Scope

This policy applies to any sound production, whether by a PA machine or electronic device particularly in closed spaces such as Music, Tech. Studies, Chapels, Assemblies and any other Public address.

Purpose Statement

- Exposure to sound can be a hazard for staff or students depending on the duration of exposure and the volume of noise.
- The risk of damage depends on several factors; however excessive exposure is defined as a sound level of 100 db for longer than 15 minutes (over an eight hour period with out earplugs).
- Since King’s is committed to safe work practices, this policy outlines the responsibilities for staff and students with respect to reducing exposure to hazardous noise levels. This policy applies to areas where excessive noise may result, including – Music Buildings, Technology, Chapels, Assemblies and the use of public address systems.

Procedures and Responsibilities for All Staff.

Staff need to ensure that noise levels are always at an acceptable level.

If a member of staff perceives a problem with noise levels, they can

a. Take immediate action to reduce the hazard by reducing the volume (turning down the amplifier / PA etc), and / or reducing the duration, eg stopping the noise after 5 minutes. OR
b. Refer the matter to the appropriate facility co-ordinator or the Manager of Facilities and Property.
c. Perform noise level checks on new purchases (prior to purchase) and existing machinery to ensure noise is at safe levels
d. Take account of this policy in planning lessons (eg song choice, repetitive machinery usage) and in the conduct of lessons / activities
e. Perform a sound check prior to a performance to ensure noise is at safe levels
f. Educate students in the culture of safe noise levels at King’s.
g. Take action to rectify breaches of this policy, including clear instructions to students such as “You can’t go over the limit”.
h. Refer students to signs and displays that highlight the hazards of exposure to loud noise.
i. Use protective devices as required (e.g. ear plugs)
Staff need to ensure Students are responsible and educate them with respect to the following

a. To keep noise to safe levels, including switching off machines after use.
b. To perform a sound check prior to performance to ensure noise is at safe levels.
c. To follow instructions given by a teacher to reduce noise (e.g. by turning down the volume)
d. To uphold safe noise levels and work methods.
e. To read signs and posters
f. To use protective equipment (e.g. ear plugs)
g. To participate in education about safe levels of sound as required by facility co-ordinators.

Responsible Staff (Co-ordinator of any Facility / and or Manager of Facilities and Property)

a. Respond to matters referred to them concerning hazardous noise.
b. Set sound levels, measure sound and make rulings about hazardous noise to return the situation to safe levels.
c. Ensure signs and posters are suitably displayed.
d. Ensure that staff use protective equipment and devices
e. Ensure consultation occurs concerning - staff expectations and responsibilities, student expectations and responsibilities, education of staff / students and purchase of equipment likely to produce hazardous noise.

Controls available

For measurement of sound levels – portable sound meter.
For sound reduction –

• Use of ear plugs – available from the school purchasing officer
• Turning down or turning off source of sound / noise
• Restricting student use of equipment (eg. limited student access to rooms, use of “Sound Off” pads of the Drum kit, Electric Drum kit)
• Alteration of material (e.g. song choice or equipment being used).
• Education of students (If students do not abide by rules/policy, they will not be able to use the room or equipment)

Implementation date 16/03/15 Review Date 2018

Principal ................................................................. Date / /

Chair WH&S Committee .................................................. Date / /