# Radiation Protection Supervisor appointment

The Head of Department must appoint sufficient Radiation Protection Supervisors (RPS) with the responsibility of supervising work with ionising radiation to ensure it is carried out in accordance with the requirements of the departmental local rules. The appointment must be made in writing (using this *pro-forma*) and notified to the Health and Safety Department. Before appointing any RPS, Heads of Department should read Section 4.5 of the University’s management system (Management of work with ionising radiation at the University of Nottingham), which contains guidance relating to the role and duties of the RPS.

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Dear *< Enter name of RPS >*

I hereby appoint you as a Radiation Protection Supervisor (RPS) for work with ionising radiation at the University of Nottingham in the following department(s):

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|  | ***Enter Department / School / Faculty*** |

The role of RPS is to assist the University in complying with the Ionising Radiations Regulations 2017 (IRR17) any applicable Environmental Permits, and to supervise the arrangements set out in the local rules.

The RPS duties include (where relevant):

1. Maintain close contact with the radiation workers within the area for which they have supervisory responsibility, providing regular visits to the area whilst work is underway.
2. Confirm in advance of their commencing work with ionising radiation that any new worker has registered with the Safety Office as a radiation worker; has attended a Safety Office radiation safety session; has received information, instruction, and training in departmental radiation safety procedures (including the local rules); and has received any additional department-specific training in support of their role, for example training in safe performance of the experiment or protocol.
3. Provide practical guidance and assistance to users on the actions required to achieve compliance with the local rules and associated radiation safety procedures.
4. Supervise or assist, where competent to do so, in the implementation of contingency plans designed to restrict exposures in the event of a radiation incident or accident; seeking the advice of the SRPS and RPO as necessary and notifying all significant incidents (as specified in Appendix 1) to the SRPS and/or RPO without delay.
5. Oversee the ordering of radioactive materials as documented within departmental Standard Operating Procedures (SOPs), ensuring that the departmental or group limits for keeping and use of radioactive material and accumulation and disposal of waste arising from its use can be met and therefore that limit conditions contained in University Environmental Permits will be satisfied.
6. Supervise the systems in place for performing routine dose rate and contamination measurements, ensuring that suitable records are kept, and that appropriate action is taken in the event that levels of contamination or dose rates are found to be higher than expected.
7. Supervise the procedures for accounting for all open and closed sources from their receipt onto the premises until their ultimate transfer from site or disposal as radioactive waste; ensuring that suitable records are kept of acquisition of radioactivity, quantities held, and wastes accumulated and disposed of.
8. Supervise the procedures for accumulation and disposal of radioactive wastes in accordance with departmental procedures (SOPs and local rules).
9. Supervise the procedures for periodic testing of any installed engineering controls, safety features and warning devices and to ensure that suitable records are maintained, and that necessary remedial action is taken to address deficiencies.
10. Notify the SRPS and Head of Department of any matters that, in their opinion, necessitate a revision of departmental safety procedures or documentation.
11. Attend the departmental Radiation Safety Committee and, where relevant, the departmental Safety Advisory Committee and any other meetings convened to address radiation safety matters.
12. Consult with the RPO on all matters specified in Appendix 1 of this document and on any other radiation safety matters as required.

Yours sincerely (Head of Department)

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|  |  |  | ***Head of Department*** |
| Name | Signed | Date |

Please sign below to indicate that you accept this appointment, retain a copy for yourself and return a copy to the H&S Department.

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I accept the appointment as Radiation Protection Supervisor.

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|  |  |  | ***RPS*** |
| Name | Signed | Date |