LEAFLET 7

RADIATION PROTECTION ADVISER CONSULTATION AND ADVISORY VISITS

CONTENTS

SCOPE

1 This Leaflet sets out those aspects of working with ionising radiation where there is a statutory requirement for consultation with a Radiation Protection Adviser (RPA), and where consultation is expected or advised. Information is also provided on the need for advisory visits by an RPA.

STATUTORY REQUIREMENTS AND PARALLEL ARRANGEMENTS

2 In addition to the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, the following specific legislation applies directly or is applied indirectly through parallel arrangements designed to achieve equivalent standards:

- Ionising Radiations Regulations 1999 (IRR99) (apply directly).

DUTIES

Commanding Officer and Head of Establishment (CO/HoE)

3 The CO/HoE has a duty to the Secretary of State, and a personal responsibility, to protect the environment and secure the health, safety and welfare of their staff at work. The CO/HoE is also required to protect persons not in MOD employment (e.g. members of the public) against risks to their health and safety arising from the MOD work activities. This includes radiation safety. The CO/HoE's authority (but not responsibility) for radiation safety management arrangements may be delegated to appropriate personnel, such as a Radiation Safety Officer (RSO).

Radiation Safety Officer (RSO)

4 The Radiation Safety Officer (RSO), on behalf of the CO/HoE, may consult with the RPA and ensure that appropriate actions are taken following the receipt of the advice.

Radiation Protection Supervisor (RPS)

5 Where sites and establishments have designated (controlled or supervised) areas, an RPS must be appointed. Where an RPS is appointed, they must ensure that local orders are adhered to (see Leaflet 16) and revised to take account of advice received from the RPA. Where appropriate the RPS is to also assist the RSO to ensure that an RPA is consulted on the matters set out in the following sections.

Workplace Supervisor (WPS)

6 In cases where work with radiation is carried out but where the risk assessment shows that designated areas are not required, a WPS is to be appointed with duties to ensure that the work with radioactive material or radiation generators is carried out safely in accordance with the local orders for radiation safety and the measures required to ensure doses are kept ALARP. A WPS may consult with the RPA; the WPS is to ensure that appropriate actions are taken following the receipt of the advice.

Employees

7 It is the responsibility of all employees to ensure that the WPS, RPS or RSO is made aware of any changes to working conditions or practices that may require RPA consultation.

RADIATION PROTECTION ADVISER CONSULTATION AND APPOINTMENT

8 An RPA is to be appointed in writing, preferably at TLB level, and provided with the scope of advice required in accordance with the policy at Volume 1 Chapter 8. Before appointing an RPA, the suitability of the RPA, in terms of the required knowledge, experience and competence for giving the type of advice required, must be established.

9 Where there is no on-site RPA, RPA visits will be made on a periodic basis as decided by the TLB. Decisions on the required day to day level of consultation with an RPA are to be made at unit or establishment level. Provided that the only work with ionising radiation being undertaken is included at Annex A then there is no requirement to consult or appoint an RPA. However, the appointed RPA will normally be available to advise on any aspect of radiation protection, whether or not required under IRR99.

Statutory consultation

10 There is a statutory requirement for the radiation employer (CO/HoE) to consult an RPA on each of the following matters:

- The implementation of requirements to controlled and supervised areas;

- The prior examination of plans for installations and the acceptance into service of new or modified sources of ionising radiation in relation to any engineering controls, design features, safety features and warning devices provided to restrict exposure to ionising radiation;

- The regular calibration of equipment provided for monitoring levels of ionising radiation and the regular checking that such equipment is serviceable and correctly used (see also Leaflets 4 & 8);

- The periodic examination and testing of engineering controls, design features, safety features and warning devices and regular checking of systems of work provided to restrict exposure to ionising radiation.

11 It is a statutory requirement that the employer (CO/HoE) must provide the appointed RPA with adequate information and facilities for the performance of their functions.

Statutory requirement for RPA consultation on critical examination by an installer or erector

12 Whenever an article is erected or installed for use in work with ionising radiation, the erector/installer must, where appropriate, undertake a critical examination of the way in which the article was erected or installed regarding, in particular, that safety features and warning devices operate correctly and that there is sufficient protection for persons from exposure to ionising radiations. As part of this process, the installer/erector must consult with their RPA or with the RPA of the radiation employer (CO/HoE) regarding the nature and extent of the critical examination and the results of it. See also Leaflet 1.

Consultation requirements for observance of IRR99

13 In addition to those areas set out above consultation is required where advice is necessary for compliance with IRR99. This includes:

- Procurement of new equipment involving ionising radiation or radioactive substances (see Leaflet 1);

- Undertaking the risk assessment required by regulation 7 (see Leaflet 2);

- Designation of controlled and supervised areas required by regulation 16 (see Leaflet 4);

- Undertaking investigations required by IRR99 (see Leaflet 14);

- Developing contingency plans required by regulation 12 (see Leaflet 40);

- Dose assessment and recording required by regulation 21 (see Leaflet 6);

- Quality assurance programme for medical equipment or apparatus required under regulation 32 (see Leaflet 26).

14 In addition to these areas the advice of a RPA may be needed in other areas such as:

- Selection and use of personal protective equipment where required (see Leaflet 4);

- Designation of classified persons (see Leaflet 6);

- Arrangements for outside workers, i.e. arrangements for classified persons who are required to enter a controlled area of any employer (other than that of their own employer);

- Appointments and training;

- Compliance with other legislation relating to ionising radiation or radioactive substances (see also Leaflet 3).

RADIATION PROTECTION ADVISORY VISITS

15 All MOD units and establishments holding radioactive materials or using equipment emitting ionising radiation, which have appointed or wish to consult with an RPA will normally receive visits from their RPA. The Dstl RPA Body will generally be able to conduct such visits and provide radiation protection advice, if appointed.

16 The RPA, usually the Dstl RPA Body, will liaise with each Navy, Army, RAF and Defence Agency establishment to agree a mutually convenient date for the visit. The RPA will provide details of aspects to be examined during the visit.

Frequency of radiation protection advisory visits

17 The frequency of advisory visits will depend upon the degree of potential radiation hazard likely to be involved. Visits are to be arranged as part of a predetermined programme, and will typically be undertaken at a frequency of between one and three years.

18 The RPA is to be consulted for advice on the particular visit frequency for an individual unit or establishment. The visit frequency may be varied at the discretion of the RPA, in agreement with the appropriate TLB.

Additional advisory visits

19 In addition to the programmed advisory visits described above, CO/HoEs of units and establishments under single Service arrangements may request additional advisory visits and support from the appointed RPA to provide assistance on specific aspects of radiation protection.

Notification of inspections by external regulatory bodies

20 Any unit or establishment which has been notified by HSE, or any other statutory inspecting body, that they wish to make a radiation protection inspection are to immediately inform the RPA and, where appropriate, the TLB safety authority.

RECORDS

21 Following each advisory visit the RPA is to provide a summary of the advice given and any recommendations made. Generally the RPA will provide written advice. The radiation employer (CO/HoE), or their representative, is to maintain records of all advice received, including details of any advice provided verbally.

RELATED LEAFLETS

22 Leaflets relevant to this leaflet are shown in Table 1.

Table 1 Related Leaflets

Leaflet Number	Leaflet Title
1	Acquisition of sources of ionising radiation by IPTs
2	Risk assessments
3	Application for Permits (Notification or Approval) and agreement to the introduction and use of sources of ionising radiation including radioactive substances
4	Restriction of exposure to radiation
6	Dosimetry and personal dose records including medical surveillance of classified persons
8	Radiation detection and monitoring equipment
14	Investigation, notification and reporting of unusual radiation events
16	Local orders for radiation safety
26	Medical diagnostic X-ray machines
40	Contingency Plans

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LEAFLET 7 ANNEX A

WORK NOT REQUIRING APPOINTMENT OF OR CONSULTATION WITH A RADIATION PROTECTION ADVISER

1 Consultation with or appointment of a radiation protection adviser shall not be required when the only such work being carried out is in one or more of the following categories:

1.1 Where the concentration of activity per unit mass of a radioactive substance does not exceed the concentration specified in column 2 of Part I of Schedule 8;

1.2 Where the quantity of radioactive substance involved does not exceed the quantity specified in column 3 of Part I of Schedule 8;

1.3 Where apparatus contains radioactive substances in a quantity exceeding the values specified in sub-paragraphs 1.1 and 1.2 above provided that:

1.3.1 The apparatus is of a type approved by the Executive;

1.3.2 The apparatus is constructed in the form of a sealed source;

1.3.3 The apparatus does not under normal operating conditions cause a dose rate of more than $1\mu Svh^{-1}$ at a distance of 0.1m from any accessible surface;

1.3.4 Conditions for the disposal of the apparatus have been specified by the appropriate Agency.

1.4 The operation of any electrical apparatus to which these Regulations apply other than apparatus referred to in sub-paragraph 1.5 below provided that:

1.4.1 The apparatus is of a type approved by the Executive;

1.4.2 The apparatus does not under normal operating conditions cause a dose rate of more than $1\mu Svh^{-1}$ at a distance of 0.1m from any accessible surface.

1.5 The operation of:

1.5.1 Any cathode ray tube intended for the display of visual images;

1.5.2 Any other electrical apparatus operating at a potential difference not exceeding 30kV;

provided that the operation of the tube or apparatus does not under normal operating conditions cause a dose rate of more than $1\mu Svh^{-1}$ at a distance of 0.1m from any accessible surface.

1.6 Where the work involves material contaminated with radioactive substances resulting from authorised releases which the appropriate agency (EA, SEPA or equivalent) has declared not to be subject to further control.

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