

LEAFLET 15**TRAINING REQUIREMENTS AND COURSES****CONTENTS****Para**

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Annex**A Core of Competence for Radiation Safety Training****SCOPE**

1 This leaflet covers the training requirements for the statutory and MOD policy radiation safety appointments. Training required under the Ionising Radiations (Medical Exposure) Regulations 2000 is covered in Leaflets 25 and 26.

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).
- Radioactive Substances Act 1993 (RSA93) (parallel arrangements).

DUTIES

Commanding Officer (CO) and Head of Establishment

3 The Commanding Officer (CO) 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 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'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) is to co-ordinate the radiation safety training (including basic, on the job and continuation training) for personnel at the unit or establishment.

Radiation Protection Supervisor (RPS)

5 An RPS must be appointed where it is necessary to designate a controlled or supervised area. Where an RPS is appointed, their duties are to include ensuring that all workers under their control have been suitably instructed in the hazards and radiation protection procedures and are aware of the relevant safety orders and instructions.

Workplace Supervisor (WPS)

6 In units where it is unnecessary to appoint an RPS, a WPS may need to be appointed with duties to ensure that work is carried out in accordance with local orders for radiation safety (see Leaflet 16). In addition, the WPS is to ensure that all persons carrying out work with the radiation in their area have been suitably instructed in the hazards and radiation protection procedures and are aware of the relevant safety orders and instructions.

Line managers

7 Line managers have a duty to follow the management arrangements that the CO has put in place to ensure that when an individual takes over RSO/RPS/WPS duties from another individual then they are to receive appropriate training or information to ensure that they can carry out their new role.

Employees

8 It is the responsibility of employees to ensure that they understand the radiation hazards and are aware of the relevant safety orders and instructions in their working area.

TYPE OF TRAINING

Radiation Safety Officers (RSOs)

9 The Radiation Safety Officer is appointed by the CO as part of the local safety organisation and will normally discharge the radiation protection duties of the Commanding Officer.

10 Radiation Safety Officers are to ensure that they are familiar with the specific radiation hazards of their unit or establishment and that adequate radiation protection arrangements are made to minimise the radiation hazard.

11 Training for the RSO is to be conducted by a combination of a short generic training package and local specific training. Advice on both the generic package and local component of training necessary is to be sought from the RPA.

12 The modules detailed in Annex A comprise a basic level of knowledge for radiation safety training. The degree of detail that each module is to provide will depend on the range of tasks to be supervised and the individual's previous level of relevant knowledge.

13 Where such an appointment has been terminated, a previously trained and appointed RSO may be reinstated without further training provided that:

13.1 The process over which supervision is exercised is unchanged since the last appointment.

13.2 A period of not greater than 2 years has elapsed since termination of the appointment.

14 RSOs are also to receive refresher training at intervals not exceeding 5 years after the completion of an RSO course.

Radiation Protection Supervisors (RPSs)

15 Radiation Protection Supervisors (RPSs) are appointed to carry out the duties as detailed in Leaflet 39 in respect of controlled or supervised areas.

16 Training for the RPS is to be conducted by a combination of a short generic training package and local specific training. Advice on both the generic package and local component of training necessary is to be sought from the RPA.

17 The modules detailed in Annex A comprise a basic level of knowledge for radiation safety training. The degree of detail that each module is to provide will depend on the range of tasks to be supervised and the individual's previous level of relevant knowledge.

18 Completion of an appropriate training course does not automatically qualify an individual to be appointed as an RPS. The CO or delegated authority is to satisfy themselves that the people they appoint to act as RPSs:

18.1 Have received appropriate information and instruction.

18.2 Know and understand the local orders and contingency plans relevant to the work with ionising radiation.

18.3 Possess sufficient authority to allow them to supervise all the radiation protection aspects of the work in areas subject to local orders.

18.4 Know what to do in an emergency; and

18.5 Know where to seek more information or advice.

19 Where an RPS appointment has been terminated, a previously trained and appointed RPS may be reinstated without further training provided that:

19.1 The process over which supervision is exercised is unchanged since the last appointment.

19.2 A period of not greater than 2 years has elapsed since termination of the appointment.

20 RPSs are also to receive refresher training at intervals not exceeding 5 years after the completion of an RPS course.

Workplace Supervisors (WPSs)

21 For certain types of work involving minor quantities of radioactive material, the generation of X-rays or work in radon affected areas, it is unnecessary to designate a controlled or supervised area and hence an RPS need not be appointed. However, it is still necessary to have workplace supervision to ensure that work is carried out in accordance with local orders for radiation safety. Under these circumstances, it is MOD policy that an individual is trained and appointed as a Workplace Supervisor to carry out the duties as detailed in Leaflet 39.

22 Training for the WPS is less onerous than that for an RPS and is to be conducted by attendance on a short generic training package or local specific training. Advice on the appropriateness and necessary components of local training is to be sought from the RPA.

23 The training requirements for each WPS is to be specified in local orders.

24 The modules detailed in Annex A comprise a basic level of knowledge for radiation safety training. The degree of detail that each module is to provide will depend on the range of tasks to be supervised and the individual's previous level of relevant knowledge.

25 Where a WPS appointment has been terminated, a previously trained and appointed WPS may be reinstated without further training provided that:

25.1 The process over which supervision is exercised is unchanged since the last appointment.

25.2 A period of not greater than 2 years has elapsed since termination of the appointment.

26 WPSs are also to receive appropriate refresher training at appropriate intervals but not exceeding every 5 years after the completion of a WPS course or local training.

Employees working with radiation

27 All employees on a site where controlled or supervised areas are designated are to be given information or instruction to avoid being unnecessarily exposed i.e. recognition and understanding of warning signs.

Others

28 There are specific training requirements for duty holders under the Ionising Radiation (Medical Exposure) Regulations 2000 (see Leaflet 25 and Leaflet 26)

29 Some managers on a site where work with ionising radiation is carried out may not be directly involved in the work, however, they are to receive training to help them develop and sustain a commitment to restricting radiation exposure.

30 Female employees are to be informed of the possible risk from exposure to ionising radiation to the foetus and to a nursing infant and of the importance of informing the CO in writing as soon as possible after becoming aware of their pregnancy or if they are breast feeding.

31 Visitors (those not involved with work in the area) who are to enter designated areas are to be briefed on radiation protection requirements before entry to those areas (see Leaflet 5).

COURSES AVAILABLE

32 Courses are held at HMS Sultan, these are detailed in the appropriate DIN GEN.

33 The RPA is to be consulted prior to booking attendance on any radiation course to ensure that it is the most appropriate course available.

34 If no course seems appropriate, specific courses may be run for certain users at their own premises. Consult the RPA for further details.

RECORDS

35 Records of appointments and attendance at training courses or local training are to be retained for a minimum of 2 years from termination of appointment to enable the CO to identify who needs further/refresher training. Personnel files are to be annotated with the dates of commencement and termination of the appointment and training.

RELATED LEAFLETS

36 Leaflets referred to within this Leaflet are shown in Table 1.

Table 1 Related Leaflets

Leaflet Number	Leaflet Title
3	Notification, approval and assessment of the introduction and use of radioactive substances and other sources of ionising radiation
5	Written arrangements for unclassified persons entering controlled areas
25	Dental X-ray machines
26	Medical diagnostic X-ray machines
39	Radiation safety duties of MOD employees

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LEAFLET 15 ANNEX A**CORE COMPETENCIES FOR RADIATION SAFETY TRAINING**

1 The nature of ionising radiation and its interaction with tissue confined to those types of ionising radiation which may be encountered, but including:

- 1.1 The nature of any harmful effects.
- 1.2 The principle of restricting exposure to ionising radiation so far as reasonably practicable; and
- 1.3 The concepts of internal and external radiation exposure.

2 The quantities used for (as appropriate to the circumstances):

- 2.1 Measuring ionising radiation, including the units of measurement.
- 2.2 Activity of radioactive substances; and
- 2.3 Contamination.

NOTE

A detailed understanding of all dose quantities may not be needed, provided there is an understanding of what is meant by the general term 'dose of ionising radiation'.

3 Relevant measurement techniques (i.e. those that will be met in the course of normal work), for example:

- 3.1 Film badge.
- 3.2 Thermo-luminescent dosimeter (TLD).
- 3.3 Electronic dosimeter.
- 3.4 Other personal dosimeter.
- 3.5 Bioassay.
- 3.6 Air sampling; and
- 3.7 Workplace portable monitors for radiation and contamination.

4 Basic legal requirements:

- 4.1 The Ionising Radiations Regulations 1999 (IRR99) and Approved Code of Practice (L121).
- 4.2 Local orders, their purpose and how to use them to secure compliance with IRR99.
- 4.3 Risk assessments.
- 4.4 Provisions specific to women and young people.
- 4.5 Designation of people and areas; and

- 4.6 Appreciation of relevant general health and safety legislation, such as the Management of Health and Safety at Work Regulations 1999.
- 5 The basic principles of practical radiation protection:
 - 5.1 Time.
 - 5.2 Distance.
 - 5.3 Shielding.
 - 5.4 Containment; and
 - 5.5 Good housekeeping, and
 - 5.6 How those principles are carried through in the particular work situation.
- 6 In-house knowledge, as appropriate:
 - 6.1 The CO's safety policy and organisation.
 - 6.2 The specific functions the RPS would be expected to undertake.
 - 6.3 Relevant dose limits.
 - 6.4 Operational levels set by the CO for the particular workplace.
 - 6.5 Content of the local orders established by the CO.
 - 6.6 Contingency plans; and
 - 6.7 Where help and advice can be obtained.
- 7 Practical procedures to be followed in the event of an accident, incident, emergency or other unwanted occurrence, including procedures for reporting adverse incidents.