

APPOINTMENT OF A RADIATION PROTECTION SUPERVISOR

Name:	
E-mail:	Telephone:
Faculty & School or Institute:	
Research Group or facility (e.g. x-ray lab):	
Laboratories/rooms/area covered	
Signature:	Date:
Head of School:	
Signature:	Date:

NOTES

The statutory responsibility of an RPS

The Ionising Radiations Regulations 2017 [regulation 18(5)] states that an employer must:

- appoint radiation protection supervisors for the purpose of securing compliance with these regulations;
- name the RPS in the local rules;
- provide the necessary means for the RPS to perform their role.

and paragraph 347 of the HSE guidance to IRR17 states that '*...The RPS has a crucial role to play in helping to make sure the arrangements made by the employer are adhered to, and in particular supervising the arrangements set out in local rules. However, the legal responsibility remains with the employer and cannot be delegated to the RPS.*'

Who should be appointed as a Radiation Protection Supervisor (RPS)?

In most laboratories where unsealed radioactive materials are used it will be the Principal Investigator or Group Leader who will usually be appointed as an RPS to supervise work in their area. However in shared facilities one RPS can be appointed, by agreement, to oversee all work in that area

In the case of specialist facilities such as x-ray or electron microscopy suites then the Facility Manager will normally be the appointed RPS.

These arrangements are consistent with the Statements of Responsibility for Academic Supervisors and Line Managers, as given in the University Health and Safety Policy.

The role of the RPS at the University of Leeds

The role of an RPS is to assist the University in complying with legislation by ensuring that radiation workers in their area of responsibility:

- have relevant Local Rules prepared for their proposed work, and,
- that they comply with them.

In practice, a Faculty Radiation Safety Co-ordinator (RSC) and the University Radiation Protection Manager (RPM) will assist RPSs with the preparation of Local Rules and with radiation protection management.

Appointment and training

Appointment of an RPS is via the appointment form signed by the Head of School / Institute.

This must be submitted to the University Radiation Protection Manager (RPM) who will advise on suitability of appointment and training requirements.

RPSs must complete appropriate training prior to taking up their duties. This will include an on-line e-learning module which can be found in the 'Radiation Safety Training' organisation in Minerva.

Re-appointment as an RPS is conditional on the appointee completing refresher training every three years.