# Local Rules

Local rules must be in place for all controlled and supervised areas. Local rules must identify the main working instructions intended to restrict any exposure in that controlled or supervised area. The headings given in this document are the ‘essential’ and ‘optional’ contents of local rules as stated in Regulation 18 of the Ionising Radiations Regulations 2017 Approved Code of Practice (ACoP).

The IRR17 ACoP can be viewed here: <http://www.hse.gov.uk/pUbns/priced/l121.pdf>. For further guidance, refer to the University’s management system document (Management of work with ionising radiation at the University of Nottingham).

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| **Project title/code** | **Project Reference** |
|  |  |
| **Author (PI/ Project Proposer)** |  |
| Name & position | Date | Signature |
|  |  |  |
| **Reviewer (Radiation Protection Supervisor (RPS), Academic Supervisor or Principal Investigator)** |
| Name & position | Date | Signature |
|  |  |  |
| **Approver\* (Senior Radiation Protection Supervisor, or Head of Department)**\*This is the approver of the proposal before submission to the H&S Dept. (not the authorisation for work to proceed) |
| Name & position | Date | Signature |
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| **Description of work and scope of these local rules** |
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Essential contents of local rules:

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| **Dose investigation level** |
| **The University has set a dose investigation level of 1 millisievert effective dose for anyone working with radiation within a calendar year (0.25 millisievert per quarter).** |
| **Contingency arrangements**  |
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| **Names and contact details of the appointed radiation protection supervisors** |
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| **Identification and description of the area covered, with details of its designation (controlled or supervised)** |
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| **Working instructions (inc. written arrangements relating to non-classified workers entering or working in controlled areas)** |
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| **Reference to relevant sections of detailed working instructions (can include a summary)** |
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Optional contents of local rules:

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| **Details of maintenance and testing regime for engineering controls and design features** |
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| **Radiation and contamination monitoring regime** |
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| **Requirements for examination and testing of radiation monitoring equipment** |
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| **Personal dosimetry requirements** |
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| **Arrangements for pregnant and breastfeeding staff** |
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| **References to relevant radiation risk assessments** |
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| **Programme for reviewing whether doses are being kept ALARP** |
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| **Procedures for initiating investigations** |
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| **Contact details for the RPA and RPO** |
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| **Details of the management and supervision of work** |
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| **Procedures for ensuring staff have received sufficient information, instructing and training** |
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