

RP COP008 – INFORMATION, INSTRUCTION AND TRAINING IN WORK WITH RADIATION SOURCES

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1. Introduction

All University of Edinburgh staff and students who wish to work unsupervised with sources of ionising and non-ionising radiation must know how to do so safely and in accordance with the University's arrangements and relevant national and international safety legislation. It is therefore necessary for the University to ensure that they are provided with suitable and sufficient training, instruction and information. This Code of Practice outlines the University's arrangements to provide this.

2. Suitable training

"Suitable" in the case of ionising radiation and hazardous lasers (i.e. lasers in classes 1M, 1C, 2M, 3A, 3R, 3B and 4) means:

- i. having the appropriate background knowledge;
- ii. having successfully completed one of the University's relevant Basic Radiation Protection training courses or the Laser Safety training course as appropriate, or being able to show proof of adequate alternative training elsewhere;
- iii. having received local instruction relevant to the work being carried out;
- iv. having read the appropriate University of Edinburgh's Codes of Practice and Guidance Notes; and
- v. having read the relevant Local Rules.

Persons are assumed to possess an appropriate degree of ability, maturity and skill before attending the courses.

3. Basic Training

The Radiation Protection Unit provide several radiation protection courses which are available on the Learn platform. Full details of the courses can be found on the [RPU Training Webpage](#). The available courses are:

- Basic Radiation Protection Course in Research and Teaching
- Basic Radiation Protection Course in Veterinary Diagnostic Imaging and Therapy

- Basic Radiation Protection Course for Analytical X-ray Equipment Users
- Laser Safety

The courses include an introduction, regulatory requirements which are specifically applied to working at the University of Edinburgh, followed by application specific information. All courses now include a short competence assessment.

Those at the University who intend to undertake radiation work substantially unsupervised must attend the relevant course **before starting the work**. Courses on other forms of hazardous non-ionising radiation are not routinely run, but are provided by the Radiation Protection Unit on specific request.

If the person intending to work with one or more sources of radiation has undergone training in radiation safety elsewhere, then providing that that training was equivalent to the University's courses, they do not need to complete the University's course. However, no other course can provide instruction on the University of Edinburgh's arrangements to comply with the law. They must therefore complete the "*Regulation*" lecture **as soon as practicable**. A standalone Regulation Module can be found in both the "Basic Radiation Protection Course in Research and Teaching" and the "Basic Course in Radiation Protection in Veterinary Diagnostic Imaging and Therapy".

In the case of University staff and students intending to carry out all their radiation work at another organisation, the necessary information, instruction and training is expected to be provided by that organisation, unless a prior alternative arrangement is agreed with the University.

The University reserves the right to ask for proof and the detail of training provided elsewhere.

The University may, where it deems necessary, undertake appropriate steps to measure the competence of workers after providing training and instruction.

4. Local Instruction and Information

Following the basic training, specific instruction on particular radiation work is provided by the appropriate Radiation Protection Supervisor or Departmental Laser Supervisor, or as arranged by the group leader. The arrangements for this can be found in the Schools' Health and Safety policies. The Radiation Protection Unit supplies information sheets that summarise risks and control measures for the relevant radiation application when returning a completed Proposed Scheme of Work form. Information on Proposed Scheme of Work forms can be found in Radiation Protection Code of Practice CoP007.

5. RPS and DLS Training

Radiation Protection Supervisors and Departmental Laser Supervisors require training additional to the Basic Training. Due to the small numbers involved,

this is provided through a web-based presentation. Further details can be found in radiation protection Codes of Practice CoP001 and CoP101.

6. Local Rules

The majority of radiation applications are accompanied by “Local Rules”, whether or not required by law. These might be specific to one application, to a particular research group’s work, or departmental, and are found in different locations and on different media accordingly. Local Rules, which might be known by several other names, are important where there is a significant procedural element to the preventative and protective measures. The Local Rules include details of the preventative and protective arrangements as well as contingency arrangements in case of accident and emergencies. They also contain a number of items that are prescribed by law. Where similar work is carried out by a large number of departments, sets of “model local rules” are produced by the RPU and published on the Health and Safety Dept. website; these however are not intended to replace the provision of specific local rules. The arrangements for preparing and promulgating Local Rules can be found in the Schools’ Health and Safety policies.

7. Refresher Training

In order to keep up-to-date with radiation safety, radiation workers must attend refresher training after five years. Refresher training can be completed by successfully passing the appropriate course on Learn.

8. Further Information

Further advice on instruction, training and local rules can be obtained from the Radiation Protection Unit of the Health and Safety Department, radiation@ed.ac.uk.