

Noise Control Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/12/2018 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. GENERAL STATEMENT

- 1.1. ICMP strives to provide a safe and healthy learning environment for all students, staff, and visitors to the school. The nature of our business dictates that there is exposure to noise and whilst we actively encourage rehearsal and practice for both regular lessons and extra-curricular activities prolonged exposure can cause hearing loss, damage and discomfort.
- 1.2. ICMP therefore will take all reasonable steps necessary to ensure that the risk of hearing damage to employees and students who work in a noisy environment is reduced to a minimum.
- 1.3. Rehearsals in all performance rooms must therefore be conducted at a reasonable volume level. This level has been defined as not louder than 103.0 dB in any of the sound-proof performance rooms.
- 1.4. We will record, monitor and log volume levels in all performance rooms every 3 months and a sound meter is available for use should anyone wish to check levels should there be any question.
- 1.5. ICMP also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.
- 1.6. We will also use the best practicable means to minimise the disturbance caused by noise from Company premises affecting people in the neighbourhood.
- 1.7. The persons responsible for the implementation of this policy are the Health and Safety Team and cooperation is required of all members of management and staff.

2. NOISE LEVELS

- 2.1. The Regulations define levels of noise which trigger different obligations as follows:
 - 2.1.1. Lower exposure action level – a daily personal noise exposure of 80 dB(A) or peak sound pressure level of 135 dB(C)
 - 2.1.2. Upper exposure action level – a daily personal noise exposure of 85 dB(A) or peak sound pressure of 137 dB(C)
 - 2.1.3. The exposure limit – daily personal noise exposure of 87 decibels

3. NOISE ASSESSMENTS

- 3.1. ICMP will carry out noise exposure assessment and noise level survey of noisy areas as required under “The Control of Noise at Work Regulations 2005”.
- 3.2. These will be carried out where employees are likely to be exposed to the lower exposure action level or above.

- 3.3. The lower exposure action level means a daily or weekly personal noise exposure of 80 dB(A) or a peak sound pressure level of 135 dB(C).
- 3.4. The Health and Safety Team is responsible for appointing a competent person to conduct these assessments.
- 3.5. The results of these will be used as the basis for formulating action plans for remedial measures where necessary.
- 3.6. Assessments and surveys will be recorded and updated, particularly when either there is a significant change in the equipment or the work to which the assessment relates or wherever there is reason to suspect that the assessment is no longer valid.
- 3.7. The Health and Safety Team is responsible for retaining the assessment and survey records. We will notify our employees of the results of these assessments.

4. REDUCTION OF NOISE EXPOSURE LEVELS

- 4.1. ICMP will, whenever any of its employees, students or visitors are likely to be exposed to the upper exposure action level or above or the peak action level or above as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protective equipment.
- 4.2. This will include the use of a reduced exposure time to ensure that the upper exposure action level is not exceeded.
- 4.3. ICMP accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.
- 4.4. The upper exposure action value means a daily and weekly personal noise exposure of 85dB(A), or a peak sound pressure of 137dB(C).
- 4.5. Whilst we actively encourage rehearsal and practice of live music performances for both regular lessons and extra-curricular activities, prolonged exposure can cause hearing loss, damage and discomfort. Therefore, **ALL** rehearsals and 'live' performances **MUST** be conducted at a reasonable volume level.
- 4.6. This level has been defined as not louder than 103.0 dB in any of the sound-proof performance rooms.
- 4.7. Tutors are responsible for monitoring and maintaining reasonable volume levels whilst teaching and **MUST** ensure that students are using appropriate earplugs during **ALL** performances.
- 4.8. Students and staff booking rooms for evening or weekend rehearsal are responsible for monitoring their own volume levels and meters are fitted to all live rooms to assist in this. Failure to keep noise within the above levels may result in individuals and groups being banned from using rooms in future. This loss will apply to all people present in the room at the time of the problem.

5. USE AND MAINTENANCE OF NOISE CONTROL EQUIPMENT / PROCEDURES

- 5.1. ICMP will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc.
- 5.2. All personnel will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies to the Health and Safety team.

6. MANDATORY EAR PROTECTION

- 6.1. Where exposure to noise exceeds the upper exposure action level defined zones will be designated an “ear protection zone”.
- 6.2. ICMP will provide suitable and sufficient ear protection to employees working in these areas and will provide for the maintenance and repair or renewal of the protective equipment.
- 6.3. It is a mandatory requirement that ear protection is worn in these areas. Personal ear protectors will comply with regulatory provisions relating to personal protective equipment.
- 6.4. The Health and Safety team is responsible for the issue of PPE and retaining records of its issue.
- 6.5. Any contractors who are required to work within these areas will be required to wear ear protection.
- 6.6. It is the responsibility of all ICMP sponsors of visitors to ensure adequate ear protection is supplied.