

NOISE MANAGEMENT PLAN
For Planning Application
Little Cedars Montessori Ltd – Expansion
42 Cedar Road, Whiston, L35 2XA
Planning Reference – 25/00241/FUL

Noise Awareness Staff Acknowledgement

I confirm that I have attended the Noise Awareness and Proactive Noise Management training session. I understand my responsibility to manage noise appropriately to minimise impact on nearby residents, in line with nursery procedures and planning requirements.

Staff Name: _____

Job Role: Deputy manager, preschool lead.

Signature: _____

Date: 12-02-25.



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Staff Name: _____

Job Role: Manager

Signature: _____

Date: 12/2/26



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Staff Name: _____

Job Role: Nursery Practitioner

Signature: _____

Date: 12/2/26



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Staff Name: _____

Job Role: Apprentice

Signature _____

Date: 13/2/26

Meeting Minutes

Meeting Title	Staff Meeting regarding Noises Awareness and Proactive noise management training
Date, Time, Venue	10 th February 2026 at Little Cedars Montessori Ltd 6-6.30pm
Attended	Jenny Shard, Ashley Edwards, Josh Watson, Charlotte Yates, Lily Mae Johnson

Jennyn welcomed everyone to the meeting and explained that before we can use the new room and garden when work is completed, we need to complete a noise management training and go over the new noises management policy.

Noises Management Training

All staff where present at the training, Jenny started by presenting a noises management training to the staff, Jenny when over the training objectives of the training.

Staff received training on noise awareness and proactive noise management in line with planning requirements for the nursery extension.

Topics included sources of noise, practical management strategies, staff responsibilities, and responding to noise concerns.

We began the meeting by gathering together to brainstorm potential activities and causes of noise in the garden. To organize our ideas, we created a spider chart (refer to the section below). Afterwards, we discussed and included possible solutions or strategies to reduce the noise. We when on to discuss the staff responsibilities of how to prevent excessive noise in the garden. During the training we discuss what happened when we have a complaint and how it will be logged and looked in asap to ensure we can reduce the impact to the local area. All staff engaged in discussion and confirmed understanding



Noise management Policy

Jenny reviewed the noise management policy during the meeting, asked if staff had questions (none were raised), and distributed copies for everyone to read and sign by Friday. All staff also received the leaflet provided to parents, which Jenny explained was sent via the Family app, given as a paper copy to families, posted on the outdoor notice board, and included in the welcome pack for new nursery parents.

At the end of the meeting, all staff signed to confirm attendance and understanding of the training.

Actions Agreed:

- Staff to apply noise management strategies daily
- Management to monitor and review noise levels regularly

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Noise Management Policy

Date Approved:	
Signature of Accountable Director/s:	
Print Name:	Monica Deacon

Version Control

Document Number:	HS-0022
Document Title:	Health and Safety in the Office Policy
Issue Number:	01
Date of Production:	10 th February 2026
Date of Review:	10 th February 2026
Date of Next Review:	10 th February 2027
Signature of Manager completing updates:	
Print Name:	Jennifer Shard

Policy Statement

The nursery is committed to managing noise levels responsibly to minimise disturbance to neighbouring residents, while maintaining a safe, stimulating, and nurturing environment for children. This policy supports planning conditions associated with the nursery extension and reflects best practice.

Scope

This policy applies to all staff, children, visitors, and contractors during nursery operating hours, including indoor and outdoor activities.

Principles of Noise Management

- Children's play and development remain the priority at all times
- Unnecessary or excessive noise will be avoided where reasonably practicable
- Staff will take a proactive approach to managing noise
- Noise management will not compromise safeguarding or wellbeing

Practical Measures

The nursery will:

- Manage outdoor play to avoid prolonged loud activity in one area
- Position louder activities away from residential boundaries where possible
- Encourage calm transitions during arrival and collection times

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Staff Name

Job Role: Baby Room Level 3 Practitioner

Signature: _____

Date: 13.2.2022

- Ensure doors, gates, and equipment are used considerately
- Monitor staff voice levels and use calm communication

Roles and Responsibilities

All staff are responsible for day-to-day noise awareness. Room leaders and managers will monitor noise levels and provide guidance where needed. Management will respond to any noise-related concerns or complaints.

Monitoring and Complaints

Any noise complaints will be recorded and reviewed by management. Appropriate action will be taken, and procedures reviewed if necessary.

Training and Review

Noise awareness training will be provided to staff and included in induction. This policy will be reviewed annually or following any significant change to the premises or operation.

All staff have read and completed reading of this policy on Thursday 12th February 2026

Staff name	Signature and Date
Jennifer Shard	13/2/26.
Joshua Watson	13-02-26.
Charlotte Yates	12/2/26.
Lily Mae Johnson	13/2/26
Ashley Edwards	13.2.26



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Agenda

Meeting Title

Staff Meeting regarding Noises Awareness and Proactive noise management training

Date, Time, Venue

10th February 2026 at Little Cedars Montessori Ltd 6-6.30pm

Attendees

All staff

	Item
Welcome Everyone	• Welcome/Agenda
	Building extension Noises Management
	• Noises Management Training
	• Noise Management Policy
	• Noise management compliant and monitoring sheet

Staff attendance of Noise Management Training

Staff	Sign and date
Jennifer Shard	13/2/26.
Joshua Watson	13-02-26.
Ashley Edwards	13.2.26
Charlotte Yates	13.2-26
Lily Mae Johnson	13/2/26.