

# A Template for Workplace Noise Survey Reports

This document tells you what should be in a workplace noise survey report.

In this template:

- **The Assessor** is the person doing the noise survey and writing the report.
- **The Dutyholder** is the person responsible for controlling the noise risk (usually the client).

There are three levels of report depending on what you have been asked to do and your competency. The three levels of reporting are:

## Base Level

1. The **Assessor** gathers noise data (measured or from other sources) for each employee, group of employees, work location or task.
2. The **Assessor** reports the noise data and the expected daily or weekly exposures for each employee, group of employees, work location or task.
3. The **Assessor** tells the **Dutyholder** where to have Hearing Protection Zones.
4. The **Assessor** calculates the required performance for hearing protection and advises on over protection. The Assessor may also advise on the type, make, and use of hearing protection.
5. The **Assessor** gives the **Dutyholder** information on 'buy quiet'. Reference to the HSE webpages may be helpful [www.hse.gov.uk/noise/choosequieter.htm](http://www.hse.gov.uk/noise/choosequieter.htm).
6. The **Assessor** tells the **Dutyholder** if employees need health surveillance.

## Intermediate Level

1. The **Assessor** completes all the parts of a Base Level report.
2. The **Assessor** tells the **Dutyholder** if employees need to be given Information, Instruction and Training (IIT) for workplace noise. The Assessor can advise on the content, style and provision of the IIT.
3. The **Assessor** tells the **Dutyholder** about the generic noise control measures HSE expects to see for the type of work being done. The Assessor should list the relevant controls from HSE's:
  - Workplace noise guidance document [www.hse.gov.uk/pubns/books/l108.htm](http://www.hse.gov.uk/pubns/books/l108.htm)
  - Sound solutions document [www.hse.gov.uk/pubns/books/hsg232.htm](http://www.hse.gov.uk/pubns/books/hsg232.htm)
  - Case studies <http://www.hse.gov.uk/noise/casestudies/index.htm>

## Comprehensive Level

1. The **Assessor** will complete all the parts of a Base and Intermediate Level report.
2. The **Assessor** tells the **Dutyholder** about specific noise control measures for the type of work being done. The advice will be based on the Assessor's technical knowledge but may include:
  - calculations of expected noise levels after the controls are in place.
  - information on where to find installers.
  - information on where to find suppliers.

3. The **Assessor** will give the **Dutyholder** an action list that shows which control measures should take priority.
4. The **Assessor** may also include noise maps and frequency analysis of machinery and equipment.

A workplace noise survey is not a workplace noise risk assessment. Noise surveys can be part of a risk assessment, but the responsibility to assess and control risk is on the Dutyholder. A full risk assessment should consider the effects of noise on employees at particular risk and information obtained from health surveillance. Assessors do not always get access to this sort of information unless they are also the Dutyholder.

## Workplace Noise Survey – Report Template

### Disclaimer

This workplace noise survey has been produced to help you (the Dutyholder) with your assessment of risk for workplace noise. A workplace noise survey does not mean you are fully compliant with the Control of Noise at Work Regulations 2005. The duty to assess and control risk to your employees from noise always remains with you. You have a duty to act on the advice I have given and to act on the parts of the regulations not covered in this report. Appendix 3 provides a list of regulations which may not be addressed by this workplace noise survey but which you should comply with.

As your Assessor I have completed a:

<b>Base Level Report</b>		<b>Intermediate Report</b>		<b>Comprehensive Report</b>	
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Report Matrix – What is covered in each level of report			
Areas covered	Type of Report		
	Base Level Report	Intermediate Report	Comprehensive Report*
Assessor's details and qualifications	X	X	X
Description of work task or activity being assessed	X	X	X
Measurement results & data	X	X	X
Measurement information	X	X	X
Calculations of exposure levels	X	X	X
Assessment of exposure levels against action values	X	X	X
Advice on hearing protection zones	X	X	X
Calculations and advice on hearing protection	X	X	X
Advice on overprotection from hearing protection	X	X	X
Advice on Buying Quiet	X	X	X
Advice on who may need health surveillance	X	X	X
Advice on fit and wear of hearing protection		X	X
Advice on Information, Instruction & Training		X	X
HSE expected control measures not evident on site		X	X

Ranked list of technical noise controls			X
Noise control calculations and measurements			X
Noise control measures specific to your site			X
Advice on sourcing quieter machinery			X
Advice on practicability of control measures			X
Advice on machinery and noise maintenance			X

\*This is the minimum expectation for a Comprehensive report. Comprehensive reports may also cover the additional regulations given in Appendix 3 e.g., ototoxic substances.

***A summary must be included at the start of a workplace noise survey. The table shows the items that must be included in the summary. The Assessor is free to include additional information or use a different layout.***

***- Assessors who produce a base level report must only complete the base level section.***

***- Assessors who produce an intermediate level report must complete only the base level and intermediate level sections.***

***- Assessors who produce a comprehensive report must complete all sections.***

***The number of control measures suggested in the summary for intermediate and comprehensive reports can be longer or shorter than suggested.***

## Summary

<u>Key information for Dutyholder</u>	<u>Yes</u>	<u>No</u>
<b>Base Level</b>		
Are there employees exposed to noise above the lower action value (see section 2)?		
Are there employees exposed to noise above the upper action value (see section 2)?		
Are there employees exposed to noise above the limit value (see section 2)?		
Is there a need for Hearing Protection Zones (see section 3)?		
Is hearing protection needed (see section 4)?		
Is there a need for a new or improved 'buy quiet' scheme (see section 5)?		
Do employees need health surveillance (see section 6)?		

<b>Intermediate Level</b>			
Do employees need information, instruction and training (see section 7)?			
List of HSE noise controls that should be considered (see section 8)			
1. 2. 3. 4.			
<b>Comprehensive Level</b>			
Priority Action Plan for noise control (see section 9)			
A. B. C. D.			
Signature of Author		Date of Report	

**This is a list of the minimum information that should be included in a Noise Survey Report. The layout and order are for suggestion only. Assessors are free to produce reports in their own style.**

**Base Level reports must cover all the sections in black.**

**Intermediate Level reports must cover all the sections in black and red.**

**Comprehensive Level reports must cover all black, red and green sections.**

## 1. Introduction

- 1.1. Type of report requested by Dutyholder (Base Level, Intermediate or Comprehensive).
- 1.2. Name of Dutyholder, assessment location and description of work being assessed.
- 1.3. Name and qualifications of Assessor.

## 2. Assessment of Exposure

- 2.1. Identification of employees who are exposed at the lower, upper or limit action values.
- 2.2. Statement of calculation method used (e.g., HSE on-line calculator [www.hse.gov.uk/noise/calculator.htm](http://www.hse.gov.uk/noise/calculator.htm)).
- 2.3. Calculation of noise exposure and results.

## 3. Hearing Protection Zones

- 3.1. Location of Hearing Protection Zones.

## 4. Hearing Protection

- 4.1. Calculation of hearing protection performance.
- 4.2. Statement of calculation method used (e.g., HSE on-line calculator [www.hse.gov.uk/noise/calculator.htm](http://www.hse.gov.uk/noise/calculator.htm)).
- 4.3. Advice on type of hearing protection.
- 4.4. Advice on avoiding overprotection.
- 4.5. Advice on achieving good fit and wear rates for hearing protection.

## 5. Advice on Buying Quiet

- 5.1. Statement saying if a new or improved 'buy quiet' scheme is needed.
- 5.2. Basic description of 'buy quiet' [www.hse.gov.uk/noise/choosequieter.htm](http://www.hse.gov.uk/noise/choosequieter.htm).
- 5.3. Where the Dutyholder needs to look for quieter tools or machinery.
- 5.4. Machinery or tools, used on site, identified as high noise.

## 6. Health Surveillance Advice

- 6.1. List of workers or groups of workers likely to need health surveillance.
- 6.2. Statement to Dutyholder on the regulatory requirement for Health Surveillance.


## 7. Information, Instruction and Training (IIT) Advice

- 7.1. List of workers or groups of workers likely to need IIT.
- 7.2. Advice on suitable IIT.
- 7.3. Programme for IIT and syllabus for training.
- 7.4. IIT training material.

## **8. HSE expected control measures not evident on site**

- 8.1. Location of HSE guidance documents or webpages relevant to the site.
- 8.2. List of relevant control measures which could be adopted.
- 8.3. Comments on how practicable these measures are for this site.

## **9. Technical Noise Control Advice**

- 9.1. List of noise control measures ranked in order of importance.
  - 9.2. Statement confirming Assessor's competence to provide advice on noise control.
  - 9.3. Calculation and measurement data that supports assessment.
  - 9.4. Advice on finding quieter machinery or tools. This may include purchasing advice and producing performance specifications.
  - 9.5. Information on control measures such as practicability, expected performance, materials required, suppliers, and estimated time scales.
  - 9.6. Advice on maintaining noise control measures and advice on maintaining machinery to control noise.
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## Appendix 1 – Measurement Information

### Measurement Practice

- Measurement equipment used (type, serial numbers).
- Calibration information.
- Statement confirming field calibration undertaken before and after measurements (including results of calibration where possible).
- Statement confirming measurement equipment complies with relevant standard (see Appendix 2).
- Statement confirming measurement procedure complies with relevant standard (see Appendix 2).

### Measurement Data

- Results of measurements or reference to source of original measurement data (e.g., machinery manufacturer, HSE data).
- Measurement data (include where relevant LAeq, LCeq, LCpeak and LAE, frequency data, measurement duration, measurement location).
- Comments on relevant environment issues during measurements.



## **Appendix 2 Relevant Standards & Guidance**

- On site measurement methodology should comply with L108, Controlling noise at work, The Control of Noise at Work Regulations 2005 Guidance on Regulations, TSO, Norwich.
- Sound level meter Class 2 must conform to at least BS EN 61672-1:2013 or at least Type 2 of BS EN 60804:2001 (the former standard).
- Dose meters should meet the requirements of BS EN ISO 61252:1997+ A2: 2017.
- Calibrator should meet at least Class 2 of BS EN 60942:2018.
- For the Microphone in Real Ear technique (MIRE) measurement should be made in accordance with BS EN ISO 11904-1:2002.
- For the manikin technique measurements should conform to BS EN ISO 11904-2: 2021.
- For selection and use of hearing protection products should comply with BS EN ISO 458: 2016.

### Appendix 3: Regulations contained in the Control of Noise at Work Regulations 2005 not usually covered in workplace noise surveys

Parts of the Control of Noise at Work Regulations 2005 not covered in a workplace noise survey report			
Reg	Definition	Employee	Employer
5. Suitable and Sufficient Risk Assessment			
5.3(c)	Assessment of ototoxic substances		✓
5.4(a)	Review risk assessment when it is no longer valid		✓
5.4(b)	Review risk assessment when work patterns change		✓
5.5	Consult employees on risk assessment		✓
5.6(a)	Keep a record of the significant findings of risk assessment		✓
6. Elimination or Control of Exposure to Noise			
6.3(g)	Limiting duration or intensity of noise exposure		✓
6.3(h)	Work scheduling and rest periods		✓
6.4(a)	Ensure employees are not exposed above the limit value		✓
6.4(b)	If limit exceeded, (i) reduce exposure, (ii) investigate why, (iii) modify activities		✓
6.6	Adapt measures to take account of employees at particular risk (sensitive persons)		✓
6.7	Consult employees (or their representatives) on control measures		✓
7. Hearing Protection			
7.1	Make hearing protection available if levels are between the lower exposure action value and upper exposure action value		✓
7.2	Provide hearing protection if levels are above the upper exposure action value		✓
7.3(c)	Restrict access to Hearing Protection Zones where practicable		✓
7.3	Ensure that employees entering Hearing Protection Zones wear hearing protection		✓
7.4(b)	Consult employees or their representatives on Hearing Protection		✓

8. Maintenance of Equipment			
8.1(a)	Ensure noise control equipment is properly used		✓
8.1(b)	Ensure noise control equipment is properly maintained		✓
8.2(a)	Makes proper use of hearing protection and noise controls	✓	
8.2(b)	Report defects in hearing protection or noise controls	✓	
9. Health Surveillance			
9.1	Ensure employees at risk are placed under health surveillance		✓
9.2	Ensure records of health surveillance are made and maintained		✓
9.3(a)	Allow employees to access health records		✓
9.3(b)	Provide copies to Enforcing Authorities if requested		✓
9.4(a)	Where ill health is found, ensure the employee is informed by a suitably qualified person		✓
9.4(b)	Where ill health is found, review the risk assessment		✓
9.4(c)	Where ill health is found, review controls, hearing protection and maintenance		✓
9.4(d)	Consider re-assignment of employee with ill health		✓
9.4(e)	Continue health surveillance and consider it for employees similarly exposed		✓
9.5	Employee to make themselves available for health surveillance during working hours	✓	