



# Supporting Practical Science, D&T and Art

- in schools and colleges

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## The CLEAPSS locally managed RPA Service – how it operates

### Notes:

- 1 The flow chart (overleaf) should be read in conjunction with these Notes.
- 2 The *Ionising Radiations Regulations 1999* require that an RPA should be “consulted” to determine whether an RPA needs to be “appointed”. In most scenarios some sort of records of the sources held by schools already exists. Some of these records may not be very accurate or up to date. However, we believe that they will be sufficient to determine that an RPA does in fact need to be appointed. If there are no records at all then LAs/Brokering organisations may as well collect the information in the format which will be required later on anyway (Form 1).
- 3 Part of the model involves each LA/brokering organisation appointing a contact person, who will have a liaison and monitoring role. We call this person the Radiation Protection Officer (RPO). CLEAPSS will provide training for them.
- 4 Various Forms and Model Letters/forms are referred to in the flowchart. The letters & forms are intended to cover all the likely situations. The letters will need customising in detail for each LA/Brokering organisation but the format should ensure that appropriate advice is given on all relevant matters. The scope of each is shown in the following table.

RPA Form 1	One completed for each school; gives details of the sources held, etc.
RPA Form 2	Sent by the RPA to the RPO asking how the information for Form 1 was gathered, what monitoring is carried out, what training has been provided, etc.
RPA 1	Description of the CLEAPSS RPA service. Sent to LA/Broker, at the start of the process, telling them of the need to “consult” an RPA, the information needed, the arrangements, etc.
Letter RPA 2 or RPA 2a	Letter from CLEAPSS following “consultation” saying the LA/school employer does need to “appoint” an RPA, advising next steps and including a template for the employer to use as the ‘letter of appointment’ RPA 2a is a modified version of RPA 2 designed for use where schools/colleges are included where the employer is not the organisation through which the RPA cover is being provided.
RPA 3	Letter of advice from RPA, with paragraphs covering each of the likely scenarios (this is the main letter of advice from the RPA to the LA/Broker).
RPA 4	No longer used
RPA 5	Letter from RPA following “consultation” saying there is no need to “appoint” an RPA (unlikely to be used).
RPA 6	Role of the RPO.
RPA 7	Application to join the CLEAPSS RPA service
RPA 7b	Application to broker membership of the CLEAPSS RPA service from a non LA organisation

\* Note 1 – The RPA who is “consulted” to determine the need for an RPA may not be the same as the one eventually allocated to the organisation

\*\* Note 2 – In some scenarios the brokering organisation may be providing services to schools where they are the employer and to ones where they are not – in this case they will need to secure completion of RPA2, RPA2a as appropriate.

# The CLEAPSS locally managed RPA Service (see explanatory Notes) (March 2014)

