

The Control of Noise at Work Policy

Name	Control of Noise at Work Policy
Summary	This policy sets out safe procedures and guidance to ensure compliance with The Control of Noise at Work Regulations 2005
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
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Approving committee/group	Health and Safety Committee
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Noise at Work Policy

1. Introduction and policy statement

Exposure to excessive noise can cause hearing damage and even hearing loss. Noise also interferes with communication and may therefore compromise safety at work. The effects of noise may be cumulative and ultimately irreversible.

The Golden Jubilee Foundation (GJF) recognises its duty to comply with the Control of Noise at Work Regulations 2005, which requires employers to prevent or reduce risks to health and safety from exposure to noise at work.

2. Scope

This policy applies to all staff, contractors, volunteers, students and those on work experience at the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

3. Operational System

The Control of Noise at Work Regulations 2005 requires employers to prevent or reduce risks to health and safety from exposure to noise at work. In order to achieve this, we must do the following:

- Assess the risks to our employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide our employees with hearing protection if we cannot reduce the noise exposure enough by using other methods;
- Make sure legal limits on noise are not exceeded.

The exposure limit values (daily/weekly personal noise exposure) are as follows:

- Lower exposure action values are: 80dB(A) or peak sound pressure of 135dB(C)
- Upper exposure action values are: 85dB(A) or peak sound pressure of 137dB(C)
- Daily/weekly exposure limit values are: 87dB(A) or peak sound pressure of 140dB(C)

Any work process, equipment or workplace which is expected to expose staff to excessive noise will be subject to a formal assessment carried out by a competent person. As a simple guide, Department Managers will probably need to do something about the noise if any of the following apply:

- Is the noise intrusive for most of the working day?
- Do your employees have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
- Do your employees use noisy powered tools or machinery for more than half an hour each day?
- Do you work in a noisy environment, e.g. engineering plant rooms?
- Are there noises due to impacts, e.g. sharp bursts of noise?

If the Department Manager is in any doubt, or if their staff members or others raise any concerns over workplace noise, then technical advice and assistance should be sought from the Health and Safety Manager

7. Training Requirements

Noise assessments can only be carried out by suitably competent personnel who have been specifically trained in workplace noise assessment.

All staff members who are required to wear hearing protection should receive information, instruction and training from The Health and Safety Manager on the hazards, risks and control measures.

8. Hearing Protection

Where exposure is between the lower and upper exposure action values, hearing protection must be provided for all employees who request them, however the use of them is not compulsory.

Where noise exceeds the upper exposure action values, hearing protection must be provided for employees and their use enforced.

In order for the hearing protection to be effective the following must be considered:

- Make sure the protectors provide sufficient protection – aim to get below 85dB(A) at the ear;
- Target the use of protectors to the noisy tasks and jobs in a working day;
- Select protectors that are suitable for the working environment – consider how comfortable and hygienic they are;
- Think about how they will be worn with other protective equipment (e.g. hard hats, dust masks and eye protection);
- Provide a range of protectors so that employees can choose ones that suit them.
- Erect appropriate signage to identify hearing protection zones, i.e. areas where the use of hearing protection is compulsory.

8. Roles and responsibilities

8.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with Noise at work;
- Ensuring that adequate resources are made available to implement the policy.

8.2 Department Managers are responsible for:

- Ensuring risk assessments of the work environment are carried out where noise is indicated as a potential hazard and that action is taken to reduce the noise exposure that produces risks;
- Ensuring the legal limits on noise exposure are not exceeded;
- Provision of hearing protection if the noise exposure cannot be reduced by using other methods;
- Ensuring that staff groups and individuals identified as being at risk, are given appropriate information, instruction and training.

8.3 Employees are responsible for:

- Taking reasonable care of themselves and others who may be affected by their actions;
- Co-operating by following guidelines for safe work in a noisy environment and working in a manner which controls risk to as low a level as is reasonably practicable;
- Reporting any unsafe conditions arising out the work environment or work processes;
- Taking part in training and education designed to meet the requirements of the policy.

8.4 The Health and Safety Manager is responsible for:

- Carrying out noise assessments and noise surveillance where required;
- The provision of suitable and sufficient information, instruction and training on The Control of Noise at Work to all relevant staff members as identified via the risk assessment process.

9. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements

c) An incident occurs that requires improvement in practice.