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Health & Safety Services

Unit name goes here

**Preliminary Noise Survey**

Version 2.0 December 2023

Exposure to loud noise can damage hearing. Hearing loss can be gradual or as a result of sudden exposure to extreme noise. Damage can be disabling as it impacts on understanding speech and can put people at risk, thorough not hearing instructions or audible alarms or by reducing surrounding awareness for mobile work equipment or traffic.

**Is a noise assessment required?** If answering yes to any of the intrusive noise sources in Table 1, a noise survey will be required. Please go on and complete table 2 and return this form to [safety@reading.ac.uk](mailto:safety@reading.ac.uk) to arrange a noise survey.

**Table 1.**

|  |  |  |
| --- | --- | --- |
| **Preliminary Noise Survey** | | |
| **School/Function completing the preliminary noise survey**: | | |
| **Name of manager completing the preliminary noise survey**: | | |
| **Location of the noise sources (building and room)**: | | |
| **Who works/studies in the survey location**:  staff  student  contractors  other visitors | | |
| **Is there an intrusive noise problem?**  **For at least part of the day:**  Workers raise their voices to be heard when 2 meters apart?  Workers exposed to noise that requires shouting at 1 meter apart?  Workers use powered tools or powered machinery?  Workers exposed to any impact noise: hammering, pneumatic tools, drilling?  Workers use vacuum cleaners or similar?  Workers drive tractors or use grounds equipment?  Workers work in a noisy location: plant room, workshop? | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |
| **Confirm what is already being done to control noise exposure**?   1. Is noise identified as a hazard in area or activity risk assessment? 2. Have published noise levels been identified from manufacturer documentation? 3. Are noise barriers and absorbing materials used to protect workers? 4. Is access to the noisy area being limited only to authorised workers? 5. Is the duration and regularity of the noisy work already being managed? 6. Are workers receiving awareness information and instruction and training? 7. Has hearing protection equipment been made available to workers? 8. Has a noise assessment been completed before? 9. Are workers required to wear hearing protection equipment? 10. Is the work area a designed hearing protection zone and is signage displayed? 11. Are workers enrolled in health surveillance programs (audiology) | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |
| **Confirm any hearing protection in use, by providing the manufacturer and model information:** | | |
| **Any further comments?** | | |
| **Manager signature**: | **Date of survey**: | |

**Table 2.**

Completed if answering yes to any of the intrusive noise sources identified in Table 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Noise Sources in the survey area specified in Table 1** | | | | | |
| Equipment  (Item, brand, model) | Usage Rate | | | Manufacturer data | |
| Minutes per session | Maximum  number sessions per day per worker | Number days per week | Published sound pressure level  dB (A) | Published vibration level  (m/s2) |
| Example: Tractor, Massey Deer, model 1234 | 30 | 2 | 5 | 80 | 1.2 |
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