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INDIVIDUAL NOISE RISK ASSESSMENT

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Service:		**Section/Department:**	**Approved by/Document Owner:**
Task: Exposure to excessive noise whilst carrying out EDC Duties			**Individual affected:**
Reason for Noise Risk Assessment? (Referral / NIHL / Exposure) *delete as appropriate	**Healthcare Provider referral for:**	**Health Surveillance Registered?**	**YES/~~NO~~**
Work Location: Various EDC Council Areas			
Equipment/Plant:			
Training or Competence Requirements: Annual Noise Training & regular Noise TBT.			

Risk Rating Calculator

	Likelihood (L) that hazardous event will occur		Consequences (C) of hazardous event occurring
1	very unlikely	1	insignificant – no injury or illness
2	unlikely – may happen	2	minor – minor injuries/illness needing first aid
3	fairly likely	3	moderate – up to three days' absence
4	likely	4	major – more than seven days' absence
5	very likely - certain	5	catastrophic – death or severe/life changing injury or illness

Action Level Table

Risk (R) rating	Action
1–2	No action – no further action but ensure controls are maintained and reviewed
3–6	Monitor – look to improve at next review or if there is a significant change
8–12	Action – improve within specified timescale
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
20-25	Stop – stop activity and take immediate action

<table>
<tr><th rowspan="2">Ref. No.</th><th rowspan="2">Activity / Hazard</th><th rowspan="2">Potential Loss</th><th rowspan="2">Control Measures</th><th colspan="3">Risk Rating</th></tr>
<tr><th>L</th><th>C</th><th>R (LxC)</th></tr>
<tr><td>1.</td><td>Exposure to excessive noise</td><td>Noise induced Hearing loss (NIHL), Tinnitus, Deafness</td><td>

The hierarchy of noise control must be used to determine how to implement practical and effective risk management programmes to tackle noise-related issues in the workplace. The hierarchy of noise control includes elimination or substitution of noise sources, collective control measures through engineering and work organisation, and personal protective equipment.
Elimination - Consideration must be given to eliminating the source of the noise in the first place and whether or not the task can be carried out in a different manner so as to eliminate the risk of excessive noise exposure.
Substitution - Where possible noisy equipment must be substituted for less noisy equipment i.e using a battery powered machine rather than a petrol powered machine. Further examples of noise source/process substitution can be found below:

<table>
<tr><th>Noise source / process</th><th>Alternative source / process</th></tr>
<tr><td>Fuel engines</td><td>Electrical engines</td></tr>
<tr><td>Pneumatic tools</td><td>Electrical tools</td></tr>
<tr><td>Throwing</td><td>Positioning gently</td></tr>
<tr><td>Solid wheels</td><td>Rubber tyres</td></tr>
<tr><td>Metal gears</td><td>Plastic gears</td></tr>
<tr><td>Metal bearings</td><td>Fibre bearings</td></tr>
<tr><td>Metal chutes and containers</td><td>Rubber or plastic chutes and containers</td></tr>
<tr><td>Hammering</td><td>Gluing</td></tr>
<tr><td>Stapling</td><td>Clipping</td></tr>
<tr><td>Chipping</td><td>Grinding</td></tr>
</table>
</td><td>2</td><td>3</td><td>6</td></tr>
</table>

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				L	C	R (LxC)
			• **Engineering Controls** - Processes, machinery or equipment will be reviewed for noise exposure so that workers are exposed to the least amount noise possible. For example, using screens, barriers, enclosures and absorbent materials help to reduce workers' noise exposure. Some engineering measures that may be considered include: ▪ separating the noisy area from other workspaces by a sound-reducing partition ▪ enclosure of noisy machinery with sound-absorbing material (effect may be limited unless total enclosure is achieved) ▪ avoiding metal-to-metal contact by using plastic bumpers ▪ using absorbent lining on surfaces to cushion the fall or impact of objects ▪ fitting sound-absorbing materials to hard reflective surfaces ▪ using acoustical silencers in intake and exhaust systems ▪ using rubber mounts to isolate vibrating noise source to separate it from the surface it's mounted to ▪ maintaining optimum speed of machinery or its particular components ▪ repairing and replacing loose rotating parts, worn bearings and gears ▪ using sound-absorbing material on walls, ceiling and floors to reduce the noise level due to reverberation ▪ undertaking regular maintenance on equipment (very effective in reducing noise emission if carried out regularly). • **Administrative Controls** - Management of the way we work will be organised to reduce either the number of workers who are exposed or the length of time they are exposed to noise. Administrative controls will be used when it is not possible to reduce noise exposure through elimination, substitution or engineering noise control measures. Some administrative measures include: ▪ identifying hearing protection zones and clearly sign-posting noisy areas ▪ increasing the distance between noise sources and workers the further away the noise source is, the less harmful its effect on workers will be ▪ organising schedules so that noisy tasks are performed when as few people as possible are present ▪ minimising the number of individuals working in a noisy area keeping individuals out of the area if their job does not require them to be there ▪ limiting the time workers spend in noisy areas by job design and job rotation			

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			▪ providing rest breaks in areas away from a noisy work environment ▪ providing sufficient information, instructions and training to the workers for the proper use of work equipment. • **Personal Protective Equipment** - Personal protective equipment protects the users from any adverse effects on hearing caused by exposure to high levels of noise. It is the last option in the hierarchy of control and should be used as a last resort after all efforts to eliminate or reduce the noise levels have been exhausted through technical and organisational means. ▪ Use of appropriate hearing protection will be instituted. Protection will conform to BS EN 352 and proper use, fit, and care of the plugs will be in accordance with manufacturer's instructions. ▪ Obtain data on the characteristics of hearing protectors and their noise attenuation performance from the manufacturer to ensure the correct level of protection is being afforded the wearer at all times. ▪ Instruction and information on the correct way to wear/insert the hearing protection will be provided. • All operatives highlighted at risk will take part in the EDC Health Surveillance program and attend annual audiometry checks. Note: Health Surveillance cannot be used as a stand-alone control however is important in evaluating the effectiveness of hearing conservation strategies • Individuals highlighted as suffering NIHL will take part in EDCs Hearing Conservation Program designed to monitor and assess individuals for NIHL through a program of: • Regular Audiometric testing to ensure no further deterioration in employees hearing. • A program of routine Noise Measurement, Mapping & Dosimetry rolled out to so that precise noise exposure levels can be ascertained. • An assessment of risk to individuals along with robust control measures designed to minimise the risk from noise exposure. • A suite of training designed to educate and train individuals on the risk of noise induced hearing loss and what can be done to prevent it.			

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				L	C	R (LxC)
			• Appropriate Hearing Protection made available to all along with information on proper usage and noise reduction ratings (NRR). • Regular review of control measures in place along with an accurate record of exposure to noise at work.			
2.	Inadequate Health Surveillance participation	Escalation of HAVS diagnosis	• Requests for information from EDC Occupational Health Provider will be dealt with in a timely manner. ▪ Individual: Will provide accurate & timely information to Occupational Health Provider and attend clinic as requested. ▪ Line Manager: Will provide effective two-way communication with individual on vibration reports, requests to attend clinic & assessment of risk. ▪ Health & Safety Team: Will provide advice, guidance, information & training to reduce the risk to ALARP.	2	2	4

Ref No.	ADDITIONAL CONTROL MEASURES	L (1 – 5)	C (1 – 5)	R (1 – 25)	Actioned By (Print Name) & Target Date	Date Control implemented	Sign to Confirm
1.	This Risk Assessment will be reviewed annually to ensure appropriate controls are in place.	**2**	**3**	**6**			

ASSESSOR(s) PRINT NAME/JOB TITLE:		**ASSESSOR(S) SIGNATURE:**		**ASSESSMENT DATE:**	
ASSESSMENT REVIEWED BY:		**REVIEW DATE:**			