



University Radiation Protection Committee

Terms of Reference - 2022

1. Purpose

The University Radiation Protection Committee (RPC) is a sub-committee of the University Safety, Health & Wellbeing (USHAW) Committee. A diverse range of work is carried out across the University involving both ionising and non-ionising radiation (including Magnetic Resonance Safety). The purpose of this Committee is to contribute to the development of policy, guidance and training as well as monitoring performance in both ionising and non-ionising radiation protection within the University.

2. Composition

2.1 The Committee shall consist of 10 to 15 members & will be comprised as follows:

- (i) Convenor;
- (ii) Director of Health & Safety;
- (iii) University Radiation Protection Adviser (URPA);
- (iv) Representative from NHS Lothian Radiation Protection Team;
- (v) Other members of the Radiation Protection Unit (as required); and
- (vi) Selected College, School or Institute representatives for Radiation Safety.

2.2 The Director of Health & Safety (H&S), the URPA (and other members of the RPU) shall be ex- officio members of the Committee.

2.3 The URPA shall act as Secretary to the Committee.

2.4 The Director of Health and Safety will deputise as the Convenor should the Convenor be absent for the duration of the meeting.

2.5 The Deputy Director of Health & Safety will deputise for the Director of H&S should the Director of H&S be unavailable for the duration of the meeting.

2.6 The Convenor will be appointed from one of the University Colleges/Schools that use radiation, and will be invited to do so by the members of the Committee. The Convenor will act solely in the capacity of Convenor, and not as a School or College representative.

2.7 The Convenor will be appointed for an initial period of three years; renewable up to a normal maximum of two consecutive terms of office; however this may be extended in exceptional circumstances.

2.8 Other non-ex officio members of the Committee shall consist of representatives from Colleges and Schools within the University that use radiation sources.



2.9 All non-ex officio members of the Committee will be invited to join the Committee by the Convenor and will normally be appointed for a period of three years, renewable up to two consecutive terms of office; however this may be extended in reasonable circumstances.

2.10 Members may resign from the Committee by giving reasonable notice to the Convenor.

2.11 Any member of University staff can express an interest to join the Committee. This request will be reviewed by the Convenor taking into account the existing representation from the College/School on the Committee and the nature of the work carried out.

2.12 Membership will be reviewed annually at the Committee meeting to ensure the representation reflects the University's current work.

2.13 Members of the Committee are expected to comply with the University's Code of Conduct as set out in the University's Handbook and declare any interests which may conflict with their responsibilities as members of the Radiation Protection Committee.

2.14 Periodically, non-members of the Committee, from within or outwith the University, may be invited to attend a meeting of the Committee to provide information on specific items on the agenda.

3. Remit

3.1 To oversee the implementation and operation of the University's policy and arrangements for radiation safety, including the preparation and dissemination of appropriate guidance and information to Radiation Protection Supervisors (RPSs) and radiation users.

3.2 To ensure that a suitable radiation safety management structure is in place within the University, to maximise the protection of the health of staff, students and visitors.

3.3 To encourage the sharing of best practice within the University community with regard to radiation safety and to provide a forum for the discussion of any issues of concern.

3.4 To monitor radiation safety performance throughout the University ensuring the arrangements for radiation protection are effective and that there is satisfactory compliance with the legislative requirements.

3.5 To ensure that Senior Managers on the USHAW Committee and also Senior Managers in the wider University community are fully informed with regard to significant issues and developments in radiation safety, to ensure compliance with health and safety law.



3.6. To oversee the implementation and operation of the University's arrangements to minimise the impact that its radioactive substances use may have on the environment and ensure compliance with the relevant requirements of the Environmental Authorisations (Scotland) Regulations.

3.7 To review reports concerning relevant enforcement authority action on radiation safety and radiation environmental control & implement any agreed actions.

3.8. The URPA and RPC Convenor will co-author and present an annual report on radiation safety on behalf of the RPC to the USHAW Committee.

4. Meetings

4.1 The Committee will meet as required to fulfil its remit and will meet at least twice in each academic session. On occasion the Convenor may call an emergency meeting to consider matters that they deems to warrant more immediate consideration.

4.2 Minutes, agendas and papers will normally be circulated to members of the Committee one to two weeks in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only with the agreement of the Convenor will papers be tabled at meetings of the Committee.

4.3 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Convenor of the meeting and the majority of members present.

4.4 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required. This information may be included as part of a Cover Note.

4.5 Six members of the Committee shall be a quorum. This number must include the Convenor or the URPA.

4.6 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be circulated beforehand to all Committee members.

4.7 Where necessary the Committee may also function between meetings through correspondence and any decision(s) taken formally ratified at the next meeting of the Committee. The Committee will thus be able to conduct its business through virtual meetings using email to carry out consultations and discussions where this is required.

4.8 If Committee members are absent from more than three consecutive meetings, they will be contacted by the Convenor to identify and consider any long term problems with their attendance.



5. Other

5.1 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.2 A summary of the business of the Radiation Protection Committee will be reported to the USHAW Committee, usually by means of an annual report provided to an appropriate meeting of the USHAW Committee by the URPA.

5.3 The Committee will from time to time undertake a review of its own performance and effectiveness.

5.4 The minutes of the Committee are not published on the University's internet, although they will normally be available under the Freedom of Information Act.

5.5 The Terms of Reference shall be reviewed every three years. Any significant changes to the ToR shall be brought before the USHAW Committee.

Document version

Version number	Summary of change	Date and by whom
V1.1	New Template	07.09.2023 T.Elms

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