# University Health and Safety Form

# DRPS Appointment Letter

**Purpose**

The appointment of a Departmental Radiation Protection Supervisor (DRPS) by the Head of Department is a requirement of the Ionising Radiation Regulations 2017 (Reg. 18 (5)) and must be done in writing using this form.

The Head of Department must:

1. Appointment one or more suitable DRPS as required for the purpose of securing compliance with the Ionising Radiation Regulations 2017, in respect to any work that they are responsible for;
2. Ensure that the names of the DRPS are detailed in all local rules required for any such designated areas as defined in the [OHS Standard – Ionising Radiation](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/ionisingradiation/OHS_Standard_-_Ionising_Radiation.pdf);
3. Ensure that any such appointed DRPS are provided with sufficient resources and time, so the DRPS can fulfil the role and responsibilities as detailed in this appointment.

Before any such appointment is made, the Head of Department, or their representative, must contact the University Radiation Protection Officer to discuss the departments requirements and other legal obligations.

**Letter of Appointment**

To <Title> <Forename> <Surname>;

Following discussion with yourself and the University Radiation Protection Officer, I hereby appoint you to act as Departmental Radiation Protection Supervisor for the department of <Enter Department Name>.

The role of DRPS is to assist me in ensuring that the department of <Enter Department Name> secures compliance with the [OHS Standard – Ionising Radiation](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/ionisingradiation/OHS_Standard_-_Ionising_Radiation.pdf) and the Ionising Radiation Regulations 2017, and where appropriate, the Environmental Authorisation (Scotland) Regulations 2018, with regards to radioactive materials.

The roles and responsibilities of the DRPS within the department of <Enter Department Name> are listed overleaf. The roles and responsibilities have been discussed with you and we have agreed that these will be managed by <yourself> / <all DRPS of <Enter Department Name>>.

With regards to securing compliance with the relevant documentation, you have my full support in ensuring that the department of <Enter Department Name> complies with all requirements, and where any breaches or failings are identified by yourself or these are reported to you, you are to take all steps necessary to resolve these, including reporting these issues to the University Radiation Protection Officer and University Radiation Protection Advisor.

Should you require to relinquish this role, I request that you inform me with as much notice as possible to ensure that a replacement can be identified and appointed appropriately.

If you have any questions or concerns about the role of DRPS or experience any issues with meeting the expected roles and responsibilities, please discuss this with me as soon as possible.

Signed

<Title> <Forename> <Surname>

<Position>

<Department>

**Roles and Responsibilities**

The [OHS Standard – Ionising Radiation](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/ionisingradiation/OHS_Standard_-_Ionising_Radiation.pdf) details the minimum expected responsibilities of the DRPS as:

* Be aware of all work involving radiation in their department.
* Assist all PIs, Laboratory Managers and Line Managers with the development of radiation risk assessments and systems of work.
* Ensure that the department has suitable arrangements in place to manage the ordering, storage, security, use and disposal of radioactive materials or generators in accordance with this document and legislative requirements.
* Ensure that the department, PIs, Laboratory Managers and Line Managers maintain all records where required, by this Standard.
* Assist all PIs, Laboratory Managers and Line Managers with ensuring that all those wishing to utilise ionising radiation register as workers on [eRad](https://spider.science.strath.ac.uk/erad/login.php), complete all mandated training and that an appropriate level of supervision is in place as detailed in this Standard and within their own departmental Health and Safety Arrangements.
* Assist all PIs, Laboratory Managers and Line Managers with effectively managing all supervised and controlled areas.
* Liaise with SHaW, the URPO and external regulatory bodies as requested.

The DRPS has no liability associated with these tasks, and is only there to ensure that the PIs, Laboratory Managers and Line Managers fulfil the items that they are responsible for.

The following items are examples of additional roles that the HoD, may require of the DRPS. Where these roles are not made the responsibility of the DRPS, they remain the responsibility of the relevant person:

|  |  |  |
| --- | --- | --- |
| Role or Responsibility | HoD | DRPS |
| Coordinate the calibration of monitoring equipment (Reg 20 (3)). |  |  |
| Coordinate the annual leak check of all sealed sources or equipment containing radioactive materials managed by the department (Regulation 28 (3)). |  |  |
| Carry out regular source location and security checks (Reg 29 (1)) |  |  |
| Coordinate emergency response for localised emergencies (Reg 13 (1)) |  |  |
| Coordinate the requirement for engagement with an Authorised Dosimetry Service (Reg 22 (1)). |  |  |
| Coordinate department radiation protection training and maintain records (Reg 15 (1)) |  |  |
| Coordinate Critical Examination and maintain records of such Reports. |  |  |
| Other roles or responsibilities:1.2. |  |  |

I, <Title> <Forename> <Surname>, accept the role of Departmental Radiation Protection Supervisor for <Department Name>, and I accept that the above listed roles and responsibilities will be managed by <Myself> / <all DRPS of <Enter Department Name>>.

I understand that the role of DRPS is a delegated responsibility of the Head of Department of <Department Name>, and that I will perform the role with their full backing and support to secure compliance with the OHS Standard – Ionising Radiation.

Signed

<Title> <Forename> <Surname>

<Position>

<Department>