

Ionising Radiations Regulations 2017

CLEAPSS RPA Service

This sheet introduces the CLEAPSS locally managed RPA Service. Please see our leaflet (PS46A), for an explanation of the legal position.

Participation in the CLEAPSS scheme is optional and will be subject to a supplementary charge per school holding sources. The current rate for this service can be found in CLEAPSS guide G001. This charge does not include any visits by the RPA – if, necessary, these would be subject to an additional charge.

The service is only available only on the following conditions;

1. The local authority/organisation remains in CLEAPSS membership. (If an authority/organisation decides to leave the RPA service, this can only take place at the end of the financial year, with a minimum notice of one year).
2. The schools/institutions included are themselves CLEAPSS members
3. The local authority/organisation appoints a Radiation protection officer(see below)

Under the *Ionising Radiations Regulations 2017*, the first step is to consult a Radiation Protection Adviser (RPA) who can advise you whether you need to appoint an RPA (in writing). The overwhelming majority of secondary schools hold radioactive sources at a level that means the employer will need to appoint an RPA.

In order to consult an RPA, **please send CLEAPSS a list, in paper or electronic form, of radioactive sources held by each school**. At this stage, this list could be an inventory which you already have prepared, or. **For the consultation stage, it will probably not matter if the records are incomplete or information from some schools is missing.**

If you have no records at all please use CLEAPSS Form 1 to begin compiling them now. You could send Form 1 to schools and ask them to complete it but in that case we would suggest some checking of the accuracy may be prudent. **You do not need to wait until all schools/institutions return their Form 1s – a reasonable sample will do to begin with.**

The RPA will then consider the documentation and advise whether you need to appoint an RPA. If you do need to appoint an RPA, we will advise you on the next step and offer training to the person responsible for liaison and monitoring what is happening in schools. This person is the Radiation Protection Officer, RPO, who is usually a science adviser/inspector or health and safety adviser.

If, as a result of consulting the RPA, you are advised to appoint an RPA, complete and accurate records will be required. For that, we will ask you to complete copies of CLEAPSS Form 1 for each institution to be included in the service.

CLEAPSS expects RPOs to make monitoring visits to each school/college included in the service at a minimum frequency of once every two years to ensure that the school/college is following the advice given in L093. Any deficiencies identified during these visit should be referred to the appointed RPA for advice. In this eventuality more frequent visits will be required to ensure that the advice from the RPA has been carried out.

Please do not hesitate to contact CLEAPSS if you require further clarification.