# Senior Radiation Protection Supervisor appointment

The Head of Department must appoint a Senior Radiation Protection Supervisor (SRPS) responsible for the coordination of radiation protection arrangements within the department, having the Head of Department’s authority to act and to direct others to secure compliance with legislative requirements. In departments with only one appointed Radiation Protection Supervisor, this individual will be appointed as the SRPS. The SRPS will report to the Head of Department on radiation protection matters.

The appointment must be made in writing (using this *pro-forma*) and notified to the Health & 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 SRPS>,*

Further to our recent discussions, I hereby appoint you as a Senior Radiation Protection Supervisor (SRPS) 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. Whilst the role of the appointed RPS satisfies a legally defined function, the role of the SRPS is much broader; fulfilling additional administrative duties on behalf of the Head of Department. In addition to fulfilling the supervisory RPS duties (see Form IR001), where relevant, the SRPS will:

1. Act as the principal point of contact between the department and the Safety Office and to consult the RPO on all matters specified in Appendix 1 of this document and on any other radiation safety matters as required.
2. Take necessary action to implement the advice of the RPO including that contained within University policy and guidance documents to achieve a high standard of radiation safety within the department.
3. Supervise the departmental arrangements for keeping and use of radioactive materials and accumulation and disposal of radioactive waste to secure compliance with Permits under EPR16.
4. Coordinate the appointed RPSs.
5. Coordinate arrangements for compliance with University policy on new or refurbished radiation facilities and on cessation of work and laboratory clearance requirements.
6. Disseminate relevant information to radiation workers such as revised safety documents or matters identified during safety audits or visits/inspections carried by the Safety Office, HSE or the EA.
7. Submit monthly returns to the Safety Office of purchases, stocks and disposals of radioactivity and any additional periodic or ad-hoc returns relating to the department’s work with ionising radiation or inventory of radioactive materials.
8. Register every person who intends to work with ionising radiation with the Safety Office as a radiation worker in advance of the work.
9. Coordinate the on-the-job training required by newly appointed radiation workers and authorising, where applicable, suitably experienced individuals to train or mentor them.
10. Organise access into radiation work areas by cleaners, maintenance engineers, visitors etc. including the requisite exchange of relevant health and safety information and provision of any necessary instruction and training.
11. Coordinate the issue of radiation dosemeters to relevant staff and return at the end of the wear period to the Safety Office.
12. Coordinate the submission to the Safety Office of the department’s radiation monitoring equipment for annual testing.
13. Make, or assist in, formal workplace inspections and audits to assess radiation protection standards; making recommendations on remedial action required to improve standards and comply with University policy.
14. Investigate and report to the RPO incidents and accidents (including near misses) involving ionising radiation.
15. Consult the RPO as soon as possible after a member of staff working with ionising radiation or who is directly affected by that work declares that they are pregnant or, if they work with open (unsealed) sources, breastfeeding.
16. If a worker in a radiation area has declared themselves as pregnant, assist the individual’s line manager or academic supervisor to undertake an assessment of possible radiation exposures and notify the RPO of the outcome of that review.

Yours sincerely

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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 Senior Radiation Protection Supervisor.

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|  |  |  | ***SRPS*** |
| Name | Signed | Date |