

There are Five tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

At the noise calculator section follow the instructions for that section

Once complete simply print off both the Title Page, Audit Details pages and Noise calculator details

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

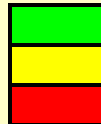
Health & Safety Noise at Work Regulations 2005 Risk Assessment

Date	
------	--

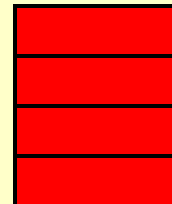
Company Name	
--------------	--

Assessor	
----------	--

Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



Who might be harmed and why
Action Plan
Records
Review



Weekly Noise Exposure Calculator

Complete a daily exposure calculation for each day of the week and then enter each days data in the table below

Note: Print off and keep the individual day records.

Weekly Noise Exposure Table

		dBA
Day 1		5
Day 2		2
Day 3		2
Day 4		2
Day 5		2

Weekly noise exposure ($L_{EP,w}$)

2

Daily Noise Exposure Calculator

Consider an 8 hour working day; For each hour of the day estimate the noise levels (dBA) as follows:

The average noise level (L_{Aeq}) can be derived from measurements made in the workplace using a noisemeter, or

It may also be derived from other sources of data, such as published information on noise levels or information from machinery manufacturers and suppliers.

It can be also estimated as follows:

Does the employee need to shout to talk to someone **1 m away**. The noise level here is probably **90 dB** or more.

Does the employee need to shout to talk to someone **2 m away**. *The noise level here is probably 85 dB*

Is conversation at **2 m possible**, but **noise is intrusive** - I.E. comparable to a busy street or a typical vacuum cleaner. ***The noise level here is probably 80 dB***

For each hour record the activity that the person is doing; A sound level in dBA using one of the methods above and the method used in determining that noise level

If the person does different activities on different days of the week complete this exercise over a 5 day period and record each daily total in the weekly exposure calculator sheet. Print the daily sheets to keep with your assessment.

Daily Noise Exposure Table

	Activity / Process	How level determined- measured, estimate, manufacturers information etc	dBA
Hour 1			80
Hour 2			96
Hour 3			85
Hour 4			68
Hour 5			
Hour 6			
Hour 7			
Hour 8			

Daily noise exposure ($L_{EP,d}$)

87

Noise Risk Assessment

<p>Unless indicated otherwise make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>Is there Risk due to Noise</p>				
<p>Do you work in a noisy industry, eg construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging, pressing or stamping; paper or board making; canning or bottling plant; foundries?</p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Do your employees use noisy powered tools or machinery for more than half an hour each day in total?</p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Are there noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc), explosive sources such as cartridge-operated tools or detonators, or guns?</p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Are there areas of the workplace where noise levels could interfere with warning or danger signals?</p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Are employees exposed to noise which makes it necessary to shout to talk to someone 1 m away, for more than about half an hour per day in total? <i>The noise level here is probably 90 dB or more.</i></p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Are employees exposed to noise which makes it necessary to shout to talk to someone 2 m away, for more than about two hours per day in total? <i>The noise level here is probably 85 dB or more.</i></p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>Is conversation at 2 m possible, but noise is intrusive - comparable to a busy street, a typical vacuum cleaner or a crowded restaurant - for more than about six hours per day in total? <i>The noise level here is probably 80 dB or more.</i></p>	<p>1 = Yes; 0= No</p>		<p>0</p>	
<p>If this Box is Green you probably don't have a noise risk and do not need to continue with this risk assessment</p>			<p>0</p>	

Noise Risk Assessment

Unless indicated otherwise make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments												
Who might be harmed and why																
Have you identified which employees are likely to be affected by the noise and how. You will already have some idea of which employees are at risk, but you need to ensure that all employees at risk have been identified. For example, consider not just the person operating a noisy tool or machine, but also other people working nearby who may also be affected. Consider also people who move between different jobs or types of work during the day, and make sure you understand their patterns of noise exposure. Remember to include people who are not your employees but who may be affected by the work you do, eg visitors or subcontractors working on your site or alongside your employees.	3		0													
Have you considered the potential for people to be harmed, you mainly need to think about hearing damage (deafness, tinnitus or other hearing problems). But you also need to consider risks to safety which can arise from working in a noisy environment, such as noise interfering with communications, warning signals and the ability to pick up audible signs of danger. These risks to safety may be more closely related to the level of noise at a particular point in time rather than to daily personal noise exposure.	3		0													
Have you taken into account employees with pre-existing hearing conditions, those with a family history of deafness (if known), pregnant women and young people.	3		0													
	9	0	0													
Evaluation of Risk																
Personal noise exposure is a combination of noise level and duration of exposure																
Enter your data onto Noise Calculator Daily worksheet and follow the instructions on that page. The result will copy onto this worksheet																
<table border="0"> <tr> <td data-bbox="853 1106 1189 1134">Daily Noise Exposure</td> <td data-bbox="1106 1106 1189 1134">87</td> <td data-bbox="1285 1106 1671 1134"> <table border="0"> <tr> <td data-bbox="1285 1106 1352 1134">█</td> <td data-bbox="1352 1106 1671 1134">Below First Action Level</td> </tr> <tr> <td data-bbox="1285 1134 1352 1163">█</td> <td data-bbox="1352 1134 1671 1163">Above First Action Level</td> </tr> <tr> <td data-bbox="1285 1163 1352 1192">█</td> <td data-bbox="1352 1163 1671 1192">Above Second Action level</td> </tr> </table> </td> </tr> <tr> <td data-bbox="831 1166 1189 1195">Weekly Noise Exposure</td> <td data-bbox="1106 1166 1189 1195">█</td> <td></td> </tr> </table>					Daily Noise Exposure	87	<table border="0"> <tr> <td data-bbox="1285 1106 1352 1134">█</td> <td data-bbox="1352 1106 1671 1134">Below First Action Level</td> </tr> <tr> <td data-bbox="1285 1134 1352 1163">█</td> <td data-bbox="1352 1134 1671 1163">Above First Action Level</td> </tr> <tr> <td data-bbox="1285 1163 1352 1192">█</td> <td data-bbox="1352 1163 1671 1192">Above Second Action level</td> </tr> </table>	█	Below First Action Level	█	Above First Action Level	█	Above Second Action level	Weekly Noise Exposure	█	
Daily Noise Exposure	87	<table border="0"> <tr> <td data-bbox="1285 1106 1352 1134">█</td> <td data-bbox="1352 1106 1671 1134">Below First Action Level</td> </tr> <tr> <td data-bbox="1285 1134 1352 1163">█</td> <td data-bbox="1352 1134 1671 1163">Above First Action Level</td> </tr> <tr> <td data-bbox="1285 1163 1352 1192">█</td> <td data-bbox="1352 1163 1671 1192">Above Second Action level</td> </tr> </table>	█	Below First Action Level	█	Above First Action Level	█	Above Second Action level								
█	Below First Action Level															
█	Above First Action Level															
█	Above Second Action level															
Weekly Noise Exposure	█															

Noise Risk Assessment

<p>Unless indicated otherwise make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>Action Plan</p>				
<p>If your estimated noise exposure levels are above any of the action levels you will need to address the following</p>				
<p>Have you documented how you will provide suitable hearing protection, and set up hearing protection zones.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you documented the actions you are considering regarding your general duty to reduce risks</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you investigated the applicability of basic noise-control measures and relevant industry standards in noise control;</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you implemented a positive hire and purchase policy;</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you maintenance systems necessary to ensure minimum noise emissions from plant etc.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you adopted plans to develop a programme of noise-reduction measures, where exposure to noise exceeds the upper exposure action values, including how you will explore and prioritise options for controlling noise exposure control.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you provided suitable hearing protection, and set up hearing protection zones.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you arrangements for providing information, instruction and training for employees, including training on noise hazards and information on the measures that you have or will put in place to minimise risks.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Do you have arrangements for providing health surveillance.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you set realistic time-scales for the work to be carried out.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you assigned tasks to named people or post holders within the company to be responsible for the various tasks.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p>Have you assigned a named person or post holder to be responsible, overall, for making sure that the plan is competently carried out.</p>	<p>3</p>	<p>0</p>	<p>0</p>	
<p></p>	<p>36</p>	<p>0</p>	<p>0</p>	

Noise Risk Assessment

Unless indicated otherwise make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Records You should record the major findings of your risk assessment, and your action plan. The major findings are your estimates of daily personal noise exposure and peak noise exposure, your analysis of the risks and whether they are as low as reasonably practicable, any other information on which you based the evaluation of risks and the decisions on actions required under the Noise Regulations. The record will provide some evidence for the decisions that you made to comply with the law.				
Have you recorded the workplaces, areas, jobs or people included in the assessment, including a description of the work going on;	3		0	
Have you recorded the date(s) that the assessment was made;	3		0	
Have you recorded the daily personal noise exposures of the employees or groups of employees concerned;	3		0	
Have you recorded the peak noise exposure levels of the employees or groups of employees concerned;	3		0	
Have you recorded the information used to determine noise exposure;	3		0	
Have you recorded if noise measurements have been made, relevant details of the measurements, including the person(s) responsible for carrying them out;	3		0	
Have you recorded any further information used to evaluate risks;	3		0	
Have you recorded the name of the person(s) responsible for making the risk assessment;	3		0	
Have you recorded your action plan to control noise risks.	3		0	
	27	0	0	

Noise Risk Assessment

<p>Unless indicated otherwise make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
Review				
<p>Have you reviewed your risk assessment and action plan if there is any reason to think that it does not reflect the current noise risk in your workplace. For example, if you change the way you work or the processes you use, bring in new machinery, stop using older machinery or alter shift patterns, the noise exposures of your employees are likely to change;</p>	3		0	
<p>Have you reviewed your risk assessment and action plan if you become aware (eg through trade journals, industry groups or HSE publications) of new ways of working or improved noise-control techniques that could be applied to your workplace;</p>	3		0	
<p>Have you reviewed your risk assessment and action plan if you have introduced noise-control measures following a previous assessment and need to determine their impact on employees' exposure;</p>	3		0	
<p>Have you reviewed your risk assessment and action plan if health surveillance shows that employees' hearing is being damaged, suggesting that noise risks are not being properly controlled;</p>	3		0	
<p>Have you reviewed your risk assessment and action plan if control measures that could not be justified when you originally conducted your risk assessment (probably on the grounds of costs) become reasonably practicable, eg because of changes in technology and cost.</p>	3		0	
<p>Have you recorded this review</p>	3		0	
	18	0	0	