline is in place to support the safety and wellbeing of Audiology Staff carrying out Lone Working On Site and the patients being seen in a Lone Working environment.		
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 checked="" type="checkbox"/> Review of an existing activity <input 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	Current process reviewed, Worcester Acute NHS Trust Lone Worker Policy, Suzy Lamplugh Trust regarding Personal Safety and Lone Working, Good Practice.		

name sources, eg demographic information for patients / services / staff groups affected, complaints etc.	
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
Summary of relevant findings	Implementing this is a necessary step to help ensure the safety of Audiology Staff, Patients and Others as much as possible in the Lone Working On Site environment. Relevant findings include that until now there is no plan to ensure staff safety while Lone Working on any / all sites where Audiology clinics are carried out and this Guideline will incorporate this as a requirement.

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		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Disability	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity to service users.
Gender Reassignment	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Marriage & Civil Partnerships	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Pregnancy & Maternity	X	X	X	Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity to service users. However – Any Pregnant staff who may be carrying out Lone Working On Site will need to discuss any potential risks of this activity with their Medical Professional and / or Occupational Health. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Race including Traveling	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing

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
Communities				the guideline will hopefully contribute to greater Safety of this activity.
Religion & Belief	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Sex	X	X		Audiology Lone Working On Site is carried out regardless of this Equality Group. Implementing the guideline will hopefully contribute to greater Safety of this activity.
Sexual Orientation	X	X		Audiology Lone Working On Site is carried out 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		Audiology Lone Working On Site is carried out 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		Audiology Lone Working On Site is carried out 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 Pregnant staff who may be carrying out Lone Working On Site.	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	The Pregnant staff who may be carrying out this activity are responsible for discussing	As required

		Health.	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	November 2025
Comments:	
Signature of person the Leader Person for this activity	Edward Southan
Date signed	November 2025
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