



# RP COP007 – AUTHORISATION TO WORK WITH IONISING OR NON-IONISING RADIATION SOURCES

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## 1. Introduction

This Code of Practice explains the arrangements in place at the University for the prior authorisation of staff and students to undertake work with ionising radiation and hazardous lasers (hazardous lasers are defined as those classed as 1M, 2M, 3A, 3R, 3B or 4).

## 2. Why Authorisation is required

The University has a responsibility to ensure that its work with radiation (the term radiation is used in the rest of this Code of Practice to include ionising radiation and hazardous lasers) is carried out in such a way to minimise the risk to its staff, students and other persons affected by that work. In order to be able to fulfil that responsibility, it needs to ensure that persons are adequately trained and instructed, and appropriately supervised. This requires knowledge of who is undertaking work with radiation and a means to exercise appropriate managerial control over their work. This is done by the use of a form known as the Proposed Scheme of Work form.

The Proposed Scheme of Work form (“PSoW”) also allows:

- the University Radiation Protection Unit to independently assess the risk from the proposed work and if necessary assist in the preparation of a new risk assessment;
- the conversion of the appropriate generic risk assessment into a specific one;
- the Radiation Protection Supervisor (RPS) or Departmental Laser Supervisor (DLS) to be informed of the proposed work and check that, where relevant, the use and disposal of radioactive material is within the permitted limits; and
- the RPS or DLS to confirm that the proposer has undergone appropriate training and received appropriate general and local instruction and information.

### 3. When Authorisation is required

Authorisation is required if any staff, visiting workers or postgraduate students wish to undertake radiation work without immediate supervision. Authorisation of undergraduates to work with radiation sources is permitted, but only when:

- their potential annual ionising-radiation dose is limited to 1 mSv;
- there is no work with hazardous lasers involving open beams;
- the control measures are predominantly engineered; and
- violation of any procedural controls would not significantly alter the degree of exposure risk.

Where undergraduates are working with radiation in a teaching environment, the demonstrator/lecturer completes a PSoW.

### 4. Prerequisites

In order to obtain authorisation, the applicant must have undergone suitable and sufficient training and instruction. They are asked to confirm this on the form. Details of the University's requirements on training and instruction can be found in Code of Practice RP/CoP008.

Authorisation also assumes that the proposed work with radiation is justified, which in the case of ionising radiation is needed to ensure compliance with the principle of reducing doses as low as reasonably achievable, and is a legal requirement. The applicant is asked to justify the need for the work on the PSoW. The University Radiation Protection Adviser advises on this matter. Where he considers that the proposal involves a practice that is not an "existing practice" under the Justification of Practices Involving Ionising Radiation Regulations, he would lead on the necessary application with the relevant central or devolved government department.

### 5. Arrangements

There are a number of PSoW forms, depending upon the type of radiation work that is proposed. These are located on the Radiation Protection Unit section of the Health and Safety Department website, in Word form and pdf format. Once the appropriate form is completed and signed, the applicant sends it to the relevant RPS or DLS. He/she checks the form and signs it, before sending it on to the University Radiation Protection Unit. In the case of work with unsealed radioactive material, the RPS also signs to confirm that the proposed work would not involve radioactive stock or waste in excess of the limits specified in the relevant Permit. The RPU checks the form, and if necessary contacts the applicant to discuss potential exposure and appropriate control measures, including whether classification for ionising radiation work is needed.

The RPU also advises on the PSoW form the need for and type of personal monitoring that is required by the applicant.

### 6. Further Information

Further advice on the University's authorisation process can be obtained from the Radiation Protection Unit, [radiation@ed.ac.uk](mailto:radiation@ed.ac.uk).